

# Adult & Workforce Education Product Guide 2022



- Workforce Education
- High School Equivalency

- Adult Numeracy & Literacy

CONTEXTUALIZED LEARNING | PRINT, DIGITAL, AND ADAPTIVE LEARNING

## Prepare students for workplace success

Combine academic and essential skills instruction within workplace contexts to guide adult learners on a path to a living wage and a sustainable career path. Aligned with WIOA requirements, our workforce solutions promote best practices for integrating academic and occupational skills to prepare students for postsecondary education and training, and, ultimately, success throughout their careers.

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### Workplace Skills Series [Print]



#### Build the skills that increase employability

The Workplace Skills Series contains two core instruction series, *Career Readiness Preparation* and *Essential Skills for the Workplace*. These series include both student and teacher editions and focus on contextualized academic and essential skills instruction.

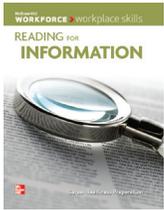
Through career pathways guidance and the contextualization of education and training, adult learners develop the skills they need to increase their employability and maximize their career mobility in today's workforce. Contextualized academic skill development helps learners build the reading, math, and graphical information skills needed for success in the workplace, while scenario-based activities teach and develop students' essential employability and workplace writing skills. Instruction and practice are contextualized in a variety of different industries through realistic scenarios and are organized by applied academic skills.

#### The Workplace Skill series:

- Provides workplace competency instruction and practice to develop skills most valued by employers
- Offers effective problem-solving models
- Features guided and independent practice

## Career Readiness Preparation Series

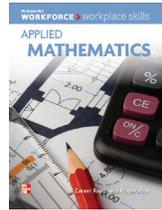
The *Career Readiness Preparation* series builds the academic skills needed for career readiness through contextualized instruction and practice and is aligned to the newest career readiness tests. Contextualized extension activities and ELL strategies are included throughout each Teacher Edition.



### Reading for Information

Develops skills to read and effectively use workplace documents including business letters, memos, directions, bulletins, regulations, and policies.

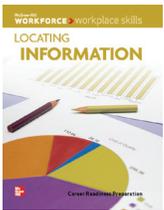
Student Edition .....978-0-07-655574-1.....\$24.94  
 Teacher Edition .....978-0-07-661082-2 .....\$33.96  
 25-pack Value Set .....978-0-07-662802-5 .....\$526.75



### Applied Mathematics

Provides instruction and application of key math skills needed for success in today's workplace, focusing on mathematical reasoning, critical thinking, and problem-solving skills.

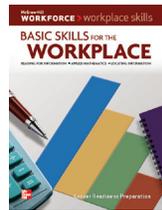
Student Edition .....978-0-07-657481-0 .....\$24.94  
 Teacher Edition .....978-0-07-661080-8 .....\$33.96  
 25-pack Value Set .....978-0-07-662800-1.....\$526.72



### Locating Information

Provides vital skills instruction for retrieving and using information communicated in the workplace through graphical sources, such as diagrams, workplace signs, and flow charts.

Student Edition .....978-0-07-657482-7 .....\$24.94  
 Teacher Edition .....978-0-07-661081-5 .....\$33.96  
 25-pack Value Set .....978-0-07-662801-8 .....\$526.72



### Basic Skills for the Workplace

Introduces contextualized, low-level basic academic skills that build the foundation for *Applied Mathematics*, *Reading for Information*, and *Locating Information*.

Student Edition .....978-0-07-661062-4 .....\$24.94  
 Teacher Edition .....978-0-07-661084-6 .....\$33.96  
 25-pack Value Set .....978-0-07-661089-1 .....\$526.72

## Essential Skills for the Workplace Series

The *Essential Skills for the Workplace* series develops employability skills through workplace-based scenarios to develop the decision making and written communication skills needed to be an effective employee.

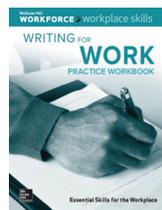


### Tools for Workplace Success

Provides essential (“soft”) skills instruction through scenario-based modeling and application of workplace decision-making processes, using the skills employers most commonly require from their employees as defined by the Department of Labor’s

workplace competency models.

Student Edition .....978-0-07-661063-1 .....\$24.94  
 Teacher Edition .....978-0-07-661086-0 .....\$33.96  
 25-pack Value Set .....978-0-07-661094-5 .....\$526.72



### Writing for Work

Provides applied workplace writing activities designed to help students develop their written communication skills within real-world situations, including critical skills such as responding to workplace issues and effectively relaying workplace information.

Student Edition .....978-0-07-657792-7 .....\$24.94  
 Teacher Edition .....978-0-07-661083-9 .....\$33.96  
 25-pack Value Set .....978-0-07-661091-4 .....\$526.72

## Workplace Skills Practice Workbooks [Print]

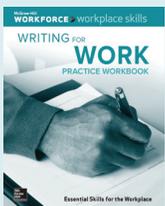
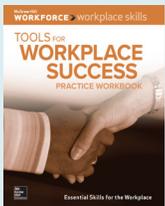
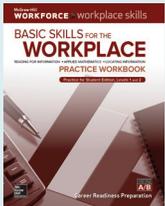
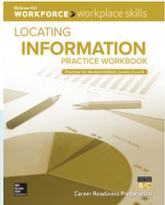
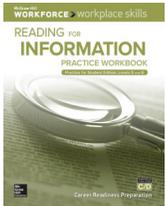
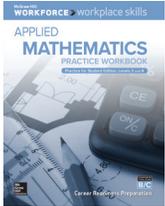


McGraw-Hill  
**WORKFORCE** > workplace skills  
PRACTICE WORKBOOK

### Apply the Skills Needed for Successful Careers

These consumable workbooks are built upon the College and Career Readiness Standards and are aligned to CCRS levels A–D. Designed to provide extra practice of core workplace skills, these workbooks can supplement any CCRS-aligned contextualized academic skills and essential skills instruction or can serve as stand-alone materials for practicing these skills. The series includes nine workbooks in the subject areas of applied mathematics, locating information, reading for information, employability skills, and writing for work, each with workplace contextualization. Available in English and Spanish.

- Prepares students for any workplace and helps them master specific skills employers require
- Uses authentic workplace contextualization to take learning beyond abstract academic skills and to make learning relevant to the student
- Focuses on contextualized academic and essential skills, while providing ample practice
- Aligned to the College and Career Readiness Standards as well as WorkKeys and Equipped for the Future essential skills standards
- Helps meet WIOA requirements as part of career pathway-oriented activities implemented by eligible training providers



English .....	SOLD IN 10-PACKS	
Workplace Skills Practice Workbook, Levels B/C, Applied Mathematics .....	978-0-07-902033-8	\$43.72
Workplace Skills Practice Workbook, Levels C/D, Applied Mathematics .....	978-0-07-902034-5	\$43.72
Workplace Skills Practice Workbook, Levels B/C, Reading for Information .....	978-0-07-902035-2	\$43.72
Workplace Skills Practice Workbook, Levels C/D, Reading for Information .....	978-0-07-902036-9	\$43.72
Workplace Skills Practice Workbook, Levels B/C, Locating Information .....	978-0-07-902037-6	\$43.72
Workplace Skills Practice Workbook, Levels C/D, Locating Information .....	978-0-07-902038-3	\$43.72
Workplace Skills Practice Workbook, Basic Skills for the Workplace .....	978-0-07-902039-0	\$43.72
Workplace Skills Practice Workbook, Tools for Workplace Success .....	978-0-07-902040-6	\$43.72
Workplace Skills Practice Workbook, Writing for Work .....	978-0-07-902041-3	\$43.72
Spanish .....	SOLD IN 10-PACKS	
Workplace Skills Practice Workbook, Levels B/C, Applied Mathematics .....	978-0-07-902042-0	\$43.72
Workplace Skills Practice Workbook, Levels C/D, Applied Mathematics .....	978-0-07-902043-7	\$43.72
Workplace Skills Practice Workbook, Levels B/C, Reading for Information .....	978-0-07-902044-4	\$43.72
Workplace Skills Practice Workbook, Levels C/D, Reading for Information .....	978-0-07-902045-1	\$43.72
Workplace Skills Practice Workbook, Levels B/C, Locating Information .....	978-0-07-902046-8	\$43.72
Workplace Skills Practice Workbook, Levels C/D, Locating Information .....	978-0-07-902047-5	\$43.72
Workplace Skills Practice Workbook, Basic Skills for the Workplace .....	978-0-07-902049-9	\$43.72
Workplace Skills Practice Workbook, Tools for Workplace Success .....	978-0-07-902048-2	\$43.72
Workplace Skills Practice Workbook, Writing for Work .....	978-0-07-682971-2	\$43.72

## Career Companion Series [Print]

### Career exploration and industry-specific contextualized skills practice based on 16 career clusters

This series helps students explore various career paths and understand what it takes to be successful in these fields, helping them choose the career pathway that’s right for them. Prepare students for a sustainable career path that provides living wages within one of the 16 national career clusters. Each book is broken into “Explore” and “Prepare” sections. The “Explore” section provides synopses of careers and prepares student to enter an industry. All instruction, examples, and problems in the “Practice” section are presented within the context of a specific industry, allowing students to practice contextualized skills within the area of their career interests. Adult educators can use these books to craft individual student plans of study for a broad range of career options.

<b>Agriculture, Food, &amp; Natural Resources</b> 978-0-07-661064-8 .....	\$20.70	<b>Education &amp; Training</b> 978-0-07-661068-6 .....	\$20.70
<b>Hospitality &amp; Tourism</b> 978-0-07-661072-3 .....	\$20.70	<b>Manufacturing</b> 978-0-07-661076-1 .....	\$20.70
<b>Architecture &amp; Construction</b> 978-0-07-661065-5 .....	\$20.70	<b>Finance</b> 978-0-07-661069-3 .....	\$20.70
<b>Human Services</b> 978-0-07-661073-0 .....	\$20.70	<b>Marketing</b> 978-0-07-661077-8 .....	\$20.70
<b>Arts, Audio/Video Technology, &amp; Communications</b> 978-0-07-661066-2 .....	\$20.70	<b>Government &amp; Public Administration</b> 978-0-07-661070-9 .....	\$20.70
<b>Information Technology</b> 978-0-07-661074-7 .....	\$20.70	<b>Science, Technology, Engineering, &amp; Math</b> 978-0-07-661078-5 .....	\$20.70
<b>Business Management &amp; Administration</b> 978-0-07-661067-9 .....	\$20.70	<b>Health Science</b> 978-0-07-661071-6 .....	\$20.70
<b>Law, Public Safety, Corrections, &amp; Security</b> 978-0-07-661075-4 .....	\$20.70	<b>Transportation, Distribution, &amp; Logistics</b> 978-0-07-661079-2 .....	\$20.70





# Workforce Education: Integration

## Workforce Access [Digital]



Online pre-bridge courses develop the academic and technical skills needed for postsecondary success

Ideal for meeting WIOA requirements, the online *Workforce Access* courses build academic and technical skills in the context of high-growth industries. Online courses are modeled after integrated education and training models (IET), with instruction organized by industry-wide technical competencies and key academic and essential skills integrated into each lesson.

The *Workforce Access* courses can be used as a core curriculum or as a supplement to enhance integrated education and training programs. Because of this flexibility, instructors can assign individual lessons and assessments and set the pace for the course. 12-month courses. Seats are recyclable.

### MANUFACTURING

Bridge to Careers in Manufacturing 978-0-07-663981-6 .....	\$60.47
Introduction to Industrial Maintenance 978-0-07-664019-5 .....	\$60.47

### HEALTH SCIENCES

Bridge to Careers in Health Sciences 978-0-07-663986-1 .....	\$60.47
Medical Terminology 978-0-07-663982-3 .....	\$60.47
Introduction to Anatomy & Physiology 978-0-07-663998-4 .....	\$60.47

### INFORMATION TECHNOLOGY

Bridge to Careers in IT: Computer Fundamentals 978-0-07-663987-8 .....	\$60.47
Bridge to Careers in Networking 978-0-07-663997-7 .....	\$60.47
Bridge to Careers in Security 978-0-07-664028-7 .....	\$60.47

### TRANSPORTATION, DISTRIBUTION, AND LOGISTICS (TDL)

Bridge to Careers in TDL 978-0-07-663993-9 .....	\$60.47
Introduction to Supply Chain Management 978-0-07-664015-7 .....	\$60.47

### HOSPITALITY AND TOURISM

Bridge to Careers in Hospitality & Tourism 978-0-07-663992-2 .....	\$60.47
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### BUSINESS MANAGEMENT AND ADMINISTRATION

Bridge to Careers in Business Management 978-0-07-664034-8 .....	\$60.47
Microsoft Office Specialist: Word 2010 978-0-07-663980-9 .....	\$60.47

### GENERAL WORKPLACE SKILLS

Tools for Workplace Success (Soft Skills) 978-0-07-663984-7 .....	\$60.47
Transitions Math 978-0-07-663999-1 .....	\$60.47



## Provide the stepping stone to college and career success

Prepare students to not simply pass their high school equivalency exams, but to be truly ready for college, career training, and beyond. The unique combination of core College and Career Readiness-aligned instruction, test-specific practice, and lessons that provide workplace and other real world contextualization keeps students engaged as they build a strong academic foundation.

**Basics** [Print]

COMMON CORE BASICS

Grade Level Equivalency 6–8

English and Spanish editions available

*Basics*<sup>®</sup> builds the foundational skills adult learners need to successfully prepare for high school equivalency exams and earn their high school equivalency certificates. The program is aligned to College and Career Readiness Standards for Adult Education, and its instruction is built upon Webb’s Depth of Knowledge and Evidence-Based Reading Instruction. Academic skills instruction is contextualized in workplace scenarios and prompts adult learners to think beyond the test to what might come next. Short and long essay-writing practice and inquiry-based learning opportunities set them up for success in any field. This program is the first step in preparing learners to earn the postsecondary credentials or certifications that lead to family-sustaining careers.

**Features include:**

- Diagnostic pre-tests and mastery post-tests for each Core Subject Module
- Depth of Knowledge and Evidence-Based Reading Instruction as cornerstone of instruction
- Develop critical thinking skills to develop critical thinking
- Instruction tied to workplace and real-world tasks
- Short and long essay practice (Reading, Writing, and Social Studies)
- Inquiry-based learning opportunities (Mathematics and Science)
- Instructor’s Resource Binder with support for each lesson and assessment guidance

# COMMON CORE BASICS

Non-Common Core versions of High School Equivalency Basics are also available.

Ask your sales representative for more information.

HIGH SCHOOL  
EQUIVALENCY  
BASICS

## Common Core Basics

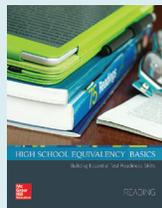
Common Core Basics Core Subject Module Reading Student Edition, Individual Title .....	978-0-07-657520-6 .....	\$28.64
Common Core Basics Core Subject Module Writing Student Edition, Individual Title .....	978-0-07-657522-0 .....	\$28.64
Common Core Basics Core Subject Module Mathematics Student Edition, Individual Title .....	978-0-07-657519-0 .....	\$28.64
Common Core Basics Core Subject Module Science Student Edition, Individual Title .....	978-0-07-657552-7 .....	\$28.64
Common Core Basics Core Subject Module Social Studies Student Edition, Individual Title .....	978-0-07-657521-3 .....	\$28.64
Core Subject Module 5-copy value set, 5 copies of each title (25 books) .....	978-0-02-144177-8 .....	\$660.95
Core Subject Module 25-copy value set with IRB, 25 copies of each title (125 books + IRB) .....	978-0-02-144178-5 .....	\$3,110.55

## Common Core Basics Spanish

Common Core Basics Spanish Core Subject Module Reading Student Edition .....	978-0-07-670236-7 .....	\$28.64
Common Core Basics Spanish Core Subject Module Writing Student Edition .....	978-0-07-670238-1 .....	\$28.64
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Common Core Basics Spanish Core Subject Module Science Student Edition .....	978-0-07-670239-8 .....	\$28.64
Common Core Basics Spanish Core Subject Module Social Studies Student Edition .....	978-0-07-670237-4 .....	\$28.64
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Common Core Basics Spanish Core Subject Module 25 Copy Value Set .....	978-0-07-670241-1 .....	\$3,110.55

## Instructor Resource Binder

Instructor Resource Binder .....	978-0-07-657523-7 .....	\$57.29
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# High School Equivalency

## High School Equivalency Achieve [Print]

COMMON CORE ACHIEVE

### Grade Level Equivalency 9–12

*High School Equivalency Achieve*® is a groundbreaking blended test-prep program that helps learners prepare for all high school equivalency exams more quickly and retain more of what they learn.

- Diagnostic pre-tests and mastery post-tests for each Core Subject Module
- Built upon the standards and assessment targets for the 2014 GED® Test, TASC™ test, and *HiSET*™ Exam
- Aligned to College and Career Readiness Standards for Adult Education
- Founded upon Webb’s Depth of Knowledge and Evidence-Based Reading Instruction
- Online seats are recyclable
- Instructor’s Resource Guide with support for each lesson and assessment guidance

Contextualized skill instruction engages learners while actively preparing them for test success, postsecondary credentials or certification programs, and ultimately workforce success. Print, digital, and adaptive solutions provide the same core content yet different practice items and assessments. Use them independently or together to create a blended learning solution.

**Non-Common Core versions of High School Equivalency Achieve are also available.**

**Ask your sales representative for more information.**



HIGH SCHOOL  
EQUIVALENCY  
ACHIEVE

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**Common Core Achieve Subject Modules**

Common Core Subject Module: Reading & Writing .....	978-0-02-143256-1 .....	\$21.23
Common Core Subject Module: Mathematics .....	978-0-02-143257-8 .....	\$21.23
Common Core Subject Module: Science .....	978-0-02-140015-7 .....	\$21.23
Common Core Subject Module: Social Studies .....	978-0-02-135564-8 .....	\$21.23
Common Core Subject Module 5-copy Value Set.....	978-0-02-143275-2 .....	\$396.73
Common Core Subject Module 25-copy value set with Instructor Guide Set.....	978-0-02-143279-0 .....	\$1,902.73

**HiSET® Exercise Books**

Common Core Achieve HiSET® Exercise Book Reading & Writing.....	978-0-02-143274-5 .....	\$16.96
Common Core Achieve HiSET® Exercise Book Math .....	978-0-02-143270-7 .....	\$16.96
Common Core Achieve HiSET® Exercise Book Science .....	978-0-02-143269-1.....	\$16.96
Common Core Achieve HiSET® Exercise Book Social Studies.....	978-0-02-143265-3 .....	\$16.96
Common Core Achieve HiSET® 5-Copy Value Set.....	978-0-02-143251-6 .....	\$317.74
Common Core Achieve HiSET® 25-Copy Value set.....	978-0-02-143252-3 .....	\$1,492.16

**TASC™ Exercise Books**

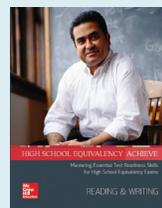
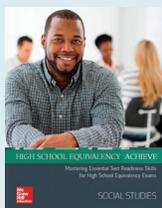
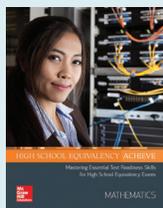
Common Core Achieve TASC™ Exercise Book Reading & Writing .....	978-0-02-143264-6 .....	\$16.96
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Common Core Achieve TASC™ Exercise Book Science .....	978-0-02-140588-6 .....	\$16.96
Common Core Achieve TASC™ Exercise Book Social Studies .....	978-0-02-140585-5 .....	\$16.96
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**GED® Exercise Books**

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Common Core Achieve GED® Exercise Book Social Studies.....	978-0-02-135573-0 .....	\$16.96
Common Core Achieve GED® 5-Copy Value Set.....	978-0-02-135582-2 .....	\$317.74
Common Core Achieve GED® 25-Copy Value Set .....	978-0-02-135585-3 .....	\$1,492.16

**Instructor Materials**

Common Core Achieve Reading & Writing Instructor Resource Guide .....	978-0-02-144608-7 .....	\$18.05
Common Core Achieve Math Instructor Resource Guide.....	978-0-02-136703-0 .....	\$18.05
Common Core Achieve Science Instructor Resource Guide.....	978-0-02-140570-1.....	\$18.05
Common Core Achieve Social Studies Instructor Resource Guide .....	978-0-02-140571-8 .....	\$18.05
Common Core Achieve All Subject Module Instructor Resource Guide Set.....	978-0-02-135586-0 .....	\$71.07





# High School Equivalency

## Achieve Online [Digital]

### Grade Level Equivalency 9–12

All-in-one platform with core content instruction and test-specific practice. Choose self-paced or instructor-assigned modes for maximum flexibility. Content mirrors the print program and offers additional questions. Subject modules include pre- and post-tests. 12-month subscription. Seats are recyclable.

Achieve Online .....	978-0-02-145717-5 .....	\$60.47
Achieve Interactive LAN-Based .....	978-0-02-144595-0 .....	\$16,693.79

## LearnSmart™ Achieve [Adaptive]



This adaptive test preparation pinpoints what individual students know and don't know for a personalized experience. The high school equivalency program provides a variety of learning resources to help students learn, outside of the classroom, the concepts they need to master. LearnSmart Achieve can be used with any High School Equivalency test-preparation program or as a stand-alone for HSE preparation. Available in Reading & Writing, Math, Social Studies, and Science for all three high school equivalency exams, 2014 GED® Test, TASC™ test, and HiSET® exam. Seats are recyclable.

LearnSmart™ Achieve 2014 GED® Adaptive Test Prep		
	1-year subscriptions	3-year subscriptions
Reading & Writing*	978-0-02-135596-9 ..... \$28.64	978-0-02-136643-9 ..... \$85.93
Mathematics*	978-0-02-135597-6 ..... \$28.64	978-0-02-136645-3 ..... \$85.93
Science*	978-0-02-135601-0 ..... \$28.64	978-0-02-136646-0 ..... \$85.93
Social Studies*	978-0-02-135604-1 ..... \$28.64	978-0-02-134337-9 ..... \$85.93
LearnSmart™ Achieve TASC™ Adaptive Test Prep		
	1-year subscriptions	3-year subscriptions
Reading & Writing*	978-0-02-143300-1 ..... \$28.64	978-0-02-134338-6 ..... \$85.93
Mathematics*	978-0-02-143301-8 ..... \$28.64	978-0-02-134339-3 ..... \$85.93
Science*	978-0-02-135605-8 ..... \$28.64	978-0-02-134342-3 ..... \$85.93
Social Studies*	978-0-02-135609-6 ..... \$28.64	978-0-02-134343-0 ..... \$85.93
LearnSmart™ Achieve HiSET™ Adaptive Test Prep		
	1-year subscriptions	3-year subscriptions
Reading & Writing*	978-0-02-135611-9 ..... \$28.64	978-0-02-134344-7 ..... \$85.93
Mathematics*	978-0-02-135615-7 ..... \$28.64	978-0-02-134346-1 ..... \$85.93
Science*	978-0-02-135616-4 ..... \$28.64	978-0-02-142193-0 ..... \$85.93
Social Studies*	978-0-02-135621-8 ..... \$28.64	978-0-02-142194-7 ..... \$85.93



## Build the academic and critical thinking skills that empower adult learners to achieve their goals.

Adeptly cover core academic skills and practices while teaching critical thinking skills and making it all relevant to the adult learner. When students develop core academic skills, make level gains, and master basic literacy and numeracy, they have what they need to perform at their best, reach their goals, and become college and career ready.

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### College and Career Readiness Practice Workbooks [Print]

McGraw-Hill Education  
**College and Career Readiness**  
PRACTICE WORKBOOKS

English and Spanish Editions Available

### Teach core academic and critical thinking skills with practice relevant to the adult learner

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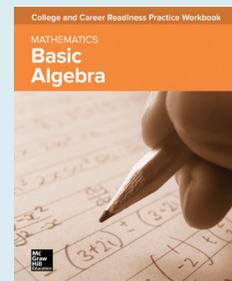
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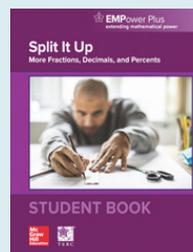
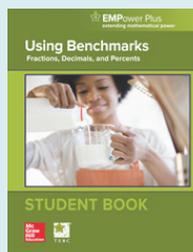
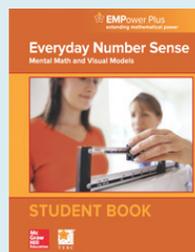
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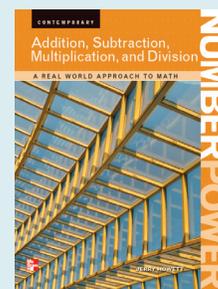


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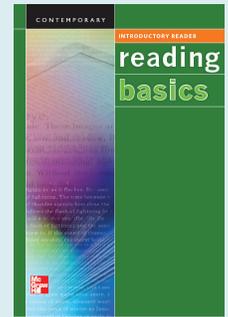
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Reading Basics is a four-level series that uses high-interest nonfiction texts to engage adult learners and support literacy and critical-thinking skills. Evidence-based reading instruction emphasizes comprehension, vocabulary, fluency, and phonics/word analysis. Student materials provide review, reinforcement, and extension of instruction. The program includes a comprehensive Instructor's Guide with assessments, answer keys, additional lessons and activities. Includes TABE® correlation charts, and Student Readers with articles in an mp3 file format.

Student Book Levels and Reading Ranges		
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INTERMEDIATE 1	3.6–6.9	M
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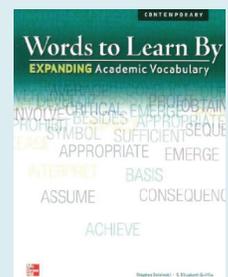
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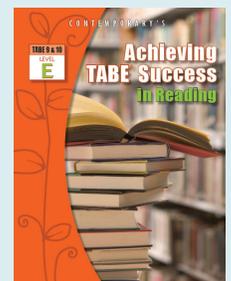
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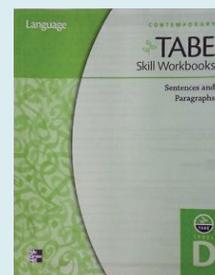
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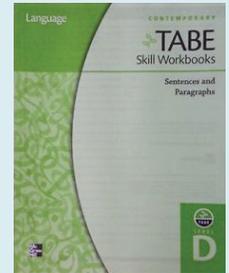
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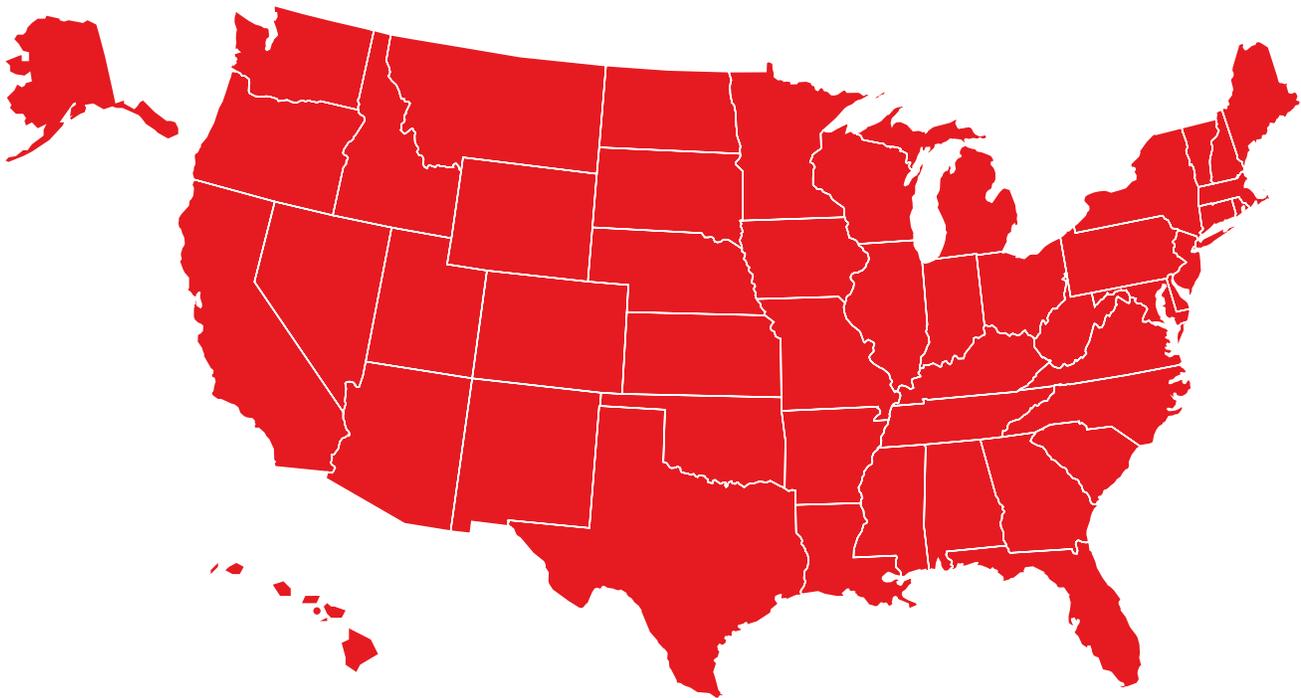
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