

McGraw-Hill

WORKFORCE > connects

TRAINING & INSTRUCTION

Improve academic and employability skills
to meet workforce demands.

BECAUSE
workforce
skills lead to
great jobs



WorkforceConnects.com

McGraw-Hill Workforce Connects online integrated system offers cost-effective, industry cluster-specific basic skills training and instruction in Applied Mathematics, Locating Information, Reading for Information, Workplace Success, Writing for Work, and Applied Computer Basics.

CAREER READINESS PREPARATION COURSES

Applied Mathematics

Lesson modules that model and practice the workplace application of skills in computation, measurement, using formulas, and making spending decisions, all of which align to the skill levels needed for career readiness certification.

Locating Information

Lesson modules that model and practice the application of skills needed to use workplace graphics to find information, analyze trends, summarize information, and make decisions, all of which align to the skill levels needed for career readiness certification.

Reading for Information

Lesson modules that model and practice the application of skills needed to use workplace documents to understand information, follow instructions, define and use workplace words, and follow policies and procedures, all of which align to the skill levels needed for career readiness certification.

Learners' and job seekers' instructional starting points within each course is determined by their pre-assessment score; their ending points are determined by the skill level needed in order to enter into an occupational bridge, apprenticeship, or post-secondary program for the career path the learner is pursuing.

On Your Own (OYO) Lesson Assessments

On Your Own lesson assessments are industry cluster-specific. For students at career readiness certificate levels (Units 3-7), a majority of the contexts within each OYO lesson scenario are related to the career cluster in which the learner has expressed interest.

Skill Support

Skill Support offers extensive basic skills remediation within Mathematics and Reading. Students have access to Skill Support throughout each Applied Mathematics, Reading for Information, and Locating Information lesson. If students score below a 70% on the On Your Own lesson assessments, they are automatically prescribed the Skill Support lessons needed to build the foundational basic skills that will help them continue on with their instruction.

ADDITIONAL RESOURCES

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WORKFORCE > workplace skills

CAREER READINESS PREPARATION

The Workplace Skills Series provides students with the skills they need to increase employability and career mobility.

- Provides skill instruction
- Offers effective problem-solving models
- Features guided and independent practice
- Includes performance assessment
- Integrates career clusters throughout the program



Applied Mathematics provides review and practice opportunities for skills in today's workplace, including mathematical reasoning, critical thinking, and problem-solving skills.

Locating Information provides vital skills practice for retrieving and using information communicated in the workplace through graphic sources, such as diagrams, instrument readings, and flow charts.

Reading for Information focuses on the skills needed to read and effectively use workplace documents, including letters, memos, directions, bulletins, regulations, and policies.

Basic Skills for the Workplace offers contextualized, low-level basic skills instruction aligned to TABE® Level E covering applied math, reading and writing for work, and computer basics.

TITLE	ISBN
Student Handbooks	
Applied Mathematics	978-0-07-657481-0
Locating Information	978-0-07-657482-7
Reading for Information	978-0-07-655574-1
Basic Skills for the Workplace	978-0-07-661062-4
Teacher Editions	
Applied Mathematics	978-0-07-661080-8
Locating Information	978-0-07-661081-5
Reading for Information	978-0-07-661082-2
Basic Skills for the Workplace	978-0-07-661084-6

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TITLE	ISBN
Student Handbooks	
Tools for Workplace Success	978-0-07-661063-1
Writing for Work	978-0-07-657792-7
Teacher Editions	
Tools for Workplace Success	978-0-07-661086-0
Writing for Work	978-0-07-661083-9

ESSENTIAL SKILLS FOR THE WORKPLACE

Provides workplace competency instruction and practice to develop skills most valued by employers.

Tools for Workplace Success provides soft skill instruction and scenarios based on the most commonly sought after skills by employers, as defined by the Employment and Training Administration (ETA) workplace competency models.

Writing for Work provides applied workplace writing activities designed to help students develop their skills in writing responses to work-related situations and relaying workplace information.

Applied Computer Basics teaches computer basics through applied workplace computing scenarios. Steps for performing tasks on the computer are modeled for students, followed by guided practice and independent practice performing similar tasks within a workplace context.

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The Complete Career Navigation System

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