

Description	NRP 2190: <i>WorkWise</i> <i>Choosing a Job</i>	NRP 2191: <i>WorkWise</i> <i>Getting a Job</i>	NRP 2192: <i>WorkWise</i> <i>Starting a Job</i>	NRP 2193: <i>WorkWise</i> <i>Reading at Work</i>	NRP 2194: <i>WorkWise</i> <i>Writing at Work</i>	NRP 2195: <i>WorkWise</i> <i>Math at Work</i>
CAREER POWER WORKPLACE SKILLS (NRP 7461) lessons						
Unit 1 Lesson 1: Listen Effectively		Lessons 5, 7	Lessons 6			
Unit 1 Lesson 2: Express Ideas Clearly		Lessons 5, 7, 8, 9	Lessons 3, 4, 5, 6, 8	Lessons 1, 10, 11	Lessons 1, 2, 3, 4, 5, 6, 7, 8, 9	
Unit 1 Lesson 3: Find and Use Information		Lessons 5, 7, 8, 9	Lessons 3, 4, 5, 6, 8	Lessons 1, 10, 11	Lessons 1, 2, 3, 4, 5, 6, 7, 8, 9	
Unit 1 Lesson 4: Follow Directions		Lessons 5, 7, 8, 9	Lessons 3, 4, 5, 6, 8	Lessons 1, 10, 11	Lessons 1, 2, 3, 4, 5, 6, 7, 8, 9	
Unit 2 Lesson 1: Maintain a Positive Attitude	Lessons 1, 2, 3		Lesson 6			
Unit 2 Lesson 2: Be Friendly and Polite			Lesson 6			
Unit 2 Lesson 3: Be Willing to Learn			Lessons 7, 8			
Unit 2 Lesson 4: Accept Feedback and Criticism	Lesson 2		Lesson 9	Lesson 12		
Unit 2 Lesson 5: Resolve Conflicts			Lesson 9	Lessons 10, 11		
Unit 2 Lesson 6: Respect Supervisors						
Unit 3 Lesson 1: Work as a Team		Lesson 8	Lesson 6	Lesson 1	Lessons 1, 3, 4, 5, 6, 7, 8	
Unit 3 Lesson 2: Demonstrate Leadership		Lessons 7, 8, 9	Lessons 8, 9		Lessons 4, 7, 9	
Unit 3 Lesson 3: Appreciate Diversity			Lesson 6			

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Unit 4 Lesson 1: Locate and Manage Information		Lesson 2	Lesson 5	Lessons 1, 2, 7, 11		
Unit 4 Lesson 2: Think Critically		Lesson 2	Lesson 1	Lessons 1, 2, 9, 10, 11		Lesson 1
Unit 4 Lesson 3: Solve Problems			Lesson 9			
Unit 4 Lesson 4: Plan and Organize		Lesson 4	Lessons 1, 4, 5, 6	Lessons 3, 4, 5, 6, 7	Lessons 4, 7, 9	Lessons 1, 9
Unit 4 Lesson 5: Make Decisions	Lesson 5	Lesson 1	Lessons 1, 2, 9	Lessons 9, 10, 11		Lessons 1, 9
Unit 5 Lesson 1: Be Responsible		Lessons 6, 8	Lessons 3, 6	Lesson 12		
Unit 5 Lesson 2: Take Independent Action	Lesson 3	Lesson 8	Lesson 8	Lesson 12		
Unit 5 Lesson 3: Work Productively		Lessons 6, 8	Lessons 3, 6			
Unit 5 Lesson 4: Be Flexible	Lessons 2, 3, 4, 5	Lesson 4	Lessons 3, 6		Lessons 1, 3, 4, 5, 6, 7, 8	
Unit 5 Lesson 5: Manage Resources			Lesson 8			
Unit 5 Lesson 6: Follow Rules		Lessons 7, 8	Lesson 6	Lesson 7		
Unit 5 Lesson 7: Be Professional		Lesson 8	Lesson 6	Lesson 12	Lessons 5, 6, 8, 9	
Unit 6 Lesson 1: Use Computers and Common Office Software						
Unit 6 Lesson 2: Use Social Media and Connect Online	Lesson 9	Lesson 3	Lesson 8	Lesson 3		
Unit 6 Lesson 3: Use Information and Communication Technology and Other Workplace Tools				Lesson 3		

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CAREER POWER READING SKILLS FOR THE WORKPLACE (NRP 7464) lessons						
Unit 1 Lesson 1: Find One or Two Pieces of Information in a Workplace Graphic				Lessons 4, 5, 6		
Unit 1 Lesson 2: Enter Information in a Workplace Graphic						
Unit 1 Lesson 3: Find Several Pieces of Information in One or Two Workplace Graphics				Lessons 4, 5, 6		
Unit 2 Lesson 1: Identify Trends in Simple Workplace Graphics				Lessons 8, 9, 10		
Unit 2 Lesson 2: Relate and Compare Information from Workplace Graphics				Lessons 9, 10		
Unit 2 Lesson 3: Compare Information and Trends in One or Two Workplace Graphics				Lessons 9, 10		
Unit 2 Lesson 4: Summarize Information from One or Two Workplace Graphics				Lesson 8		
Unit 3 Lesson 1: Read with Purpose and Understanding		Lesson 2		Lesson 1		
Unit 3 Lesson 2: Read with Accuracy and Fluency				Lesson 2		
Unit 4 Lesson 1: Identify Main Ideas and Clearly Stated Details				Lesson 8		
Unit 4 Lesson 2: Identify Important Details That May Not Be Clearly Stated				Lesson 8		

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Unit 5 Lesson 1: Define Commonly Used Workplace Words						
Unit 5 Lesson 2: Figure Out the Correct Meaning of a Word						
Unit 5 Lesson 3: Use Tone and Opinion to Understand What You Read						
Unit 6 Lesson 1: Follow a Series of Steps			Lesson 2	Lesson 7		
Unit 6 Lesson 2: Apply Instructions to Job Tasks				Lesson 7	Lesson 4	
Unit 6 Lesson 3: Apply Multistep Instructions				Lesson 7		
Unit 6 Lesson 4: Apply Instructions When Conditions Change				Lesson 7		

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CAREER POWER WRITING SKILLS FOR THE WORKPLACE (NRP 7465) lessons						
Unit 1 Lesson 1: Punctuate Correctly	Lessons 7, 8, 9		Lesson 8		Lessons 1, 2, 3, 4, 5, 6, 7, 8, 9, 10	
Unit 1 Lesson 2: Spell Correctly						
Unit 1 Lesson 3: Choose the Right Words	Lessons 7, 8					
Unit 1 Lesson 4: Use Correct Subject-Verb Agreement					Lesson 3	
Unit 1 Lesson 5: Before You Write Consider Topic, Purpose, Audience, and Format	Lessons 7, 8				Lessons 1, 3, 6, 8, 9	
Unit 2 Lesson 1: Complete Forms			Lesson 2		Lessons 1, 2	
Unit 2 Lesson 2: Communicate News			Lesson 8		Lessons 1, 3	
Unit 2 Lesson 3: Write and Respond to Emails	Lesson 9				Lessons 1, 5	
Unit 2 Lesson 4: Summarize Information	Lesson 7		Lesson 8		Lessons 1, 7	
Unit 2 Lesson 5: Write Instructions or Rules					Lesson 4	
Unit 3 Lesson 1: Express an Opinion					Lessons 1, 3	
Unit 3 Lesson 2: Make a Request						
Unit 3 Lesson 3: Respond to Criticism			Lesson 9			
Unit 3 Lesson 4: Write About a Problem			Lesson 9		Lesson 1	
Unit 3 Lesson 5: Prepare a Report					Lesson 7	
Unit 3 Lesson 6: Propose an Idea				Lesson 9		Lesson 9

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Unit 4 Lesson 1: Write to Inform			Lesson 8		Lessons 1, 3	
Unit 4 Lesson 2: Write to Handle a Complaint			Lesson 9			
Unit 4 Lesson 3: Write to Say Thank You					Lesson 8	
Unit 4 Lesson 4: Write to Request Payment						
Unit 5 Lesson 1: Ask for Information						
Unit 5 Lesson 2: Give Feedback					Lesson 9	
Unit 5 Lesson 3: Ask for a Meeting						
Unit 5 Lesson 4: Answer a Question					Lesson 9	
Unit 6 Lesson 1: Make a Personal Fact Sheet	Lesson 6		Lesson 8			
Unit 6 Lesson 2: Make an Online Profile	Lesson 9					
Unit 6 Lesson 3: Write a Resume	Lessons 3, 7, 9	Lesson 1			Lesson 10	
Unit 6 Lesson 4: Write a Cover Letter	Lesson 8				Lesson 9	
Unit 6 Lesson 5: Fill Out a Job Application						
Unit 6 Lesson 6: Write a Thank You Letter					Lesson 8	
Unit 6 Lesson 7: Write a Follow-Up Letter		Lesson 9			Lesson 9	

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CAREER POWER MATH SKILLS FOR THE WORKPLACE (NRP 7463) lessons						
Unit 1 Lesson 1: Understand Place Value in Large Numbers						Lesson 1
Unit 1 Lesson 2: Read and Write Multi-Digit Numbers						Lesson 2
Unit 1 Lesson 3: Round Multi-Digit Numbers						Lessons 5, 7
Unit 2 Lesson 1: Solve Problems with Addition and Subtraction						Lesson 3
Unit 2 Lesson 2: Solve Problems with Multiplication and Division						Lessons 4, 7
Unit 3 Lesson 1: Convert Familiar Units of Money and Time to Solve Problems						Lessons 7, 11
Unit 3 Lesson 2: Convert Common and Familiar Fractions, Decimals, and Percents						Lessons 6, 7, 8
Unit 4 Lesson 1: Understand Fractions, Decimals, and Percents						Lessons 6, 7, 8
Unit 4 Lesson 2: Add and Subtract Fractions, Decimals, and Percents						Lessons 6, 7, 8
Unit 4 Lesson 3: Multiply Mixed Numbers						Lesson 6
Unit 5 Lesson 1: Add and Subtract Negative Numbers						
Unit 5 Lesson 2: Multiply Negative Numbers						
Unit 5 Lesson 3: Divide Negative Numbers						

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Unit 6 Lesson 1: Calculate Averages						Lesson 9
Unit 6 Lesson 2: Use Ratios and Proportions to Compare Amounts						Lesson 9
Unit 6 Lesson 3: Calculate Rates						Lesson 9
Unit 7 Lesson 1: Order Information to Solve Problems						Lessons 3, 4
Unit 7 Lesson 2: Use Opposite Operations to Check Your Answer						
Unit 8 Lesson 1: Handle Money at Work						Lessons 1, 11
Unit 8 Lesson 2: Manage a Budget						
Unit 8 Lesson 3: Manage Your Paycheck			Lesson 2			Lesson 11