

**GOODHEART-WILLCOX PUBLISHER
CORRELATION TO THE MISSISSIPPI CURRICULUM FRAMEWORKS**

**Instructional Category – Cooperative Education
Course – Cooperative Education I (CIP 00.0204)
Grades 9-12**

TITLE: *From School to Work* © 2009

1. Use individualized resources to reinforce specific job skills directly related to individual training station.		
	Pupil Edition Page References	Teacher Edition Page References
		26–28, 245, 288–303
2. Reinforce occupation-specific concepts and work-related skills utilized in the workplace.		
	Pupil Edition Page References	Teacher Edition Page References
		27, 34–47
3. Develop a long-range career plan for success in a chosen occupation.		
	Pupil Edition Page References	Teacher Edition Page References
		30, 31, 288–303
4. Identify school and program policies and procedures related to the Cooperative Education program.		
	Pupil Edition Page References	Teacher Edition Page References
a. Describe school policies.		27, 28
b. Describe program policies related to the Cooperative Education program.		27, 28

c. Discuss employment and child labor laws.		40–43
5. Discuss educational, occupational, and leadership opportunities.		
	Pupil Edition Page References	Teacher Edition Page References
a. Identify and describe educational opportunities available through vocational student youth organizations.		208–215
b. Identify and describe occupational opportunities available through trade and professional organizations.		24, 43, 194, 292, 295
c. Identify and describe management/leadership styles.		200, 206–215
6. Research employment opportunities.		
	Pupil Edition Page References	Teacher Edition Page References
a. Identify national employment opportunities for an occupation.		248–285, 288–303
b. Explore globalization opportunities of an occupation.		208–215, 292, 293
7. Discuss fundamental economic principles.		
	Pupil Edition Page References	Teacher Edition Page References
a. Identify principles of economics.		429–439
b. Discuss types of economic systems.		434–436
8. Apply health practices in the workplace.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss physical, emotional, and mental personal health.		162–166
b. Explain the relationship between good health and success on the job.		162–166, 585

9. Identify basic safety requirements for the worksite.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss safety laws and regulations.		40–43, 174–197, 611–614
b. Explain the importance of following health and safety requirements.		187–190
10. Discuss first aid.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss basic first aid procedures.		191
b. Demonstrate basic first aid procedures.		191
11. Discuss workplace security/risk management.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss robbery and burglary security issues.		193
b. Discuss customer shoplifting security issues.		193
c. Discuss internal theft security issues.		193, 518
12. Complete school-to-careers activities.		
	Pupil Edition Page References	Teacher Edition Page References
a. Participate in a school-to-careers activity (business/industry tours, resource speakers, career fair, etc.).		26, 208–215, 294
b. Describe the role of trade organizations and associations.		208–215, 248–285, 290
13. Explain the relationship between academic and workplace skills.		
	Pupil Edition Page References	Teacher Edition Page References
a. Complete a cooperative project (paper, presentation, or		49, 441

demonstration) associated with an academic subject.		
b. Participate in an integrated academic activity.		49, 441
14. Identify duties and tasks of occupational placement.		
	Pupil Edition Page References	Teacher Edition Page References
a. Research and report job duties and tasks associated with occupational job placement.		24, 284, 292
b. Identify occupational duties and tasks at the worksite.		295
15. Define work.		
	Pupil Edition Page References	Teacher Edition Page References
a. Define and discuss work.		26, 34–47, 63
b. Explain why people work.		26, 27
c. Define and discuss work ethics.		60–63, 147, 148, 242, 243
16. Relate the importance of good human relations to job success.		
	Pupil Edition Page References	Teacher Edition Page References
a. Identify employee expectations.		384–401
b. Identify employer expectations.		390–395
c. Identify co-worker expectations.		387–389
17. Explain and practice individual work maturity.		
	Pupil Edition Page References	Teacher Edition Page References
a. Identify positive characteristics.		387–389
b. Discuss appropriate workplace behavior and dress.		389–390
c. Discuss the importance of following company policies.		390–395
18. Explore and practice teamwork skills.		
	Pupil Edition	Teacher Edition

	Page References	Page References
a. Describe the qualities of a good team.		74–79
b. Demonstrate the components of good teamwork including team dynamics and working through team problems.		75, 78
19. Determine learning styles.		
	Pupil Edition Page References	Teacher Edition Page References
a. Define different learning styles.		154, 295–299
b. Identify personal learning style.		95–99, 109, 110, 145–148
20. Discuss personal identity.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss lifestyles and how they related to work.		244
b. Identify interests and aptitudes.		237, 238
c. Explain the differences in personality traits.		240
d. Define and set goals.		79, 243–245
21. Identify and use decision making and problem solving skills.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss the steps in the decision making and problem solving process.		80–87, 306–317
b. Apply decision making and problem solving skills.		80–87, 306–317
22. Demonstrate appropriate business behavior and professional etiquette.		
	Pupil Edition Page References	Teacher Edition Page References
a. Make proper introductions in professional situations.		374
b. Understand appropriate workplace behavior.		597, 604–608
c. Discuss gratuity procedures.		470

23. Demonstrate appropriate dining etiquette.		
	Pupil Edition Page References	Teacher Edition Page References
a. Demonstrate proper table manners.		167
b. Discuss appropriate restaurant etiquette to include, seating, ordering, and methods of payment and gratuity.		167
24. Explore taxes.		
	Pupil Edition Page References	Teacher Edition Page References
a. Describe the basic types of taxes.		474–484
b. Discuss basic vocabulary pertaining to taxes.		474–484
25. Discuss tax forms.		
	Pupil Edition Page References	Teacher Edition Page References
a. Complete a Form W-4.		472
b. Interpret a Form W-2.		476
c. Interpret a 1099-INT.		N/A
d. Complete a 1040EZ.		477
e. Complete a MS State Tax Form.		
26. Demonstrate basic mathematical skills needed in the workplace.		
	Pupil Edition Page References	Teacher Edition Page References
a. Review basic math skills of adding, subtracting, multiplying, and dividing whole numbers.		120–135
b. Review basic math operations using fractions, decimals, and percentages.		125, 126, 127
c. Explain basic metric terms and conversions.		130–134
27. Demonstrate applied mathematical skills needed in the workplace.		

	Pupil Edition Page References	Teacher Edition Page References
a. Apply math skills to computation of: gross pay, net pay, hours worked, payroll deductions, overtime, commission, and bonuses.		137,
b. Apply math skills to computation of: total purchase amount, trade discounts, cash discounts, and sales tax.		122, 126
c. Demonstrate use of ten-key calculator and/or spreadsheet software in solving mathematical problems.		123
28. Explain how to maintain a checking account.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss how to open an account, make deposits, maintain a check register, and reconcile a bank statement.		552–562
b. Discuss types of endorsements.		555, 556
c. Explain electronic banking.		561
29. Demonstrate the effective use of nonverbal communication skills.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss nonverbal communication skills.		109
b. Demonstrate appropriate nonverbal communication skills.		109, 119
30. Demonstrate the effective use of listening skills.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss and demonstrate workplace listening skills.		95, 97, 119
b. Discuss the effects that inadequate listening skills can have in the workplace.		95, 96
c. Discuss the importance of questioning to clarify information.		119

31. Demonstrate the effective use of verbal communication skills.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss and demonstrate appropriate speaking skills.		109, 110
b. Discuss and demonstrate appropriate telephone skills.		111, 112
c. Discuss and demonstrate appropriate customer service techniques.		119
32. Demonstrate the effective use of reading skills.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss and demonstrate proper workplace reading skills.		92, 96–98, 119
b. Discuss the effects that inadequate reading skills can have in the workplace.		96–98, 119
33. Discuss types of written communications used in the workplace.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss the effects that inadequate writing skills can have in the workplace.		98–109
b. Apply concepts used to produce written communication.		98–109
34. Research current job lead sources of information to locate a job.		
	Pupil Edition Page References	Teacher Edition Page References
a. Research periodicals, newspapers, and electronic media (World Wide Web and CD-ROM).		145, 288–303
b. Interpret data about job lead sources.		248–285
35. Analyze various job applications.		
	Pupil Edition	Teacher Edition

	Page References	Page References
a. Complete a simple application.		143
b. Complete a complex application.		143
36. Demonstrate skills used in securing and maintaining employment.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss and demonstrate proper writing skills needed to complete the following: (1) cover letter. (2) a résumé. (3) a follow-up letter.		324, 332–338, 340
b. Discuss and demonstrate proper interview techniques to include: (1) getting ready for the interview. (2) during the interview. (3) following the interview.		364–379
37. Demonstrate skills used in leaving a job.		
	Pupil Edition Page References	Teacher Edition Page References
a. Develop a letter of resignation.		396–397
b. Explain the purpose of an exit interview.		396–397
38. Understand basic terminology, applications, components, and care associated with the use of microcomputers.		
	Pupil Edition Page References	Teacher Edition Page References
a. Identify and describe the use or function of the basic components of a computer system.		140–151, 159
b. Identify terminology associated with computers.		154
c. Demonstrate precautions and care when working with computers, printers, storage devices, and other accessories.		140–151, 159

39. Apply key computer applications used in the work environment.	Pupil Edition Page References	Teacher Edition Page References
a. Describe uses and benefits of computer applications in the work environment.		140–151
b. Demonstrate use of key computer applications. (For computer access only)		159
40. Recognize the importance of technology and computer literacy in today’s workplace.		
	Pupil Edition Page References	Teacher Edition Page References
a. Discuss trends and changes in the workplace using computers and technology.		138–157, 159
b. Explain means by which technology affects the workplace.		148, 149, 153, 451–453, 606
41. Perform basic telecommunication applications.		
	Pupil Edition Page References	Teacher Edition Page References
a. Define terminology associated with telecommunications.		451–453, 606
b. Access on-line information. (For internet access only)		145,159

- All competencies and objectives must be listed even though you may not correlate to the competencies and/or objectives. Please write "NA" in the page reference if there is no correlation.
- If you have an annotated teacher edition (ATE), then you may correlate to that one book as it contains both the pupil and teacher edition. Please indicate that you are correlating to the ATE.
- If you have a series of books that are being submitted, please do a correlation for each book. Each book's correlation should stand-alone.