



MindTap®

**CORRELATION GUIDE
FOR
MASTER EDUCATOR, 3RD EDITION**

Getting Started					
Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Read	Getting Started	Welcome to your Master Educator MindTap.	n/a	n/a
	Activity	ConnectYard Activity	Set up your ConnectYard account.	n/a	n/a
	Activity	Notebook Activity	Set up your Notebook account.	n/a	n/a



PART 1: BASIC TEACHING SKILLS FOR CAREER EDUCATION INSTRUCTORS

Chapter 1: The Career Educator

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about The Career Education Instructor.	n/a	n/a
	Media	The Career Education Instructor	Watch this video to learn more about The Career Education Instructor		
Qualities and Characteristics of a Master Educator	Read	Qualities and Characteristics of a Master Educator	Discover the qualities and characteristics of a Master Educator including loyalty, welcoming advice, pursuing knowledge, time management and more.	7 - 9	1 - 22
	Activity	Fill in the Blank on the Qualities and Characteristics of the Master Educator.	Complete this fill in the blank activity to test your knowledge on the Qualities and Characteristics of the Master Educator.		
Professionalism	Read	Professionalism	Learn about professionalism including ethics, character, dependability, flexibility, cooperation, team work, and more.	9 - 11	23 - 38
	Activity	Multiple Choice on Professionalism	Complete this multiple choice quiz to test your knowledge on Professionalism.		
Professional Image	Read	Professional Image	Learn about professional image, curtesy, compassion, consistency, desire motivation, enthusiasm, energy, imagination, pleasure, communication, positive attitude and more.	11 - 14	39 - 66
	Activity	True or False on Professional Image	Complete this true or false quiz to test your knowledge on Professional Image.		



Chapter 1: The Career Educator

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Chapter Review	Read	Wrapping It Up	Summarizes the importance of understanding the qualities and characteristics of the Master Educator.	15 - 19	67 - 70
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews the qualities and characteristics of the Master Educator.		
	Assessment	Final Exam	Complete this final exam to complete chapter 1.	20 - 22	n/a

Chapter 2: The Teaching Plan and Learning Environment

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about The Teaching Plan and Learning Environment.	n/a	n/a
	Media	The Teaching Plan and Learning Environment.	Watch this video to learn more about The Teaching Plan and Learning Environment.		
The Teaching Plan	Read	The Teaching Plan	Learn about the importance of organization and preparation.	28 - 29	1 - 11
	Activity	True or False on the Teaching Plan	Complete this true or false activity to test your knowledge on the Teaching Plan.		
Managing the Atmosphere	Read	Managing the Atmosphere	Learn how to manage the atmosphere including the environment, student demographics, the physical environment, the motivating classroom, the practical classroom and more.	29 - 33	12 - 26
	Activity	Fill in the Blank on Managing the Atmosphere	Complete this fill in the blank activity to test your knowledge on Managing the Atmosphere.		
Teaching Materials	Read	Teaching Materials	Discover how to effectively choose teaching materials.	34	27 - 28
	Activity	Matching on Teaching Materials	Complete this matching activity to test your knowledge on Teaching Materials.		

Chapter 2: The Teaching Plan and Learning Environment

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Administrative Responsibilities	Read	Administrative Responsibilities	Understand the various administrative responsibilities of the educator including tracking attendance and grades, as well as welcoming new students.	34 - 35	29 - 30
	Activity	True or False Administrative Responsibilities	Complete this true or false activity to test your knowledge on Administrative Responsibilities.		
Chapter Review	Read	Wrapping It Up	Summarizes the importance of The Teaching Plan and Learning Environment.	36 - 38	31 - 34
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to ConnectYard and complete this activity.		
	Read	Study Notes	Reviews The Teaching Plan and Learning Environment.		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 2.	39 - 42	n/a



Chapter 3: Teaching Study and Testing Skills					
Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Teaching Study and Testing Skills.	n/a	n/a
	Media	Teaching Study and Testing Skills	Watch this video to learn more about Teaching Study and Testing Skills.		
Developing Reading and Study Skills	Read	Developing Reading and Study Skills	Discover how to teach various reading and study skills, how to manage study groups and the role fitness plays in effective studying.	47 - 50	1 - 20
	Activity	Crossword Puzzle on Developing Reading and Study Skills	Complete this crossword puzzle activity to test your knowledge on Developing Reading and Study Skills.		
Teaching Testing Skills	Read	Teaching Testing Skills	Learn about various testing skills including preparing for the test, deductive reasoning, test-taking strategies and educator strategies.	50 - 51	21 - 29
	Activity	Case Study on Teaching Testing Skills	Complete this case study activity to test your knowledge on Teaching Testing Skills.		
Chapter Review	Read	Wrapping It Up	Summarizes Teaching Study and Testing Skills.	52 - 55	30 - 34
	Activity	In Retrospect	Complete these form activities to review the chapter content.		



Chapter 3: Teaching Study and Testing Skills

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Chapter Review (cont.)	Activity:	Flashcards	Test your knowledge on Key Terms using flashcards.	52 - 55 (cont.)	30 - 34 (cont.)
	Activity	ConnectYard Activity.	Go to ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews the importance of Teaching Study and Testing Skills.		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 3.	56 - 59	n/a



Chapter 4: Basic Learning Styles and Principles

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Basic Learning Styles and Principles.	n/a	n/a
Learning Styles	Read	Learning Styles	Learn why learning styles are important, understand the role of the educator, define learning styles and understand the four steps in learning.	63 - 64	1 - 9
	Activity	Matching on Learning Styles	Complete this matching activity to test your knowledge on Learning Styles.		
Multiple Intelligences	Read	Multiple Intelligences	Learn about the 8 learning intelligences.	64 - 69	10 - 38
	Activity	Memory Game on Multiple Intelligences	Complete this memory game to test your knowledge on Multiple Intelligences.		
Watch: Multiple Intelligences	Media	Bodily Kinesthetic Intelligence	Watch this video to learn more about Bodily Kinesthetic Intelligence.	67	26 - 29
	Media	Interpersonal Intelligence	Watch this video to learn more about Interpersonal Intelligence.	67 - 68	30 - 33
	Media	Musical Intelligence	Watch this video to learn more about Musical Intelligence.	68	34 - 35



Chapter 4: Basic Learning Styles and Principles

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Watch: Multiple Intelligences (cont.)	Media	Natural Intelligence	Watch this video to learn more about Natural Intelligence.	68 - 69	36 - 38
	Media	Verbal Linguistic Intelligence	Watch this video to learn more about Verbal Linguistic Intelligence.	65	12 - 14
	Media	Visual Spatial Intelligence	Watch this video to learn more about Visual Spatial Intelligence.	65 - 66	15 - 18
	Media	Logical Mathematical Intelligence	Watch this video to learn more about Logical Mathematical Intelligence.	66	19 - 21
	Media	Intrapersonal Intelligence	Watch this video to learn more about Intrapersonal Intelligence.	66 - 67	22 - 25
The Benefits and Importance of Identifying Learning Styles	Read	The Benefits and Importance of Identifying Learning Styles		69 - 70	39 - 42
	Activity	Self-Test on What is your Strongest Intelligence?	Complete this self test activity to test your knowledge on The Benefits and Importance of Identifying Learning Styles		
	Activity	True or False on the Benefits and Importance of Identifying Learning Styles	Complete this true or false activity to test your knowledge on The Benefits and Importance of Identifying Learning Styles.		

Chapter 4: Basic Learning Styles and Principles

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Chapter Review	Read	Wrapping It Up	Summarizes Basic Learning Styles and Principles.	71 - 72	40 - 45
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Basic Learning Styles and Principles.		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 4.	73 - 75	n/a

Chapter 5: Basic Methods of Teaching and Learning

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Basic Methods of Teaching and Learning.	n/a	n/a
	Media	Basic Methods of Teaching and Learning	Watch this video to learn more about Basic Methods of Teaching and Learning.		
Teaching and Learning	Read	Teaching and Learning	Discover a variety of teaching and learning methods.	80 - 84	1 - 32
	Activity	Case Study on Teaching and Learning	Complete this case study activity to test your knowledge on Teaching and Learning.		
	Activity	Fill in the Blank on Teaching and Learning	Complete this fill in the blank activity to test your knowledge on Teaching and Learning.		
	Activity	Multiple Choice on Teaching and Learning	Complete this multiple choice activity to test your knowledge on Teaching and Learning.		
Chapter Review	Read	Wrapping It Up	Summarizes Basic Methods of Teaching and Learning	85 - 87	30 - 34
	Activity	In Retrospect	Complete these form activities to review the chapter content.		

Chapter 5: Basic Methods of Teaching and Learning

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Chapter Review (cont.)	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.	85 - 87 (cont.)	30 - 34 (cont.)
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Basic Methods of Teaching and Learning		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 5.	88 - 92	n/a



Chapter 6: Communicating Confidently

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Communicating Confidently.	n/a	n/a
	Media	Communicating Confidently	Watch this video to learn more about Communicating Confidently.		
Communication Skills	Read	Communication Skills	Understand what communication is and how to send and receive information.	97	1 - 6
	Activity	Case Study on Communication Skills	Complete this case study activity to test your knowledge on Communication Skills.		
Communication Barriers	Read	Communication Barriers	Learn about the barriers in communication, including physical, mental, emotional and cultural barriers.	97	7
	Activity	All the Apply on Communication Barriers	Complete this activity to test your knowledge on Communication Barriers.		
Getting the Message Across	Read	Getting the Message Across	Discover how to get your message across.	97 - 98	9 - 14
	Activity	Matching on Getting the Message Across	Complete this matching activity to test your knowledge on Getting the Message Across.		



Chapter 6: Communicating Confidently

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Effective Listening	Read	Effective Listening	Learn how to listen effectively.	98	15
	Activity	True or False on Effective Listening	Complete this true or false activity to test your knowledge on Effective Listening.		
Communication Styles	Read	Communication Styles	Understand the various communication styles, discover how to build trust and rapport and learn the steps for increasing personal awareness.	98 - 99	16 - 19
	Activity	Fill in the Blank on Communication Styles	Complete this fill in the blank activity to test your knowledge on Communication Styles.		
	Activity	Questionnaire on Communication Styles	Complete this questionnaire activity to test your knowledge on Communication Styles.		
Communicating Confidently	Read	Communicating Confidently	Learn tips on how to communicate confidently.	99	20 - 22
	Activity	Multiple Choice on Communicating Confidently	Complete this multiple choice activity to test your knowledge of Communicating Confidently.		
In-School Communication	Read	In-School Communication	Discover how to communicate more effectively with coworkers and managers.	99 - 100	23 - 24
	Activity	Fill in the Blank on In-School Communication	Complete this fill in the blank activity to test your knowledge on In-School Communication.		



Chapter 6: Communicating Confidently

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Chapter Review	Read	Wrapping It Up	Summarizes Communicating Confidently	101 - 102	25 - 27
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Communicating Confidently.		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 6.	103 - 106	n/a

Chapter 7: Effective Presentations

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Effective Presentations.	n/a	n/a
Communication and C-R-E-A-T-E	Read	Communication and C-R-E-A-T-E	Understand the importance of communication and learn how to build the foundation of a good lesson.	111 - 112	1 - 8
	Activity	True or False on Communication and C-R-E-A-T-E	Complete this true or false activity to test your knowledge on Communication and C-R-E-A-T-E.		
What Makes a Powerful Presentation	Read	What Makes a Powerful Presentation	Learn what makes a power presentation, including the opening, building content and closing with power.	112 - 117	8 - 27
	Activity	Multiple Choice on What Makes a Powerful Presentation	Complete this multiple choice activity to test your knowledge on What Makes a Powerful Presentation.		
Watch: Presentation Techniques	Media	Closing with Impact	Watch this video to learn more about Closing with Impact.	114 - 115	19
	Media	Connecting all the Parts	Watch this video to learn more about Connecting all the Parts.	115	20
	Media	Creating Motivational Circumstances	Watch this video to learn more about Creating Motivational Circumstances.	112 - 113	12 - 13
	Media	Effective Questioning	Watch this video to learn more about Effective Questioning.	116 - 117	24 - 26



Chapter 7: Effective Presentations

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Watch: Presentation Techniques (Cont.)	Media	Powerful Motivation	Watch this video to learn more about Powerful Motivation.	112	10 - 11
	Media	Varying the Stimuli	Watch this video to learn more about Varying the Stimuli.	115 - 116	21 - 23
	Media	Building Powerful Content	Watch this video to learn more about Building Powerful Content.	114	17
Chapter Review	Read	Wrapping It Up	Summarizes Effective Presentations	118 - 119	28 - 32
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Effective Presentations		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 7.	120 - 125	n/a

Chapter 8: Effective Classroom Management and Supervision

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Effective Classroom Management and Supervision.	n/a	n/a
Promoting a Positive Environment	Read	Promoting a Positive Environment	Discover how to promote a positive learning environment.	130	1 - 6
	Activity	True or False on Promoting a Positive Environment	Complete this true or false activity to test your knowledge on Promoting a Positive Environment.		
Professionalism in the Classroom	Read	Professionalism in the Classroom	Learn about professionalism in the classroom.	130	6
	Activity	Fill in the Blank on Professionalism in the Classroom	Complete this fill in the blank activity to test your knowledge on Professionalism in the Classroom.		
Principles of Managing Learner Behavior	Read	Principles of Managing Learner Behavior	Discover how to manage learner behavior and chronic misconduct.	131 - 132	7 - 13
	Media	Effective Classroom Management Supervision Part 1	Watch this video to learn more about Effective Classroom Management Supervision Part 1.		
	Activity	Matching on Principles of Managing Learner Behavior	Complete this matching activity on Principles of Managing Learner Behavior.		

Chapter 8: Effective Classroom Management and Supervision

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Managing Difficult Learner Behavior	Read	Managing Difficult Learner Behavior	Learn how to deal with difficult learner behavior, including tardiness, shyness, sleeping in class, distracting side conversations and more.	132	14 - 34
	Media	Effective Classroom Management Supervision Part 2	Watch this video to learn more about Effective Classroom Management Supervision Part 2.		
	Activity	Case Study on Managing Difficult Learner Behavior	Complete this case study activity to test your knowledge on Managing Difficult Learner Behavior.		
Conflict Management	Read	Read: Conflict Management	Learn how to manage conflict in the classroom.	133	35 - 38
	Activity	True or False on Conflict Management	Complete this true or false activity to test your knowledge on Conflict Management.		
Chapter Review	Read	Wrapping It Up	Summarizes Effective Classroom Management and Supervision.	134 - 136	39 - 42
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Effective Classroom Management and Supervision.		

Chapter 8: Effective Classroom Management and Supervision

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 8.	137 - 142	n/a

Chapter 9: Achieving Learner Results

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this shore Pre-Assessment Quiz to find out how much you already know about Achieving Learner Results.	n/a	n/a
	Media	Achieving Learner Results	Watch this video to learn more about Achieving Learner Results.		
Special Learning Needs	Read	Special Learning Needs	Understand special learning needs.	147 - 149	1 - 14
	Activity	True or False on Special Learning Needs	Complete this true or false activity to test your knowledge on Special Learning Needs.		
Learning Disabilities	Read	Learning Disabilities	Learn about learning disabilities including dyslexia and ADHA.	149 - 154	15 - 44
	Activity	Multiple Choice on Learning Disabilities	Complete this multiple choice activity to test your knowledge on Learning Disabilities.		
Chronic Behaviors	Read	Chronic Behaviors	Understand chronic behaviors and learn how to create an accommodation plan.	155	45 - 51
	Activity	All that Apply on Chronic Behaviors	Complete this all that apply activity to test your knowledge on Chronic Behaviors		



Chapter 9: Achieving Learner Results

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Barriers to Learning	Read	Barriers to Learning	Learn about barriers to learning including learner apprehension and recall.	156	52 - 56
	Activity	Multiple Choice on Barriers to Learning	Complete this multiple choice activity to test your knowledge on Barriers to Learning.		
Teaching Fast-Paced Learners	Read	Teaching Fast-Paced Learners	Discover how to teach fast-paced learners and how educator behavior impacts barriers to learning.	156 - 157	57 - 89
	Activity	Fill in the Blank on Teaching Fast Paced Learners	Complete this fill in the blank activity to test your knowledge on Teaching Fast-Paced Learners.		
Chapter Review	Read	Wrapping It Up	Summarizes Achieving Learner Results	158 - 160	60 - 65
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Achieving Learner Results.		

Chapter 9: Achieving Learner Results

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 9.	161 - 164	n/a

Chapter 10: Program Development and Lesson Planning

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Program Development and Lesson Planning.	n/a	n/a
	Media	Program Development and Lesson Planning	Watch this video to learn more about Program Development and Lesson Planning.		
Planning Concepts and Preliminary Analysis	Read	Planning Concepts and Preliminary Analysis	Learn the importance of planning and performing a preliminary analysis in curriculum development.	169	1 - 5
	Activity	True or False on Planning Concepts and Preliminary Analysis	Complete this true or false activity to test your knowledge on Planning Concepts and Preliminary Analysis.		
Curriculum Development	Read	Curriculum Development	Discover the steps in developing a program of study, how to create an advisory council, organize material, create a program outline and an orientation program.	169 - 171	6 - 29
	Activity	Matching on Curriculum Development	Complete this matching activity to test your knowledge on Curriculum Development.		
Lesson Plan Development	Read	Lesson Plan Development	Learn how to create effective lesson plans.	171 - 173	30 - 51
	Activity	Multiple Choice on Lesson Plan Development	Complete this multiple choice activity to test your knowledge on Lesson Plan Development.		

Chapter 10: Program Development and Lesson Planning

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Chapter Review	Read	Wrapping It Up	Summarizes Program Development and Lesson Planning.	174 - 176	52 - 61
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Program Development and Lesson Planning.		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 10.	177 - 181	n/a

Chapter 11: Educational Aids and Technology in the Classroom

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Educational Aids and Technology in the Classroom.	n/a	n/a
	Media	Educational Aids and Technology in the Classroom	Watch this video to learn more about Educational Aids and Technology in the Classroom.		
The Master Educator's Role	Read	The Master Educator's Role	Learn the educators role in using educational aids in the classroom.	186	1 - 5
	Activity	True or False on The Master Educator's Role	Complete this true or false activity to test your knowledge on The Master Educator's Role.		
Why Use Educational Aids and Technology	Read	Why Use Educational Aids and Technology	Discover why to use educational aids and technology in the classroom.	186 - 187	6 - 8
	Activity	Fill in the Blank on Why Use Educational Aids and Technology?	Complete this fill in the blank activity to test your knowledge on Why Use Educational Aids and Technology?		
What to Consider	Read	What to Consider	Understand important concepts to remember when creating educational aids.	187	9 - 10
	Activity	Case Study on What to Consider	Complete this case study activity to test your knowledge on What to Consider.		



Chapter 11: Educational Aids and Technology in the Classroom

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Educational Materials	Read	Educational Materials	Learn about a variety of educational materials, including print, non-projected and projected AV materials, electronic whiteboards, social media and equipment.	188 - 193	11 - 46
	Activity	Multiple Choice on Educational Materials	Complete this multiple choice activity to test your knowledge on Educational Materials.		
Chapter Review	Read	Wrapping It Up	Summarizes Educational Aids and Technology in the Classroom.	194 - 196	47 - 50
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Educational Aids and Technology in the Classroom.		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 11.	197 - 201	n/a



Chapter 12: Assessing Progress and Advising Students

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Assessing Progress and Advising Students.	n/a	n/a
	Media	Assessing Progress and Advising Students	Watch this video to learn more about Assessing Progress and Advising Students.		
What's in a Grade?	Read	What's in a Grade?	Discover what and when to grade.	206	1 - 6
	Activity	Multiple Choice on What's in a Grade?	Complete this multiple choice activity to test your knowledge on What's in a Grade?		
Grading Styles	Read	Grading Styles	Learn various styles of grading.	207	7 - 8
	Activity	Matching on Grading Styles	Complete this matching activity to test your knowledge on Grading Styles.		
Grading Methods: The Test Plan	Read	Grading Methods: The Test Plan	Learn how to create a test plan, develop test questions and create performance evaluations.	207 - 209	9 - 22
	Activity	Fill in the Blank on Grading Methods: The Test Plan	Complete this fill in the blank activity to test your knowledge on Grading Methods: The Test Plan.		

Chapter 12: Assessing Progress and Advising Students

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Academic Advisement and Counseling	Read	Academic Advisement and Counseling	Learn how to conduct academic advising.	209 - 210	23 - 27
	Activity	True or False on Academic Advisement and Counseling	Complete this true or false activity to test your knowledge on Academic Advisement and Counseling.		
Chapter Review	Read	Wrapping It Up	Summarizes Assessing Progress and Advising Students.	211 - 213	28 - 31
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Assessing Progress and Advising Students.		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 12.	214 -218	n/a



PART 2: BASIC TEACHING SKILLS FOR CAREER EDUCATION IN BEAUTY AND WELLNESS DISCIPLINES

Chapter 13: Making the Student Salon and Adventure

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Making the Student Salon and Adventure.	n/a	n/a
	Media	Making the Student Salon and Adventure	Watch this video to learn more about Making the Student Salon and Adventure.		
Practical Skills Training	Read	Practical Skills Training	Learn the importance of practical skills training, the student salon philosophy and the essence of teamwork.	225 - 226	1 - 11
	Activity	Multiple Choice on Practical Skills Training	Complete this multiple choice activity to test your knowledge on Practical Skills Training.		
What Does the Public See?	Read	What Does the Public See?	Understand the role of the public in the success of the student salon, record keeping requirements and the efficient dispensary.	226 - 227	13 - 22
	Activity	Fill in the Blank on What Does the Public See?	Complete this fill in the blank activity on What Does the Public See?		
Cultivating Satisfied Clients	Read	Cultivating Satisfied Clients	Learn how to create satisfied clients and how to build a successful clientele.	228 - 229	23 - 33
	Activity	Multiple Choice on Cultivating Satisfied Clients	Complete this multiple choice activity to test your knowledge on Cultivating Satisfied Clients.		

Chapter 13: Making the Student Salon and Adventure

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Student Salon Teaching	Read	Student Salon Teaching	Discover how to effectively teaching in the student salon, including zone teaching and supervising multiple students.	229	34 - 35
	Activity	True or False on Student Salon Teaching	Complete this true or false activity to test your knowledge on Student Salon Teaching.		
Chapter Review	Read	Wrapping It Up	Summarizes Making the Student Salon and Adventure.	230 - 232	36 - 40
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Making the Student Salon an Adventure.		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 13.	233 - 239	n/a



Chapter 14: Career and Employment Preparation

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Career and Employment Preparation.	n/a	n/a
	Media	Career and Employment Preparation	Watch this video to learn more about Career and Employment Preparation.		
Preparing for Employment	Read	Preparing for Employment	Discover the importance of preparing for employment.	244	1 - 7
	Activity	True or False on Preparing for Employment	Complete this true or false activity to test your knowledge on Preparing for Employment.		
How to Get the Job You Want	Read:	How to Get the Job You Want	Identify how to get the job you want, including the dos and don't of resumes and how to create an employment portfolio.	244 - 245	8 - 15
	Activity	Multiple Choice on How to Get the Job You Want	Complete this multiple choice activity to test your knowledge on How to Get the Job You Want.		
	Activity	Self Inventory Checklist on How to Get the Job You Want	Complete this self inventory checklist activity to test your knowledge on How to Get the Job You Want.		
Targeting the School	Read	Targeting the School	Learn how to target a school for employment, including the school visit and interview preparation.	246	16 - 19
	Activity	Multiple Choice on Targeting the School	Complete this multiple choice activity to test your knowledge on Targeting the School.		



Chapter 14: Career and Employment Preparation

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
The Interview	Read	The Interview	Learn how to interview for a job as well as fill out an employment application.	247	20 - 21
	Activity	True or False on The Interview	Complete this true or false activity on The Interview.		
Success on the Job	Read	Success on the Job	Discover how to be successful on the job.	247	22 - 23
	Activity	Fill in the Blank on Success on the Job	Complete this fill in the blank activity to test your knowledge on Success on the Job.		
Fundamentals of Business Management	Read	Fundamentals of Business Management	Understand the fundamentals of business management.	247 - 248	24 - 25
	Activity	Case Study on Fundamentals of Business Management	Complete this Case Study on Fundamentals of Business Management.		
Types of School Ownership	Read	Types of School Ownership	Understand the various types of school ownership.	248 - 249	26 - 30
	Activity	Matching on Types of School Ownership	Complete this matching activity to test your knowledge on Types of School Ownership.		
	Activity	All that Apply on Special Skills Needed	Complete this all that apply activity to test your knowledge on special skills needed.		

Chapter 14: Career and Employment Preparation

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
The Importance of Record Keeping	Read	The Importance of Record Keeping	Understand the importance of keeping accurate records.	249	31
	Activity	Fill in the Blank on The Importance of Record Keeping	Complete this fill in the blank activity to test your knowledge on The Importance of Record Keeping.		
Operating a Successful School	Read	Operating a Successful School	Learn how to operate a successful school.	249 - 251	33 - 41
	Activity	Crossword Puzzle on Operating a Successful School	Complete this crossword puzzle activity to test your knowledge on Operating a Successful School.		
Chapter Review	Read	Wrapping It Up	Summarizes Career and Employment Preparation.	252 - 253	42 - 45
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Career and Employment Preparation.		

Chapter 14: Career and Employment Preparation

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 14.	254 - 258	n/a

Chapter 15: The Art of Retaining Students

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about The Art of Retaining Students.	n/a	n/a
	Media	The Art of Retaining Students	Watch this video to learn more about The Art of Retaining Students.		
The Importance of a Sound Retention Plan	Read	The Importance of a Sound Retention Plan	Discover why a sound retention plan is needed in the school.	263	1 - 8
	Activity	Multiple Choice on The Importance of a Sound Retention Plan	Complete this multiple choice activity to test your knowledge on The Importance of a Sound Retention Plan.		
Establishing the Vision and Mission	Read	Establishing the Vision and Mission	Learn how to establish a vision and mission statement.	264	9 - 11
	Activity	All the Apply on Establishing the Vision and Mission	Complete this all that apply activity to test your knowledge on Establishing the Vision and Mission.		
Sound and Ethical Administrative Policies	Read	Sound and Ethical Administrative Policies	Understand the importance of sound and ethical administrative policies.	264	12
	Activity	True or False on Sound and Ethical Administrative Policies	Complete this true or false on Sound and Ethical Administrative Policies.		

Chapter 15: The Art of Retaining Students

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Defining the Institution's Culture	Read	Defining the Institution's Culture	Identify how to define a schools culture.	264 - 265	13 - 14
	Activity	Fill in the Blank on Defining the Institution's Culture	Complete this fill in the blank activity to test your knowledge on Defining the Institution's Culture.		
Admissions Policy and New-Student Orientation	Read	Admissions Policy and New-Student Orientation	Discover the importance of admissions policies and new-student orientation.	265	15 - 19
	Activity	Multiple Choice on Admissions Policy and New-Student Orientation	Complete this multiple choice activity to test your knowledge on Admission Policy and New-Student Orientation.		
Instilling Student Ownership and The Creative Curriculum	Read	Instilling Student Ownership and The Creative Curriculum	Learn how to instill a sense of ownership in your students and develop a creative curriculum.	265 - 266	20 - 21
	Activity	Fill in the Blank on Instilling Student Ownership and The Creative Curriculum	Complete this fill in the blank activity to test your knowledge on Instilling Student Ownership and The Creative Curriculum.		
Energized Educators and Customer Service	Read	Energized Educators and Customer Service	Understand the importance of having energized educators and delivering outstanding customer service.	266 - 267	22 - 29
	Activity	Multiple Choice on Energized Educators and Customer Service	Complete this multiple choice activity to test your knowledge on Energized Educators and Customer Service.		



Chapter 15: The Art of Retaining Students

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Investing in Your Educators and The P-R-A-I-S-E Policy	Read	Investing in Your Educators and The P-R-A-I-S-E Policy	Understand the importance of investing in and praising educators.	267 - 268	30 - 36
	Activity	Multiple Choice on Investing in Your Educators and The P-R-A-I-S-E Policy	Complete this multiple choice activity on Investing in Your Educators and The P-R-A-I-S-E Policy.		
Chapter Review	Read	Wrapping It Up	Summarizes The Art of Retaining Students	269 - 271	37 - 41
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews The Art of Retaining Students		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 15.	272 - 274	n/a



PART 3: PROFESSIONAL DEVELOPMENT FOR CAREER EDUCATION INSTRUCTORS

Ch 16: Educator Relationships

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Educator Relationships.	n/a	n/a
	Media	Educator Relationships	Watch this video to learn more about Educator Relationships.		
Relationships of a Master Educator	Read	Relationships of a Master Educator	Discover the importance of master educator relationships.	281	1 - 6
	Activity	True or False on Relationships of a Master Educator	Complete this true or false activity to test your knowledge on Relationships of a Master Educator.		
Communication Basics	Read	Communication Basics	Learn how to communicate effectively with learners, educators, supervisors and others.	281 - 286	7 - 34
	Activity	Fill in the Blank on Communication Basics	Complete this fill in the blank activity to test your knowledge on Communication Basics.		
Human Relations	Read	Human Relations	Learn the basics of human relations and how to deal with various situations.	286 - 288	35 - 40
	Activity	Case Study on Human Relations	Complete this case study activity to test your knowledge on Human Relations.		



Ch 16: Educator Relationships

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Chapter Review	Read	Wrapping It Up	Summarizes Educator Relationships.	289 - 290	41 - 45
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Educator Relationships.		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 16.	291 - 293	n/a

Chapter 17: Learning is a Laughing Matter

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Learning is a Laughing Matter.	n/a	n/a
	Media	Learning a Laughing Matter	Watch this video to learn more about Learning is a Laughing Matter.		
The Best Conditions for Learning	Read	The Best Conditions for Learning	Identify the best conditions for learning.	289	1 - 7
	Activity	True or False on The Best Conditions for Learning	Complete this true or false activity to test your knowledge on The Best Conditions for Learning.		
Learning and Laughter Defined	Read	Learning and Laughter Defined	Understand the purpose and benefits of laughter.	298 - 299	8 - 14
	Activity	Fill in the Blank on Learning and Laughter Defined	Complete this fill in the blank activity to test your knowledge on Learning and Laughter Defined.		
This Thing Called Stress	Read	This Thing Called Stress	Identify how stress impacts performance.	299 - 300	15 - 16
	Activity	Matching on This Thing Called Stress	Complete this matching activity to test your knowledge on This Thing Called Stress.		



Chapter 17: Learning is a Laughing Matter

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Laughter Enhances Creativity	Read	Laughter Enhances Creativity	Discover how laughter enhances creativity.	300	17 - 20
	Activity	Multiple Choice on Laughter Enhances Creativity	Complete this multiple choice activity to test your knowledge on Laughter Enhances Creativity		
Integrating Humor into the Workplace and Classroom	Read	Integrating Humor into the Workplace and Classroom	Understand how to integrate humor into the workplace and classroom.	301	21 - 25
	Activity	Multiple Choice on Integrating Humor into the Workplace and Classroom	Complete this multiple choice activity to test your knowledge on Integrating Humor into the Workplace.		
Chapter Review	Read	Wrapping It Up	Summarizes Learning is a Laughing Matter	302 - 305	26 - 31
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Learning is a Laughing Matter		

Chapter 17: Learning is a Laughing Matter					
Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 17.	306 - 309	n/a



Ch 18: Teaching Success Strategies for a Winning Career

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Teaching Success Strategies for a Winning Career.	n/a	n/a
	Media	Teaching Success Strategies for a Winning Career	Watch this video to learn more about Teaching Success Strategies for a Winning Career.		
Success is a Choice and Value Yourself	Read	Success is a Choice and Value Yourself	Discover how success is a choice and how to value yourself.	314 - 315	1 - 10
	Activity	True or False Success is a Choice and Value Yourself	Complete this true or false activity to test your knowledge on Success Is a Choice and Value Yourself		
Motivate Yourself	Read	Motivate Yourself	Learn actions for self-motivation.	315	11 - 14
	Activity	Case Study on Motivate Yourself	Complete this case study activity to test your knowledge on Motivate Yourself.		
Expect to Win	Read	Expect to Win	Learn actions for expecting to win.	316	15 - 16
	Activity	Fill in the Blank on Expect to Win	Complete this fill in the blank activity to test your knowledge on Expect to Win.		

Ch 18: Teaching Success Strategies for a Winning Career

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Effective Goal Management	Read	Effective Goal Management	Discover how to effectively manage your goals.	316 - 317	17 - 21
	Activity	Matching on Effective Goal Management	Complete this matching activity to test your knowledge on Effective Goal Management.		
Develop a Strong Work Ethic	Read	Develop a Strong Work Ethic	Understand the importance of developing a strong work ethic.	317 - 318	22 - 27
	Activity	Multiple Choice on Develop a Strong Work Ethic	Complete this multiple choice activity to test your knowledge on Develop a Strong Work Ethic.		
Value the Client	Read	Value the Client	Discover actions for outstanding client care.	318 - 319	29 - 33
	Activity	True or False on Value the Client	Complete this true or false activity to test your knowledge on Value the Client.		
Chapter Review	Read	Wrapping It Up	Summarize Teaching Success Strategies for a Winning Career.	320 - 321	34 - 37
	Activity	In Retrospect	Complete these form activities to review the chapter content.		

Ch 18: Teaching Success Strategies for a Winning Career

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Chapter Review (cont.)	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.	320 - 321 (cont.)	34 - 37 (cont.)
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Review Teaching Success Strategies for a Winning Career.		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 18.	322 - 324	n/a

Chapter 19: Teams at Work

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Teams at Work.	n/a	n/a
	Media	Teams at Work	Watch this video to learn more about Teams at Work.		
The Concept of Teamwork	Read	The Concept of Teamwork	Understand the concept of teamwork and team motivation.	329 - 331	1 - 17
	Activity	True or False on The Concept of Teamwork	Complete this true or false activity to test your knowledge on The Concept of Teamwork		
The Team-Building Process	Read	The Team-Building Process	Understand the team-building process.	331 - 333	18 - 27
	Activity	Multiple Choice on The Team-Building Process	Complete this multiple choice activity to test your knowledge on The Team-Building Process.		
Chapter Review	Read	Wrapping It Up	Summarizes Teams at Work.	334 - 335	28 - 30
	Activity	In Retrospect	Complete these form activities to review the chapter content.		

Chapter 19: Teams at Work

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Chapter Review (Cont.)	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.	334 - 335 (cont.)	28 - 30 (cont.)
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Review Teams at Work.		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 19.	336 - 338	n/a

Chapter 20: Evaluating Professional Performance

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
	Assessment	Pre-Assessment	Take this short Pre-Assessment Quiz to find out how much you already know about Evaluating Professional Performance.	n/a	n/a
	Media	Evaluating Professional Performance	Watch this video to learn more about Evaluating Professional Performance.		
Assessment and Evaluation	Read	Assessment and Evaluation	Understand the need for performance assessment and evaluation.	343 - 344	1 - 16
	Activity	All that Apply on Assessment and Evaluation	Complete this all that apply activity to test your knowledge on Assessment and Evaluation.		
Educator Position Description	Read	Educator Position Description	Understand the components of an educator position description.	344 - 345	17
	Activity	Fill in the Blank on Educator Position Description.	Complete this fill in the blank activity on Educator Position Description.		
Sources of Performance Assessment	Read	Sources of Performance Assessment.	Identify the various sources of performance assessment.	345	19 - 24
	Activity	True or False on Sources of Performance Evaluation	Complete this true or false activity to test your knowledge on Sources of Performance Assessment.		



Chapter 20: Evaluating Professional Performance

Learning Path	Activity Type	Activity	Activity Description	Lesson Plan Pages	Instructor Support Slides
Professional Development	Read	Professional Development	Learn how to develop a professional development plan.	345	25 - 27
	Activity	Matching on Professional Development	Complete this matching activity to test your knowledge on Professional Development.		
Chapter Review	Read	Wrapping It Up	Summarizes Evaluating Professional Performance.	346 - 347	28 - 31
	Activity	In Retrospect	Complete these form activities to review the chapter content.		
	Activity	Flashcards	Test your knowledge on Key Terms using flashcards.		
	Activity	ConnectYard Activity	Go to the ConnectYard App and complete this activity.		
	Read	Study Notes	Reviews Evaluating Professional Performance.		
	Assessment	Final Exam	Complete this Final Exam to complete Chapter 20.	348 - 351	n/a