

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

**Instructional Category – Cooperative Education  
Course – Cooperative Education II (CIP 00.0213)  
Grades 9-12**

**TITLE: *From School to Work* © 2009**

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

c. Review employment and child labor laws.		40–43
d. Review leadership opportunities available through vocational student youth organizations.		200, 206–215
<b>5. Update duties and tasks of occupational placement.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Review and revise training plans/progress report.		37–40
b. Review and revise directly-related instruction.		27, 40
<b>6. Use decision making skills to plan a career/educational future.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Update résumé and career plan.		324, 332–338
b. Discuss educational opportunities.		311
c. Discuss employment opportunities.		248–285, 290–294
<b>7. Explain techniques of effective time management.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Discuss the steps in the time management process.		599–601
b. Use effective time management practices to manage personal productivity.		600. 601
<b>8. Discuss organizational skills.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Discuss the importance of organizing work areas.		436
b. Discuss the importance of organizing and managing information.		272, 273
<b>9. Explain quality assurance concepts.</b>		

	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Explore quality assurance concepts.		72
b. Explain the guidelines to achieve customer satisfaction.		72
<b>10. Review safety requirements for the worksite.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Discuss safety laws and regulations.		174–197
b. Explain the importance of following health and safety requirements.		582–586
c. Discuss workplace security.		179, 191–193, 274, 275
<b>11. Discuss legal issues in the work environment.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Discuss laws that affect the workplace.		40–43, 611–614
b. Discuss discrimination as it relates to the workplace.		42, 43, 412–425
c. Discuss harassment as it relates to the workplace.		40–43, 412–425
<b>12. Discuss international etiquette.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Discuss international forms of greetings.		374
b. Discuss international dining etiquette.		374
<b>13. Review management/leadership styles.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Identify the various management/leadership styles.		200–215
b. Demonstrate strategies used in various management/leadership styles.		206–215
<b>14. Describe corporate culture.</b>		

	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Define company culture.		NA
b. List factors that influence company culture.		NA
<b>15. Explore cultural diversity.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Discuss diversity trends.		404–425
b. Identify cultural differences that may be encountered.		406–412
c. Discuss the benefits of diversity in the workplace.		409, 410
<b>16. Discuss methods of conflict resolution.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Identify causes and symptoms of conflict.		87
b. Identify the steps for conflict resolution.		87–89
c. Apply conflict resolution strategies.		87–89
<b>17. Define and discuss the concept of entrepreneurship.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Define entrepreneurship.		444
b. Identify advantages of entrepreneurship.		445
c. Identify disadvantages of entrepreneurship.		445
d. Identify traits of a successful entrepreneur.		444–445
<b>18. Explore methods of entering into business.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Identify four methods of becoming a business owner.		442–461
b. Explain the advantages and disadvantages of each method of business ownership.		445, 447, 448, 456, 598

<b>19. Discuss major types of business ownership.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Define forms of business ownership.		598
b. Discuss the advantages and disadvantages of each form of business ownership.		445, 598
<b>20. Examine necessary components for successfully operating a business.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Discuss financing options for a business.		454–460
b. Discuss factors relating to the location of a business.		456
c. Explain legal, ethical, and social aspects of business ownership.		454–461
<b>21. Discuss major types of financial institutions.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Identify types of financial institutions.		546, 547
b. Compare and contrast types of financial institutions.		544–573
<b>22. Describe the steps involved in developing a budget.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Determine goals.		79, 243–245
b. Discuss income and expenses.		245
c. Discuss wants and needs.		431
d. Explain how to prepare a budget.		496–499
<b>23. Discuss financial planning.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>

a. Compare methods of savings.		564–566
b. Research investment portfolios.		338, 339
<b>24. Discuss the basic types of credit.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Explain the three C's of credit.		530–534
b. List the advantages and disadvantages of credit.		524, 525
c. Explain how to establish credit.		530–534
d. Calculate the cost of credit.		534, 535
e. Discuss credit reporting.		522–541
<b>25. Outline steps in making wise shopping decisions.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Discuss the value of using wise shopping decisions.		508–510
b. Explain the techniques of shopping wisely.		508–510
<b>26. Identify housing choices.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Explain the advantages and disadvantages of living on your own.		571, 572
b. Compare and contrast renting vs. buying.		571, 572
<b>27. Identify transportation choices.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Explain the cost of owning, operating, and maintaining a vehicle.		528
b. Compare and contrast new vs. used vehicles.		528
<b>28. Identify insurance choices.</b>		

	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Explain the purpose of insurance.		578–582
b. Discuss types of insurance.		576–591
c. Analyze the cost of insurance.		590, 591
<b>29. Describe various types of consumer fraud.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Explore ways to identify consumer fraud.		450
b. Explore ways to prevent consumer fraud.		517–519
<b>30. Discuss consumer rights and responsibilities.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Interpret various consumer rights.		510–517
b. Explain consumer protection services.		514, 515
c. Discuss consumer responsibilities.		510–517
<b>31. Review basic terminology, applications, components, and care associated with the use of computers.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Review the use and function of the basic components of a computer system.		140–151
b. Review terminology associated with computers.		14–151
c. Reinforce precautions and care when working with computers, printers, storage devices, and other peripherals.		142–145, 150, 151
d. Apply key computer applications.		143–151
<b>32. Perform basic telecommunications applications.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Discuss and/or demonstrate the use of electronic mail.		148, 149

b. Discuss and/or demonstrate uploading and downloading files.		143–145
c. Discuss teleconference process.		115
<b>33. Discuss the Internet.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Define the terminology related to the Internet.		145–148
b. Discuss and/or demonstrate searching and retrieving information from the Internet.		146, 147
<b>34. Utilize multimedia applications.</b>		
	<b>Pupil Edition Page References</b>	<b>Teacher Edition Page References</b>
a. Discuss the use of multimedia applications.		156
b. Demonstrate the use of multimedia applications.		156

- 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.