

# Workplace Readiness


*Knowledge and Employability*

- Grades 8–12





# Workplace Readinesss



Grades 8–12

November 2008

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The primary intended audience for this document is:

<i>Administrators</i>	
<i>Counsellors</i>	
<i>General Audience</i>	
<i>Parent School Councils</i>	
<i>Parents</i>	
<i>Students</i>	
<i>Teachers</i>	✓

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## **ORGANIZATION OF THIS DOCUMENT**

The authorized resource lists for Knowledge and Employability courses are organized by subject/occupational strand. The lists are organized as follows:

### **Authorized Resources Listed by Subject (Grades 8–12)**

Student Basic Resources are listed alphabetically within each grade, followed by Student Support Resources and Teaching Resources. Each entry provides the following information:

- series name (if applicable)
- title of resource
- authorization category (student basic, student support, teaching)
- grades authorized for
- vendor/distributor name, order number and price
- other Knowledge and Employability subjects authorized for (if any).

### **Annotated Bibliography Listed Alphabetically by Title**

Each of the resources listed has a corresponding annotation. Each annotation page identifies the:

- series name (if applicable)
- title of resource
- type of resource—the annotation has an icon of the type of the resource (e.g., print, video, CD-ROM)
- authorization category (student basic, student support, teaching)
- grades authorized for
- subjects authorized for
- vendor/distributor name, order number and price.

# RESOURCE AUTHORIZATION CATEGORIES

## Knowledge and Employability Resources

The resource lists for Knowledge and Employability courses contain learning and teaching resources that have been authorized for use in Alberta schools.

Alberta Education selects and authorizes resources to support the implementation of programs of study. Teachers are encouraged to select resources that meet the diverse learning needs of students they teach. The resource authorization categories are **student basic**, **student support** or **teaching**:

**Student Basic** learning resources are those student learning resources authorized by Alberta Education as the most appropriate for addressing the majority of outcomes of the course(s) or substantial components of the course(s); or the most appropriate for meeting general outcomes across two or more grade levels.

**Student Support** learning resources are those student learning resources authorized by Alberta Education to assist in addressing some of the outcomes of the course(s) or components of the course(s); or to assist in meeting the outcomes across two or more grade levels.

**Teaching** resources are those teaching resources identified as the best available resources to support the implementation of programs of study and courses; they may be teacher guides to accompany student resources or teacher professional resources. The authorized teaching guides are listed with the student resources.

These resources are organized by grade, authorization status and title in alphabetical order. Series names are italicized. Grade level(s) are indicated beside each title and there is a cross-reference column to other Knowledge and Employability subjects on the right side of the page.

**Note:**

Alberta Education strongly recommends that teachers read all selections in the student resources and all activities in the teacher guides prior to using them with students. Careful consideration should be given to the sensitivities of both the student audience and the community, and to the reading levels of students.

## Knowledge and Employability Resource Lists

The authorized resource lists for Knowledge and Employability courses are organized by subject and occupational strand. In addition to the stated subject area, each list will include Career Awareness and Universal Strategies. The following lists are available.

### Academic Subjects

- English Language Arts (including the Career Awareness and Universal Strategies sections)
- Novels and Nonfiction
- Mathematics (including the Career Awareness and Universal Strategies sections)
- Science (including the Career Awareness and Universal Strategies sections)
- Social Studies (including the Career Awareness and Universal Strategies sections)

### Occupational Strands

- Art/Design and Communication (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Auto Mechanics (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Business Services (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Construction: Building (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Construction: Metal Fabrication (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Cosmetology (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Fabrics (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Foods (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Horticulture (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Human Care (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Workplace Readiness (including the Career Awareness and Universal Strategies sections)

In addition to the printed lists, you may wish to consult the Authorized Resources Database at <http://education.alberta.ca/apps/lrdb/> or the Knowledge and Employability Studio at <http://www.learnalberta.ca/content-teacher/kes/index.html?launch=true>.

## KNOWLEDGE AND EMPLOYABILITY OCCUPATIONAL COMPONENT COURSES

Strand	ORIENTATION		PREPARATION	
	EXPLORATION Junior High <i>Units of Study – Levels 1 – 2</i>	Senior High		
<b>Art/Design and Communication</b>	<ul style="list-style-type: none"> <li>Practical Arts</li> <li>Ceramics</li> <li>Graphic Arts</li> <li>Photography</li> <li>Audio/Video</li> </ul>	Art/Design 10-4	Art/Design 20-4	Art/Design 30-4
		Art/Media Communications 10-4	Art/Media Communications 20-4	Art/Media Communications 30-4
<b>Auto Mechanics</b>	<ul style="list-style-type: none"> <li>Two-stroke Engine</li> <li>Four-stroke Engine</li> <li>Basic Car Care and Maintenance</li> </ul>	Auto Mechanics 10-4	Auto Mechanics 20-4	Auto Mechanics 30-4
			Auto Services 20-4	Auto Services 30-4
<b>Business Services</b>	<ul style="list-style-type: none"> <li>Communicating with Others</li> <li>Searching for Information</li> <li>Representing Information</li> </ul>	Business Services 10-4	Logistics 20-4	Logistics 30-4
			Office Services 20-4	Office Services 30-4
			Sales and Service 20-4	Sales and Service 30-4
<b>Construction: Building*</b>	<ul style="list-style-type: none"> <li>Layout, Design and Drafting</li> <li>Woods</li> <li>Metals</li> </ul>	Construction: Building 10-4**	Woodworking and Cabinetry 20-4	Woodworking and Cabinetry 30-4
			Wood Frame Construction 20-4	Wood Frame Construction 30-4
<b>Construction: Metal Fabrication*</b>	<ul style="list-style-type: none"> <li>Plastics</li> <li>Electricity</li> </ul>	Construction: Metal Fabrication 10-4	Construction Systems 20-4	Construction Systems 30-4
			Metal Fabrication 20-4	Metal Fabrication 30-4
<b>Cosmetology</b>	N/A	Cosmetology 10-4	Cosmetology 20-4	Cosmetology 30-4
			Esthetics 20-4	Esthetics 30-4
<b>Fabrics</b>	<ul style="list-style-type: none"> <li>Basic Sewing</li> </ul>	Fabrics 10-4	Fashion Textiles 20-4	Fashion Textiles 30-4
			Industrial Textiles 20-4	Industrial Textiles 30-4
<b>Foods</b>	<ul style="list-style-type: none"> <li>Basic Cooking</li> <li>Snacks and Convenience Foods</li> <li>Basic Baking</li> </ul>	Foods 10-4	Commercial Cooking 20-4	Commercial Cooking 30-4
			Food Preparation and Service 20-4	Food Preparation and Service 30-4
<b>Horticulture</b>	<ul style="list-style-type: none"> <li>Soil Preparation, Plants and Planting</li> <li>Turf/Grasses</li> <li>Landscaping</li> </ul>	Horticulture 10-4	Greenhouse and Nursery 20-4	Greenhouse and Nursery 30-4
			Landscaping 20-4	Landscaping and Maintenance 30-4
<b>Human Care</b>	<ul style="list-style-type: none"> <li>First Aid</li> <li>Child Care (Noninfants)</li> </ul>	Human Care 10-4	Child Care 20-4	Child Care 30-4
			Home Care 20-4	Home Care 30-4
<b>Natural Resources</b>	N/A	Natural Resources 10-4	Agriculture 20-4	Agriculture 30-4
			Forestry 20-4	Forestry 30-4
			Oil and Gas 20-4	Oil and Gas 30-4
<b>Workplace Readiness</b>	<ul style="list-style-type: none"> <li>Personal and Workplace Safety</li> <li>Employment Exploration</li> <li>Acquiring a Job</li> <li>Keeping a Job</li> </ul>	Workplace Readiness 10-4	Workplace Practicum 20-4	Workplace Practicum 30-4

\* These strands have been replaced by the single strand Construction at the junior high school level.

\*\* Students who successfully complete Construction: Building 10-4 may take Construction Systems 20-4.

## Availability

Most of the new Alberta resources are available for purchase from:

Learning Resources Centre (LRC)  
12360 – 142 Street, Edmonton, AB T5L 4X9  
Telephone: (780) 427-5775  
Fax: (780) 422-9750  
Internet: <http://www.lrc.education.gov.ab.ca>

LRC order numbers and prices (as of the printing of this booklet) are included for each resource.

Those resources that must be purchased directly from the vendor/distributor are so noted on the authorized list and on the annotation. A listing of vendors/distributors is provided at the end of this booklet.

## Authorized Knowledge and Employability Resources

**Note:**

For a **complete** list of Knowledge and Employability resources, consult the Learning Resources Centre *Alberta Resources Catalogue*. Some of the older resources will be withdrawn from authorized status in the year(s) ahead.

# Workplace Readiness

## Authorized Resources Listed by Subject



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# Workplace Readiness

**Annotated Bibliography  
Listed Alphabetically by Title**



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# Workplace Readiness

## Vendors/Distributors



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