



Career Solutions
Publishing



2014 Catalog

Employability Skills
Work Ethics
Personal Finance

Integrated Careers and Academics
Writing For Careers
Life and Careers

**For additional information, please call 888.299.2784 or visit us online
www.careersolutionspublishing.com**

Dear Friend of Career Solutions Publishing

You and your students are the center of our days at Career Solutions Publishing!

We believe our products must connect essential employability skills and college readiness to your students' life experiences. With this approach, students can apply what they learn to situations they know or can imagine.

Our online products are Tablet-Ready—for anywhere, any time learning.

- *Job Ready Career Skills* Ed2 offers comprehensive employability skills training on topics employers say are crucial to work today.
- *Managing Your Money* Ed2 teaches your students how to budget, spend, save and invest so they gain the greatest value from their earnings.

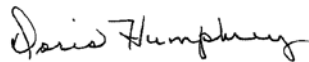
To address employers' concerns about weak writing skills of entry-level staff, we're introducing an exciting new line of ebooks entitled *Writing for Careers*.

The first ebook *Writing for Entrepreneurs* is available for Fall 2013. *Writing for Administrative Assistants* and *Writing for Customer Service Specialists* will be out shortly afterward, followed by other titles in the series.

If you've used our products before, you know "teacher-friendly" is not just a buzzword to us. Our materials require only minor planning, are easy to implement, meet standards and offer ample activities. The online products calculate scores, track student progress and report results.

We're told our customer service is unmatched. We would like to prove it by assisting you with your curriculum needs.

Best wishes for a wonderful school year.



President, Career Solutions Publishing

Sign up for free *Career Headlines*

You can receive *Career Headlines* free each Monday during the school year when you register at the Career Solutions Publishing website. *Career Headlines* provides high-quality employability information that can be used as a bell ringer or in other short time frames.

In spring, 2013, 74% of teachers responding to our survey said they read *Career Headlines* every week and 25% said they use *Career Headlines* in class with students each week.

We'd like to share *Career Headlines* with you. Please register at www.careersolutionspublishing.com. (See Free Materials.)

Visit our new website

www.careersolutionspublishing.com

We have a new website! Check it out often, as we update frequently. One of the new items is a section especially for administrators.

- You can obtain *Career Headlines* directly from the website now, as well as by email.
- You can order directly from the website.
- You can see our products correlated to standards in specific states.
- You can learn about upcoming educational events, including conferences Career Solutions Publishing will attend in your state.
- You can read testimonials from users of our materials.

Career Headlines



Monday, April 29, 2013

Six Things Never to Say at Work

Saying certain things at work can be career killers. You need to know how your words can harm you. Here are six career-killer comments:

"It's all your fault."

This one is fairly obvious. What the person means is, "I've got to cover my rear end." You look insecure and childish when you make a comment that blames someone else. Instead of trying to cover up, focus on solving the problem and figuring out how to prevent it from happening again.

"It's all my fault."

This seems like it could be helpful, but you should accept the total responsibility for problems only if you are actually at fault. By taking everything on yourself, you set yourself up for future blame and you may appear incompetent.

"I was told to do it."

While this could be true, you leave the impression that you can't think for yourself. While following directions is important, if you defend a mistake by indicating you have no judgment of your own, you look unintelligent.

"It's not fair."

Whether true or not, this is one of the least helpful things you can say at work. No matter how you say it, you're going to come across as whining. And the answer you may get is, "You're right — so what?" Find concrete, facts to object when you want to change something, rather than relying on this emotional appeal.

"That's not my job."

In today's work environment, employees are expected routinely to go above and beyond their job description. "That's not my job" can make you look stubborn, lazy and uninterested in your company's success. Instead of automatically making this immature comment, identify the problem and analyze how you can help in the short term.

"Don't tell so-and-so, but..."

Secrets never remain secrets at work. Confidences never stay confidential. That's Rule No. 1. Never say anything in private on the job that you wouldn't want to read on the front page of the newspaper or on the Internet. If you know something that others should not know, keep it to yourself.

Adapted from an article by Catherine Conlan at Yahoo!



Employability Skills

Job Ready Career Skills, Ed2

Copyright 2013, Online or interactive CD
Tablet-Ready

210 lessons, 10-15 minutes each, Instructor's Guide
Suggested level: High school, adults



Job Ready Career Skills teaches the employability skills identified by employers as essential. This colorful, interactive program contains practical content, assessments, an activity and scoring for each lesson, plus a video for each category. Teacher oversight is not required. Topics include Work

Habits, Communications Skills, Workplace Effectiveness, Business Etiquette and The Job Search. *Job Ready Career Skills* is Tablet-Ready and can be accessed anywhere, any time. *The Teacher's Desktop*, which is available with the online version only, offers a class roster, pre- and post-testing, lesson reset option, choice of required and optional lessons, views of student answers, numerous reports, simple scoring and much more. For a Guided Tour, go to www.careersolutionspublishing.com

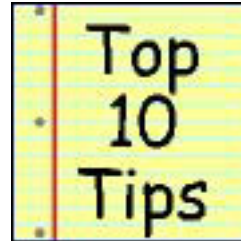
"Earlier this year our district purchased Job Ready Career Skills — I can vouch that it is excellent!"

Marilyn McAdams, Teacher, Milwaukee, WI

Top 10 Tips for Work Readiness, Ed2

Copyright 2014, Interactive PDF on CD
Reproducible

210 Lessons, 15-20 minutes each, Instructor's Guide
Suggested level: High school, adults



Students without Internet access can profit from the work readiness skills and characteristics presented in *Top 10 Tips for Work Readiness*. Available in reproducible PDF format, the 210 lessons are divided into five categories entitled Work Readiness, Business Skills, Communicating Effectively,

Business Etiquette and The Job Search. Categories are further divided into topics of ten lessons each. A True/False assessment and a related activity follow each lesson. The activity requires specific answers, self-examination, opinions, or recommendations. The Instructor's Guide provides answers to the assessments, plus suggested responses for the activities and ideas to expand the content.

Competitive Advantage

Copyright 2014, PDF on CD
Reproducible

20 lessons, 30-45 minutes each, Instructor's Guide
Suggested level: High school, middle school



Competitive Advantage is a colorful, appealing series that teaches students to self-manage, organize, work in teams, serve customers, and communicate in an employment setting. Each lesson contains articles, recommendations, problem-solving activities, critical thinking and self-

assessment. Students learn work readiness and practice employability skills required on the job or in an academic setting. Topics cover attitude, self esteem, setting priorities, giving and receiving criticism, team decision making, presenting yourself, and many others. The eight-page lessons are presented in PDF newsletter format that can be reproduced.

Educating With Comics

Copyright 2007, PDF on CD

Reproducible, Instructor's Materials
2 series of 80, 4-panel cartoons each
Suggested level: All



Educating with Comics offers an entertaining way to introduce a work-related topic, underscore a point, or summarize a lesson. Students are motivated by the humor and enjoy the different approach to content. The comics can be used effectively for units on work ethics, responsibility,

attitude, customer service and others. You receive one comic per PDF page. By adding a bit of "serious fun" to classes, you'll engage students and motivate them to remember the important points. Topics for Series 1 include: Work Ethics, Responsibility, Attitude and Customer Service. Topics for Series 2 include: Communication, Team Work, Attitude II and Time Management.

"I want to commend you and the staff for their pleasant customer service, and being so accommodating."

Cathy Scattini, Teacher, Gilroy, CA

Writing for Careers

Writing for Entrepreneurs ebook

Copyright 2014, interactive PDF on CD
Reproducible
Instructor's Guide
Suggested level: High school and adults



Writing for Entrepreneurs builds the critical writing skills that lead to a small company's long-term success when coupled with an entrepreneur's technical skills. An entrepreneur needs to be an all-purpose writer, composing many types of documents for the business. Yet, faced with

writing tasks, many entrepreneurs don't know where to start. In this short ebook, students learn to write a variety of documents, including a narrative about the business, catalog copy, a fact sheet, and a blog. *Writing for Entrepreneurs* provides the basics for sound business writing of any type. *Coming Soon: Writing for Administrative Assistants and Writing for Customer Service Specialists.*

Personal Finance

Managing Your Money, Ed2

Copyright 2014, Online or Interactive CD
Tablet-Ready
80 lessons, 10-15 minutes each, Instructor's Guide
Suggested level: High school, middle school



Managing Your Money teaches the day-to-day challenges of spending, budgeting, banking, borrowing and financial planning. With the Tablet-Ready version, students can learn anywhere, any time. Topics include paycheck deductions, renting an apartment, buying a car, purchasing

insurance, paying taxes, and many more. Each of the 80 interactive lessons contains ten personal money management points with discussion and examples. True/false assessment after every lesson provides feedback and is followed by an activity. *The Teacher's Desktop*, which is available with the online version only, offers a class roster, pre- and post-testing, lesson reset feature, required and optional lessons, activity answers, reports, simple scoring and much more. For a Guided Tour, go to www.careersolutionspublishing.com

Workplace Ethics

It's for Real Workplace Ethics Series I, II, III, IV

Copyright 2005, 2010, PDF CD
Interactive, Narrated CD
16 lessons per series, 15-20 minutes each, Instructor's Guide
Suggested level: All

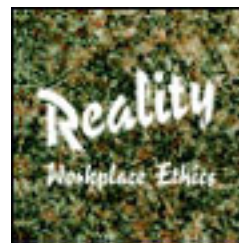


It's for Real Workplace Ethics features the ethics employers identify as essential for all employees in all jobs, whether for beginning employment or career growth. The lessons in this interactive four-CD series follow five teens who encounter ethical dilemmas at their part-time jobs in different

career pathways. Your students answer the question, "What would you do?" and make recommendations on how to turn a wrong into a right. Themes include: honesty, responsibility, punctuality, absenteeism, respect, pride in work, use of employee discount, sexual harassment and many others. Series I, II, III focus on ethics of the employee and Series IV features the ethics of supervisors and coworkers. Abundant activities connect each ethic to situations that occur at work.

Reality Workplace Ethics

Copyright 2005, PDF on CD
8 lessons, 15-20 minutes each, Instructor's Guide.
Suggested level: High school and adults



Reality Workplace Ethics follows five adults who encounter ethical problems in their jobs. Your students recommend how each situation should be handled. Lessons are set against the backdrop of adults' real lives and work, where family needs and priorities must be balanced with job

responsibilities. Themes include honesty, dependability, attitude, perseverance, responsibility, confidentiality, accountability, theft and other topics. Ample, practical activities connect to the ethic theme for further understanding of the importance of good ethics in every job and career.

"I love the mini-lessons you've been sending and just naturally thought of your company when money became available. You are all fun to talk with on the phone, which is a boost to your sales, I'm sure!"

Wilda Rhodes, Career Development Coordinator, Raleigh, NC

Integrated Careers and Academics

Career Launcher

Copyright 2012, Interactive PDF on CD
300 Careers, 15-20 minute lessons, Instructor's Guide
Suggested level: Middle school, early high school



Career Launcher motivates students to focus on careers. In one easy-to-navigate program, students see 300 short career descriptions written from an employee's viewpoint, plus salary projections, educational requirements, related careers, and colorful images of young

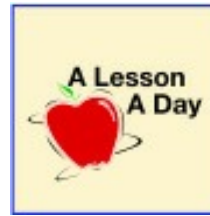
employees at work. The 1200 brief activities require students to apply their academic knowledge to careers. "Green" careers and "bright outlook" careers are highlighted and True/False questions assess each student's understanding about careers. Careers can be located in three ways: by career title (for exploring careers), by academic area (for applying academic skills to real work situations), and by level of education (for matching careers and education or training required).

"My class called Career Portals is based on career clusters and features a general understanding of the working world and all that comes with it. Your resources are excellent."

Teresa Rowland, Teacher, Humble, TX

A Lesson A Day

Copyright 2009, Reproducible PDF on CD
80 lessons, 10-15 minutes each, Instructor's Guide
Suggested level: Middle school, early high school



A Lesson A Day provides practice in applying academics to tasks required in a career. The exercises are excellent for short blocks of instructional time and for substitute teachers who may need assistance in keeping the class tempo moving. Lessons are brief and can fill

limited time slots with relevant, practical exercises. The content is also valuable for students with short attention spans. CD I contains activities for math and science; CD II covers English, communications, ethics and social studies.

"We are beginning to implement your programs. We love the concepts in It's for Real Workplace Ethics, Competitive Advantage, Job Ready Career Skills, and Hands-on-Academics. Working with special needs students has presented some challenges but we have prepared hard copies of the presentations. The videos are excellent for maintaining their attention. What else could we ask?"

Ron Reichmuth, Teacher, Santa Rosa, CA

Hands-on-Academics, Ed2, Series I, II, III, IV

Copyright 2011, PDF on CD
Reproducible
69 modules, 2-3 hours each, Instructor's Guide
Suggested level: High school; upper middle school



Hands-on-Academics consists of 69 engaging 30- to 40-page, standards-based modules. Each series integrates science, English, math, social studies, and critical thinking with careers in the 16 nationally-recognized clusters. Abundant, practical, academic activities plus career

information, career vocabulary, news events and workplace politics information allow students to practice their knowledge in your classroom before encountering similar tasks on the job. Websites enhance the students' experience, and correlations to national standards aid instructors in planning.

Series I

Agriculturist, Automotive Service Technician, CADD Technician, Carpenter, Chef, Customer Service Representative, Elementary School Teacher, Emergency Medical Technician, Engineer, Entrepreneur, Graphic Designer, IT/Customer Support Specialist, Landscaper, Law Enforcement Officer, Nurse, Office Manager, Public Relations Specialist, Telecommunications Installer

Series II

Builder, Caterer, Database Administrator, Electrician, Entrepreneur, Firefighter, Forensic Scientist, Interior Designer, Interstate Truck Driver, Marketer, Park Ranger, Pharmacy Technician, Project Manager, Respiratory Therapist, Salesperson, Social Worker, Veterinary Assistant, Webmaster

Series III

Accountant, Administrative Assistant, Automotive, Body Repairer, Computer Systems Administrator, Data Entry Specialist, Dental Hygienist, E-Commerce Merchandiser, Entrepreneur, Home Health Aide, HVAC Technician, Massage Therapist, Medical Assistant, Nursery/Greenhouse Manager, Pastry Chef, Physician Assistant, Robotics Technician, Science Technician, Security Officer

Series IV

Advertising Associate, Business Manager, Child/Adult Day Care Aide, Computer Network Administrator, Construction/Building Inspector, Cosmetologist, Desktop Publisher, Engineering Technician, Entrepreneur, Fashion Marketer, Homeland Security/Emergency Management Specialist, Medical and Clinical Lab Technician, Medical Records/Health Information Technician, Multimedia Specialist, Physical Therapy Assistant, Restaurant Manager, Secondary School Teacher, Writer/Editor

Also available in individual career clusters.

Life and Careers

Connecting Life and Careers

Copyright 2005, PDF on CD

Reproducible

12 lessons, 30-45 minutes each, Instructor's Guide

Suggested Level: Middle school, early high school



Connecting Life and Careers

establishes the link among career success, life satisfaction, and decisions made during the school years. These lessons are ideal for middle school and early high school courses, transition programs or other units that engage students in life choices. The content

helps your students answer key questions such as, "What challenges will you face if your life is sidetracked due to poor decisions made in youth?" "How should a budget for a single parent with a small income look?" "What is your personal definition of success?" "What are the rewards and sacrifices of different careers?" and "How does career choice affect your lifestyle?"

"This is a quick thank you note for having such great lessons about career skills! My students were able to stay engaged in the last remaining weeks of school with the help of the real-life scenarios and career skills surveys."

Abigail Grass, Teacher, San Antonio, TX

Learning About Careers

Copyright 2005, PDF on CD

Reproducible

32 lessons, 15-20 minutes each, Instructor's Guide

Suggested Level: Middle school



With *Learning about Careers*, students assume the role of an employee in each of 32 careers. The lessons are ideal for career discovery, career exploration and transition programs. The goal is to help students improve their work readiness skills and apply academics in a job-related situation.

Students prepare a personal budget based on expected earnings in each career field. These short lessons of 6-8 pages cover the 16 pathways and are matched to the level of education required. Lessons are easy for instructors to implement and engaging for students. Sample careers include adoption supervisor, athletic trainer, entrepreneur, correctional supervisor, firefighter, perfusionist, purchasing manager, welder and many others.

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Include with your order:

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- Special instructions
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Include the cardholder's complete name, address, phone number, card number, expiration date, CVN/security code, and email address for receipt.

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All orders will be shipped within three days by UPS, unless you request other arrangements.

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Technical Support

A technical support specialist is available Monday - Friday between 8 a.m. and 4:30 p.m. eastern time to answer questions and provide assistance.

Ordering Information

See our Licensing Policy on Page 9. All products include Instructor's Materials.

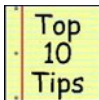
Employability Skills



Job Ready Career Skills, Ed2

JRCS 6020 978-1-935058-77-9 Web version with *The Teacher's Desktop* \$1,295 Annual
Free set-up for five teachers, \$10 each additional teacher

JRCS 6012 978-1-935058-78-6 CD version without *The Teacher's Desktop* \$1,595



Top 10 Tips for Work Readiness

TTT 9015 978-1-935058-46-5
TTT 9010 978-1-935058-47-2
TTT 9011 978-1-935058-48-9
TTT 9012 978-1-935058-49-6
TTT 9013 978-1-935058-50-2
TTT 9014 978-1-935058-51-9

Top 10 Tips Package - All 5 CDs \$799
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Communicating Effectively \$259
Etiquette at Work \$259



Competitive Advantage

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CA 7011 978-1-935058-54-0
CA 7012 978-1-935058-55-7
CA 7013 978-1-935058-56-4
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Educating with Comics

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EWC 2000 978-1-935058-63-2

Set I \$359
Set II \$359

Writing for Careers



Writing for Careers

WFC 1010-14 978-1-935058-82-3
WFC 1011-14 978-1-935058-63-2

Writing for Entrepreneurs \$459
Writing for Administrative Assistants \$459

Personal Finance



Managing Your Money, Ed2

MYM 9020 978-1-935058-79-3 Web version with *The Teacher's Desktop* \$995 Annual
Free set-up for five teachers, \$10 each additional teacher

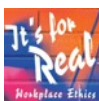
MYM 9021 978-1-935058-81-6 CD version without *The Teacher's Desktop* \$1,295

Workplace Ethics



Reality Workplace Ethics

RTY 4010 978-0-9815329-4-3 8 Lessons - PDF on CD \$295



It's for Real Workplace Ethics

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IFR 1011 978-1-935058-04-5 Series I - Interactive CD Site License \$695
IFR 2010 978-1-935058-11-3 Series II - 16 Lessons - PDF on CD \$595
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IFR 4011 978-1-935058-09-0 Series IV - Interactive CD Site License \$695

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Integrated Careers and Academics



Career Launcher

CRL 3010 978-0-9815329-8-1

Interactive CD Site License

\$1,295



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LAD 8012 978-0-9815329-0-5

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CD I : Math and Science

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LAD 8011 978-1-935058-87-8

CD II: English, Communications, Ethics, and Social Studies \$139



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Life and Careers



Connecting Life and Careers

CLC 1010 978-0-9815329-9-8

12 Lessons - PDF on CD

\$159



Learning about Careers

LC 1010 978-0-9815329-3-6

32 Lessons - PDF on CD

\$349

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*annual renewal

Super Packages

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Teachers Know Best

Unsolicited Comparison of *Job Ready Career Skills* and another work readiness software program

Compared Program	<i>Job Ready Career Skills</i>
77 available lessons. Teacher has no input as to lesson selection.	More than 200 available lessons. Teacher may identify and select which lessons a student should complete. <i>“Love it!”</i>
Student pre- and post-tests were provided and had to be completed on paper, hand graded and recorded on a hard-copy log. Essays were mandatory and had to be graded by the teacher.	Student pre- and post-tests are developed by the teacher from questions provided online. Tests are completed, graded and recorded online. Essays and other follow-up activities are optional. Suggested responses are available for teacher to assist with assessment. <i>“Fantastic.”</i>
All records of quiz scores had to be entered on a hard-copy log.	Quizzes are computer graded <i>“Yes!”</i> Scores may be viewed by Lesson, Topic and Category. <i>“I didn’t use this option.”</i>
The cartoon illustrations and simplistic lesson content were perceived by students as juvenile. Students generally clicked through lessons and were able to correctly answer the two or three true/false quiz questions at the end of each lesson through guessing or trial and error.	The content and format of the lessons are age appropriate, yet at a reading level suitable for most students. <i>“Great!”</i> There are ten questions at the end of each lesson. Teacher may view minutes spent on each lesson, which is a good indicator of whether a student is actually reading the lesson. <i>“I liked this feature, and it is coming back in the updated edition.”</i>
Teachers had no control over how many times a student attempted a quiz.	Teacher resets a quiz each time a subsequent attempt is required. <i>“This is an essential feature which appears in the new version of Job Ready Career Skills.”</i>
Vast amounts of materials needed to be printed resulting in prohibitive printer and paper costs.	No printing required. <i>“Whee!”</i>
Frequent technical difficulties with the site. Extremely poor technical support and customer service.	Excellent customer service. <i>“Problems are always addressed.”</i>

Hillary Hart, Teacher, St. Petersburg, FL

“I really want to thank you and the company for solving problems that we teachers have. I didn’t expect you guys to be right on top of my Job Ready Career Skills question—not the usual way things happen, so again, thank you and your company for being so proactive.”

Roger Wilkins, Teacher, Shenandoah, VA

“My thanks to you for your quick response to my request. Your products are very user-friendly and continue to remain topic-current. I use the Career Headlines to start off weekly discussions and have built a curriculum around many of your other products. Please keep me on your email list as you continue to update your products.”

Yvonne Raikes, Teacher, Petersburg, IL

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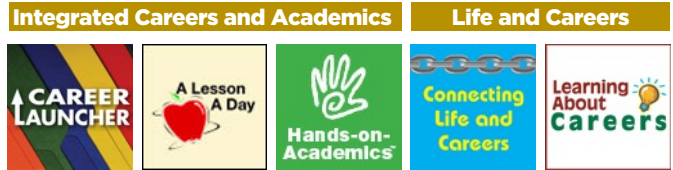
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