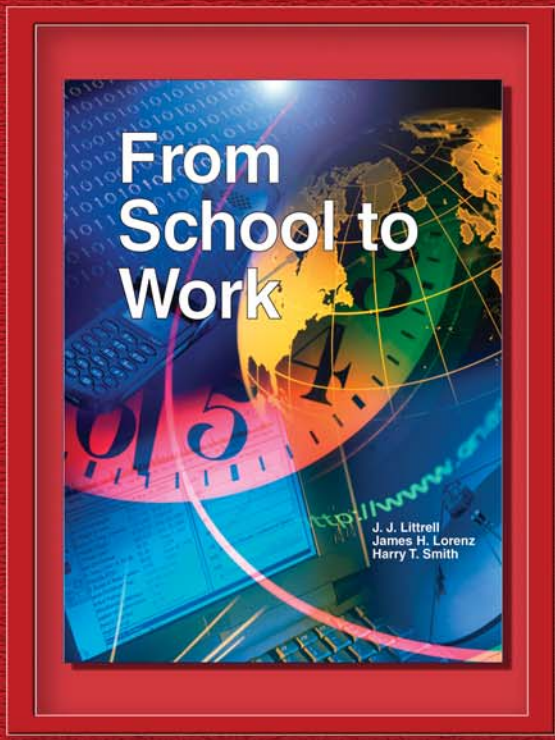
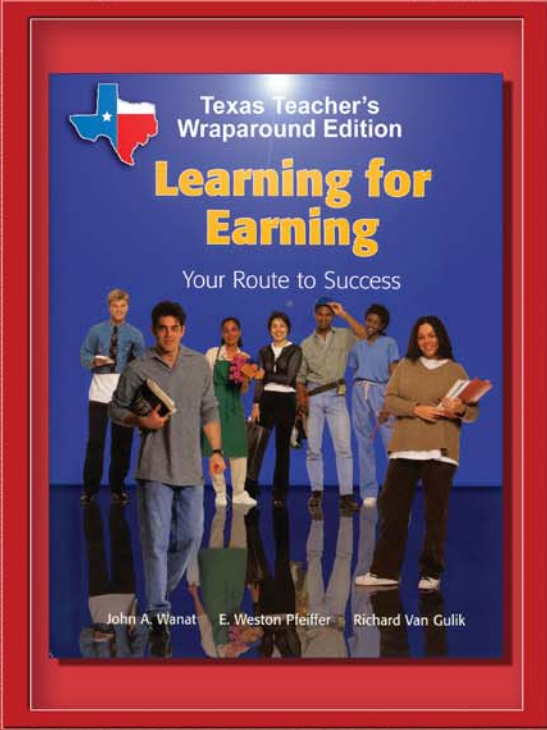




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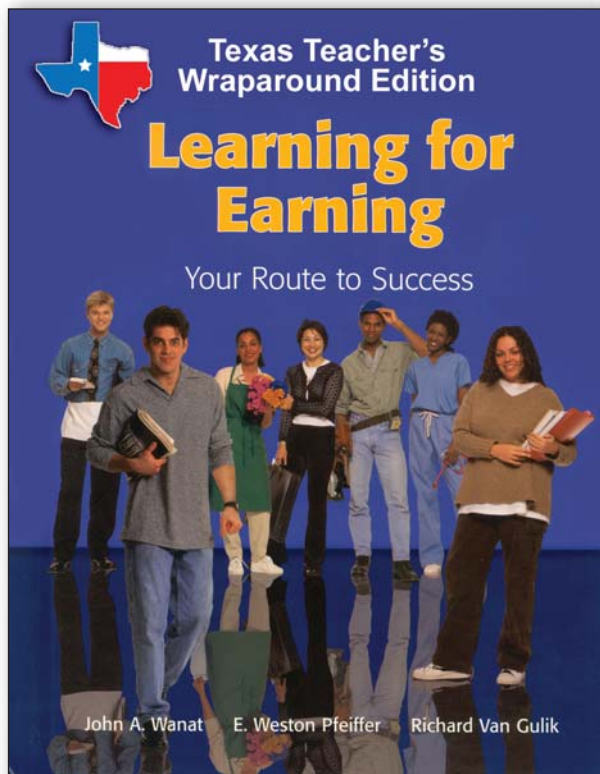
In addition, the TEKS are highlighted on chapter-opening pages for your reference! New end-of-chapter activities help students to better understand self and make a suitable career match.

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Learning for Earning



by John A. Wanat, E. Weston Pfeiffer,
and Richard Van Gulik



CONTENTS

1. The Importance of Work
2. The Changing Workplace
3. The Law in the Workplace
4. Learning About Careers
5. Types of Careers
6. A Business of Your Own
7. Learning About Yourself
8. Making Decisions
9. Options for Education and Training
10. Making a Career Plan
11. Job Search Skills
12. Interviewing Skills
13. Good Employee Skills
14. Being a Team Player
15. Keeping Safety First
16. Handling Changes in Job Status
17. Basic Skills for Job Success
18. Time Management and Study Skills
19. Communication Skills
20. Your Appearance
21. Good Health and Job Success
22. Developing Leadership Skills
23. Paychecks and Taxes
24. Budgets
25. Checking Accounts
26. Savings
27. Credit
28. Insurance
29. A Place to Live
30. Transportation
31. Being a Responsible Citizen

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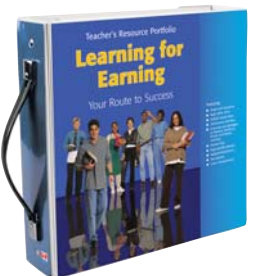
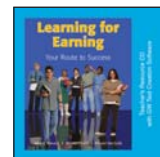
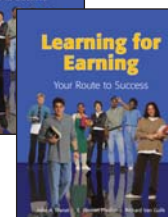
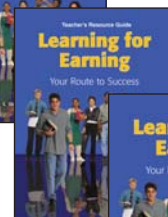
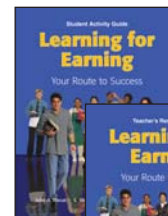
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- Covers key workplace issues including teamwork, diversity, and employer expectations.

- Identifies workplace competencies needed for success on the job.
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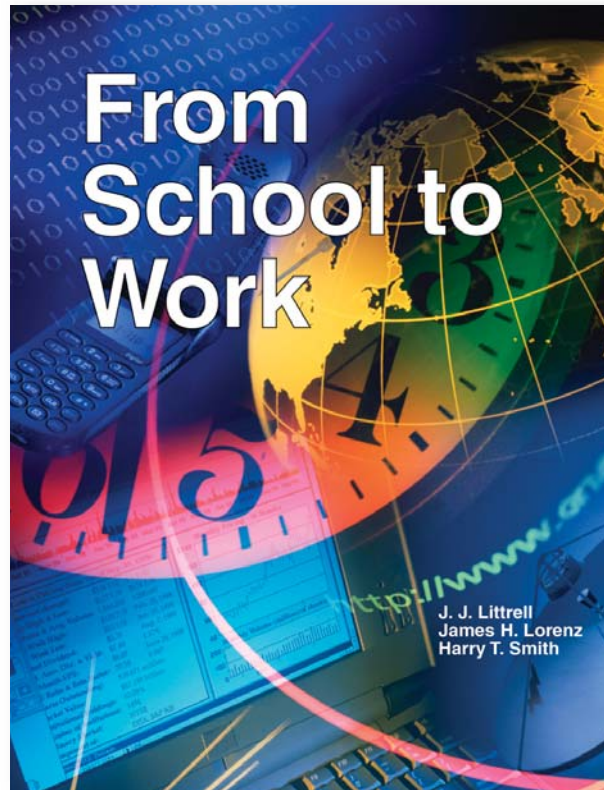


From School to Work

by J. J. Littrell, Ed.D., James H. Lorenz, Ed.D.
and Harry T. Smith, Ed.D.

CONTENTS

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|--|---|
| 1. Making the Transition from School to Work | 15. Making Career Decisions |
| 2. Understanding Work-Based Learning | 16. Applying for Jobs |
| 3. What Your Employer Expects | 17. Taking Pre-Employment Tests |
| 4. Teamwork and Problem-Solving Skills | 18. Interviewing for Jobs |
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| 6. Math in the Workplace | 20. Diversity and Rights in the Workplace |
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| 8. Looking Good on the Job | 22. Entrepreneurship: A Business of Your Own |
| 9. Safety on the Job | 23. Understanding Income and Taxes |
| 10. Leadership and Group Dynamics | 24. Managing Spending |
| 11. Participating in Meetings | 25. Using Credit |
| 12. Learning About Yourself | 26. Banking, Saving, and Investing |
| 13. Learning About Careers | 27. Insurance |
| 14. Researching Careers | 28. Managing Family, Work and Citizenship Roles |



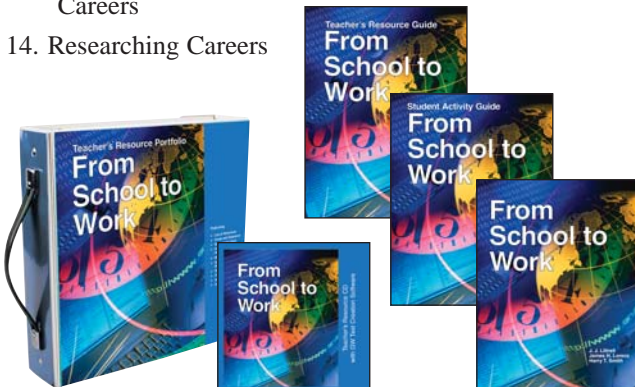
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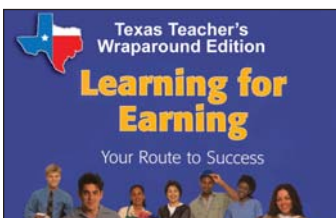


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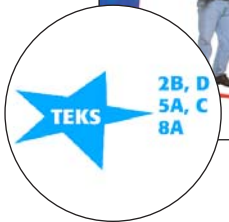
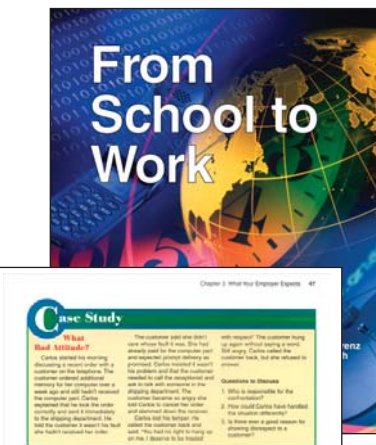
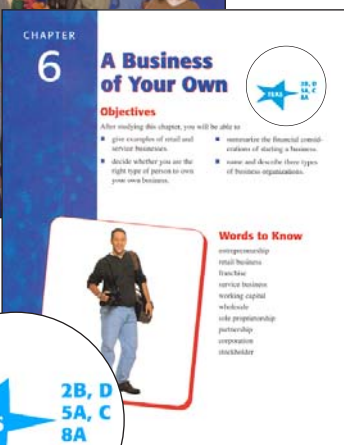
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The Texas Teacher's Wraparound Edition for Learning for Earning assures that your lessons incorporate the Texas Essential Knowledge and Skills (TEKS) for "Career Investigation." The TEKS addressed in each chapter are highlighted on chapter-opening pages for your reference!

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