

CATALOG

CAREER & LIFE SKILLS FOR ALL LEARNERS



*Browse our entire selection
of dynamic offerings...*



WHAT WE OFFER

education: associates
Job Ready. Life Ready.®

Unrivaled, Hands-On Career Exploration & Life Skills for Every Learner

Education Associates provides the most comprehensive career education, job preparation and life skills programs available. To enable learners to become their best, we deliver solutions for real life - supporting all individuals, including those at risk and with special needs. Our curriculum equips teachers and trainers to help every student realize his or her potential. We believe everyone can become Job Ready, Life Ready to lead vibrant, independent lives.



Project Discovery

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Career Awareness: Introduction to career pathways

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Career Exploration: Over 100 career choices to help students find their future

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Job Skills Training: Building marketable skills for high-demand jobs

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CAREER AWARENESS

 Hands-on &  Digital Materials



project: discovery
Job Ready.

Helping students become aware of the career possibilities that await them is a great way to keep them interested in their education and excited about their futures. Our Elementary Career Awareness System designed for students K-5 includes hands-on kits that are aligned to 11 career pathways and introduce over 55 careers. They deliver developmentally - appropriate content with highly interactive hands-on activities such as...

- Using a teddy bear as a patient to learn about health care
- Learning to make change with play money to introduce careers in the medical field and banking
- Using a trowel and pots to grow seeds
- Using a circuit kit to wire a circuit

Students also learn basic English, math and science skills in a fun, applied approach to career awareness.

CURRICULUM COMPONENTS

- Teacher-Friendly Lesson Plans
- Student Instructions
- Student Activity Worksheets
- Certificate of Completion
- Real Tools and Materials
- Assessments with Audio
- Digital Files



**Start Thinking About
Career Interests Early.**

educationassociates.com



▶ LET'S DISCOVER BANKING

This module explores jobs such as teller, branch manager, loan officer, credit manager and investment banker/security sales. Students gain awareness of typical duties performed, skills required, employment outlook and necessary training of career areas in the banking cluster.

Sample Activities:

- Completing Deposit Slips and Checks
- Making Change with Coins, Money and Cash Drawer
- Completing a Loan Application Form
- Using Credit Card Scanner, Credit Cards and Sales Slips

Sample Materials:

- Imitation Money and Coins
- Deposit Slips
- Financial Statements
- Company Background Material

PD20000



▶ LET'S DISCOVER CONSTRUCTION

Perfect for students with a curiosity about how things are built, this module increases student awareness of construction and related careers such as architect, mason, electrician, plumber and carpenter. It explores the duties and skills involved and the typical tools and equipment used in these types of careers. Students also gain awareness of the importance of this occupation within the community.

Sample Activities:

- Examining Blueprints
- Completing a Circuit
- Assembling Mortar Mix
- Completing a Carpentry Project

Sample Materials:

- Screwdrivers, tape measure, mortar box
- Hard Hat, Tool Belt and Hammer/Nails
- Circuit Kit
- Pre-Cut Lumber

PD11000



▶ LET'S DISCOVER CREATIVE ARTS

Increase student awareness of the careers available in the Arts and Humanities. This module explores jobs in areas such as literary arts, performing arts, visual arts and technical arts. Students gain awareness of duties, skills, tools, equipment and training required of the career areas encompassed within the Arts and Humanities cluster.

Sample Activities:

- Making Advertisements
- Reporting on School News
- Producing a Puppet Show
- Creating Brochures

Sample Materials:

- Poster Board and Sketch Pad
- Visu Board Poster Holder
- Stencil Set, Stickers and Markers
- Puppet and Puppet Handles

PD14000



▶ LET'S DISCOVER ENGINEERING TECHNOLOGY

Students using this module get to explore jobs such as drafter, designer, inspector, surveyor, air traffic controller and environmental controller. Through hands-on activities, students gain an understanding of the tasks involved in these careers.

Sample Activities:

- Simulating Flight Patterns with Paper Airplanes
- Simulating Surveying Tasks
- Using Media to Draw and Design
- Conducting Water Pollution Experiments

Sample Materials:

- Microbiological Medium and Petri Dishes
- Test Tubes and pH Strips
- Food Thermometer
- Compass and Triangle

PD19000



▶ LET'S DISCOVER HUMAN SERVICES

By the time this module is introduced in your classroom, students will already be aware of what it means to be a teacher. Use this module to explore other human service careers such as social worker, caregiver, hair care and public health worker. Students gain an understanding of the duties and skills involved, the typical tools and equipment used, the education and training required and the importance of these occupations to the community.

Sample Activities:

- Setting Hair Using Wig and Rollers
- Planning Meals
- Performing a Manicure
- Creating Lesson Plans and Teaching

Sample Materials:

- Wig, Hair Rollers and Brushes
- Measuring Spoons, Cups and Mixing Bowls
- Emery Boards and Nail File
- Day Care Schedule

PD17000



▶ LET'S DISCOVER MECHANICS, INSTALLERS & REPAIRERS

Students learn what it means to be a mechanic, installer or repairer and why it's important to have these workers in the community. This module offers guided exploration of jobs in areas such as HVAC repair, carpet installation and mechanical repair. Students gain awareness of the duties, skills and training required and the typical tools and equipment used.

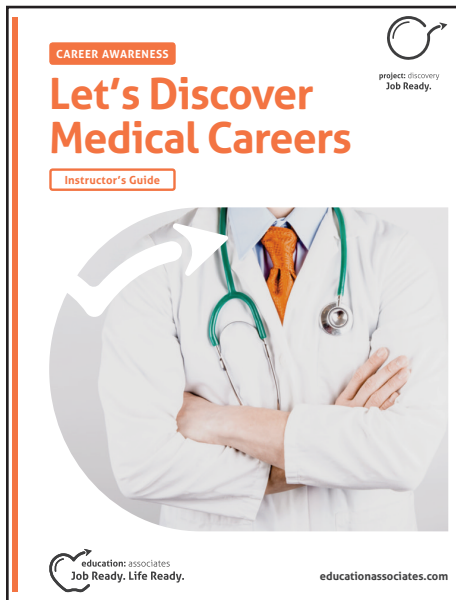
Sample Activities:

- Wallpapering a Box
- Measuring Rooms to Estimate Carpet Costs
- Building with Legos
- Building Ductwork with Construction Paper

Sample Materials:

- Wallpaper Kit with Wallpaper
- Carpet Samples
- Legos
- Drywall

PD18000



▶ LET'S DISCOVER MEDICAL CAREERS

This module increases student awareness of medical careers. It explores jobs in the medical field such as doctor, nurse, emergency medical technician, dentist and dental hygienist. Students gain awareness of the duties and skills involved, the typical tools and equipment used and the medical professionals at work in their community.

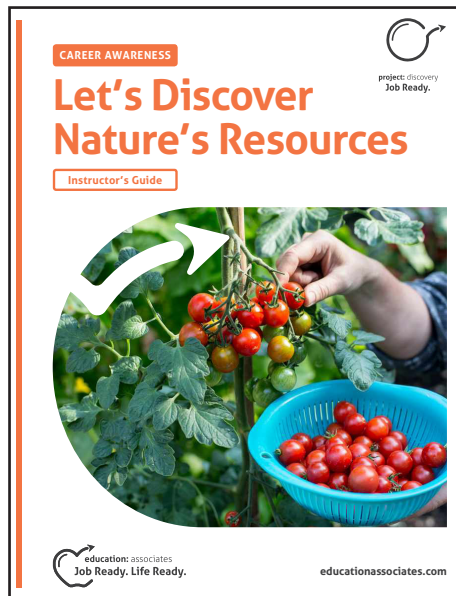
Sample Activities:

- Taking a Temperature
- Measuring Blood Pressure
- Listening to Heart Rate with a Stethoscope
- Exercising Proper Dental Hygiene

Sample Materials:

- Stethoscope and Blood Pressure Cuff
- Disposable Gloves and Masks
- First Aid Tape, Gauze and Bandages
- Dental Bibs and Chain

PD10000



▶ LET'S DISCOVER NATURE'S RESOURCES

It's easy to appreciate nature all around us but what about awareness of careers in the agricultural cluster? Many different occupations are represented in this module such as farm management, plant caretakers and food technology. Students gain awareness of the duties, skills, tools, equipment and educational training required for these careers.

Sample Activities:

- Charting the Four Seasons
- Planting and Growing Seeds
- Constructing a Greenhouse
- Developing/Designing Food Labels

Sample Materials:

- Trowel and Planting Trays
- Pots, Potting Soil and Mixing Pan
- Seeds and Watering Can
- Blank Food Cans and Blank Labels

PD12000



▶ LET'S DISCOVER PUBLIC SERVICES

Through this module, students gain familiarity with public services and related careers. Explores jobs such as post office worker, fire and police workers, city workers, cleaning and maintenance and utility workers. Students learn about the types of careers in this job cluster, the tools and equipment used, typical duties and skills involved and the importance of these careers to the local community.

Sample Activities:

- Using a Mail Sorter
- Fingerprinting and Completing Investigation Reports
- Reading Utility Meters
- Designing Maintenance Schedules and Projects

Sample Materials:

- Mail Sorter
- Fingerprint Cards and Ink Pads
- Driver's License Forms and Auto Registration
- Investigation Report Forms

PD16000



▶ LET'S DISCOVER TRAVEL, TOURISM & HOSPITALITY

Introduce students to travel-related careers with this exploratory module into the travel, tourism and hospitality industries. Students will get a firsthand look at the responsibilities and training required. Jobs encountered include hotel manager, food service manager, front desk clerk, housekeeper, chef, banquet coordinator, tour guide and recreation leader.

Sample Activities:

- Making Hotel Reservations
- Performing Cleanliness Tests
- Determining Food Needs and Costs
- Developing a Hospitality Tour for New Students

Sample Materials:

- Chef's Hat and Apron
- Checkered Table Cloth and Tableware
- Microbiological Medium and Food Models
- Travel Brochures

PD15000



▶ LET'S DISCOVER THE WORLD OF BUSINESS

Bring the world of business into the classroom with this module. Students gain awareness of what a business career entails, the duties and skills involved, the typical tools and equipment used and how business is a vital part of the community. Concepts explored include purchasing, management, marketing, finances and sales.

Sample Activities:

- Shopping, Bagging, Clerking and Stocking
- Making Change and Balancing a Cash Drawer
- Determining Income vs. Expenses
- Completing Job Applications and Interviews

Sample Materials:

- Imitation Money and Coins in a Cash Drawer
- Purchase Order and Income Statement Forms
- Checks and Cashier's Pouch
- Cans, Bread, Soap and Other Grocery Items

PD13000

CAREER EXPLORATION



Hands-on & Digital Materials



project: discovery
Job Ready.



Help your students explore career passions and make more informed job decisions.

Whether you want to provide work-based learning opportunities, reduce student dropout rate, or offer a career education curriculum for your students in special education, Project Discovery: Career Exploration offers a solution! Students develop real-life job skills with these exciting hands-on modules which are uniquely correlated to both academic standards and work-based job skills.

Available in three functional levels (Beginning, Intermediate, and Advanced), each module also supports different reading levels.

CURRICULUM COMPONENTS

- Instructor's Notes – assist in easy planning
- Real Tools and Materials – provide meaningful, relevant activities
- Student Instructions – fun, engaging step-by-step activities to provide job-ready skills
- Special Education PowerPoints – introduce key concepts with audio provided to support entry into the general curriculum
- Assessments – to assist with progress monitoring
- Knowledge-Based "Pre-Post Tests"
- Performance-Based "Work Performance Benchmarks"
- Student Activity Worksheets – further support academics
- Electronic Files (Word, PDF, Powerpoints) – for technology compatibility
- Teacher-Friendly
- Customizable Instructions – allow teachers to make changes
- Delivery Method – supports self-paced, small or large groups
- Parent Involvement Brochure – partner with parents in students' success
- Certificates of Completion – document skills for employers



230+ Careers

198+ Activities

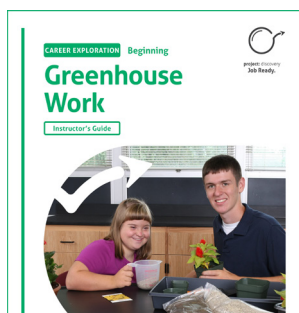
500+ Hours of Instruction

WHAT'S IN A KIT

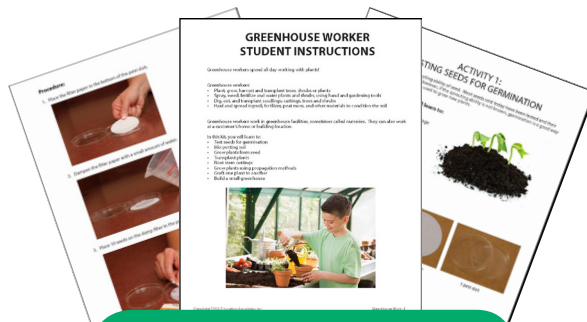
project: discovery
Job Ready.

It's All Here: Comprehensive Proven Resources

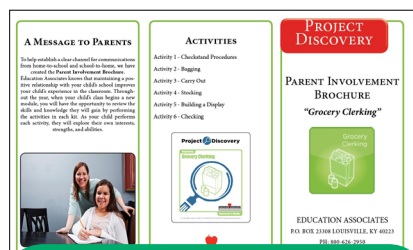
Our dynamic programs make implementation easy!



Teacher Instructions
Including Scope & Sequence



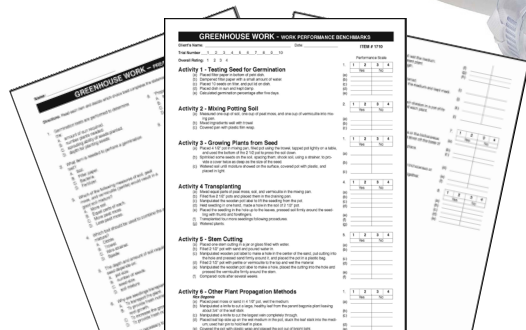
Student Instructions
Engaging Activities



Parental Involvement
Informative Brochure



Real Tools and Equipment
Prepare Students for the Job



Comprehensive Assessments
Knowledge & Performance-Based

Adapted Titles
Also Include

- Video Modeling
- Visual Schedules
- Data Sheets



'First Look' Lessons
Designed for Special Education

Certificate of Completion • Easy Customization • Durable, Versatile Storage • Pictures & Real-Voice Audio

Titles include a thumb drive with digital files that include educational materials to instruct on career exploration, job skills training, independent living skills and employability skills and that may be downloaded onto an electronic device (computer, iPad, etc). The site license included provides for use of digital files on any number of computers in ONE building.

CAREER EXPLORATION Beginning

Cleaning Maintenance

Instructor's Guide

education: associates
Job Ready. Life Ready.

educationassociates.com

CLEANING MAINTENANCE

In this module, students learn the importance of proper cleaning to promote health. Through hands-on activities with real tools of the trade, students gain appreciation of the roles and responsibilities of workers in this career area.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Wall Washing
- Cleaning Desktops, Whiteboards, Windows
- Dusting, Mopping, Sweeping
- Restroom Cleaning

Sample Materials:

- Divided Bucket, Jani-Carrier and Mop Bucket and Squeezer
- Cleaners and Polishers
- Dust Mop, Wet Mop and Squeegee
- Wet Floor Caution Sign

PD0800

CAREER EXPLORATION Beginning

Filing

Instructor's Guide

education: associates
Job Ready. Life Ready.

educationassociates.com

FILING

Students gain an awareness of the many ways to categorize and file in this module. Different types of filing systems are explored with hands-on manipulatives which provides a good foundation to explore a skill needed in most businesses.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Indexing
- Filing by Subject
- Filing Chronologically and Alphabetically
- Filing Numerically and Geographically

Sample Contents:

- File Box
- Set of Invoices
- Card Guides
- Blank Index Cards

PD1400

CAREER EXPLORATION Beginning

Greenhouse Work

Instructor's Guide

education: associates
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educationassociates.com

GREENHOUSE WORK

This module helps students learn if they would like a career working in a greenhouse. Students use tools to plant seeds and watch them grow, as well as learn when to transplant and how to propagate plants. As a culminating project, students build a small greenhouse!

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Growing Plants from Seed and Transplanting
- Making Stem Cuttings
- Plant Propagation and Graftage
- Building a Greenhouse

Sample Materials:

- Drain Trays
- Mixing Pan
- Pots and Seeds
- Trowel and Planting Tools

PD1700

CAREER EXPLORATION Beginning

Grocery Clerking

Instructor's Guide

education: associates
Job Ready. Life Ready.

educationassociates.com

GROCERY CLERKING

For students interested in entrepreneurship or working in a grocery store, this module explores grocery store operations. Students gain actual hands-on experience bagging groceries, carrying groceries to customers' cars, stocking groceries, building displays and checking groceries.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Checkstand Procedures
- Stocking
- Bagging and Carry Out
- Building a Display

Sample Materials:

- Imitation Grocery Items
- Price Gun and Price Marker
- Cash Drawer with Imitation Money
- Calculator

PD1800

CAREER EXPLORATION Beginning

Hair Care & Styling

Instructor's Guide

education: associates
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HAIR CARE & STYLING

This module allows both male and female students to explore the career area of hair care and styling. The activities introduce many aspects of the hair styling business including choosing a hairstyle and cut, shampooing, styling and setting hair.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Choosing a Hair Style
- Shampooing
- Styling and Setting
- Using a Blow Dryer

Sample Materials:

- Hair Dryer and Rollers
- Curling Iron
- Combs and Brushes
- Wig, Styrofoam Head and Stand

PD1900

CAREER EXPLORATION Beginning

Mail Handling

Instructor's Guide

education: associates
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educationassociates.com

MAIL HANDLING

With this module, students gain knowledge of how to sort, stamp, wrap, address and process mail for a variety of purposes. Students learn about the many activities and tasks performed by workers who handle the mail - both at the post office and in large institutions.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Sorting Mail
- Calculating Postage by Weight
- Wrapping and Packaging Items
- Writing and Addressing Letters

Sample Materials:

- Mail Sorter
- Zip Code Directory
- Postal Scale
- Brown Package Wrap & Mailing Supplies

PD2100

CAREER EXPLORATION Beginning
Table Service

Instructor's Guide



education associates
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TABLE SERVICE

Explore the jobs of servers and busers with this hands-on module. Introduces students to the actual tasks performed in table service including taking orders and serving meals, setting the table, computing and presenting the check and busing the table.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Taking Orders and Serving Meals
- Setting the Table
- Computing and Presenting the Check
- Busing the Table

Sample Materials:

- Menu, Placemats and Guest Checks
- Flatware and Dinnerware
- Tip Tray
- Busing Tub

PD4000

CAREER EXPLORATION Beginning
Child Care

Instructor's Guide



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CHILD CARE

Students explore typical duties performed and tools/equipment used by infant caretakers. Using life-size simulated babies and supplies, students explore proper techniques for holding, lifting and carrying an infant; feeding an infant; and diapering, dressing, and bathing an infant.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Lifting and Carrying a Baby
- Feeding and Dressing a Baby
- Diapering a Baby
- Sponge/Tub Bathing a Baby

Sample Materials:

- Baby-Sized Dolls and Clothes
- Large Bathtub and Wash Basin
- Washcloths and Bathing Supplies
- Diapers, Bottle and Bib

PD4500

CAREER EXPLORATION Intermediate

Advertising & Editorial Design

Instructor's Guide

education: associates
Job Ready. Life Ready.

educationassociates.com

▶ ADVERTISING & EDITORIAL DESIGN

This module helps students explore their imaginations and creative abilities as they discover careers in advertising and design. This commercial art module allows students to learn if they like to express themselves and focuses on the student's creativity instead of developing technical skills.

Sample Activities:

- Drawing from Memory/Touch
- Identifying Personal Interests
- Putting Together a Layout
- Crafting an Advertisement

Sample Materials:

- Sketch Pad and Paper Bags
- Colored Markers and Scissors
- Layout Parts
- 30° - 60° Triangle

PD0200

CAREER EXPLORATION Intermediate

Animal Care

Instructor's Guide

education: associates
Job Ready. Life Ready.

educationassociates.com

▶ ANIMAL CARE

In this module, students experience many careers involved with animal care, including veterinarian, vet assistant, animal groomer and trainer. Students explore animal handling, medical care, grooming, breeding and nutrition. This module deals with small animals only.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Examining Animals (Ears, Eyes, Body)
- Taking Vitals (Temperature, Pulse, Respiration)
- Grooming and Nutrition
- Breeding and Training

Sample Materials:

- Stethoscope
- Thermometer
- Pet Shampoo and Brush
- "Dog and Cat Care" Handbooks

PD0300

CAREER EXPLORATION Intermediate

Autobody Repair

Instructor's Guide

education: associates
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educationassociates.com

▶ AUTOBODY REPAIR

Pings, scratches and dents frequently occur on today's rough roadways. With this kit, students are introduced to the basics of repairing body damage on automobiles. From start to finish, this module covers all the stages of a repair including dinging work, filling dents, preparing the surface for finishing and painting.

Sample Activities:

- Straightening Damaged Areas
- Filling Dents with Plastic
- Preparing Surfaces for Painting
- Priming Work Areas

Sample Materials:

- Surform Planing Tool and Sanding Block
- Dolly Block and Dinging Hammer
- Body Putty/Filler Kit
- Chamois and Car Cleaners

PD0500

CAREER EXPLORATION Intermediate

Caregiver

Instructor's Guide

education: associates
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CAREGIVER

What are the expectations for someone who cares for senior citizens? After this module, students will understand special problems that come with age and how to address them. The activities develop skills needed to care for aging family or nursing home residents.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Taking and Recording Temperature
- Taking the Pulse, Respiration and Blood Pressure
- Measuring Intake/Output
- Managing and Administering Medicines

Sample Materials:

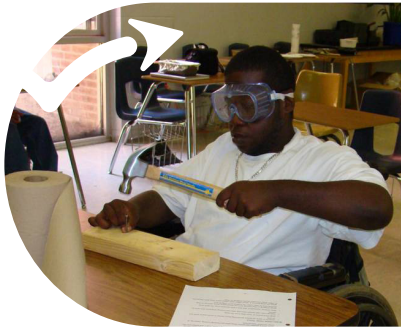
- Blood Pressure Cuff and Stethoscope
- Thermometer and Tip Covers
- Medicine Dispenser
- Wash Basin, Disposable Gloves and Masks

PD4700

CAREER EXPLORATION Intermediate

Carpentry

Instructor's Guide

education: associates
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CARPENTRY

This module introduces students to carpentry duties: identifying and using fasteners, using hand and power tools, measuring and identifying lumber and other building materials. Students gain knowledge and skills necessary to build a project and maintain tools.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Operating a Power Hand Drill and Screwdriver
- Identifying and Sorting Fasteners
- Identifying Woods and Other Materials
- Making a Box

Sample Materials:

- Power Screwdriver and Drill
- Fasteners and Bin
- Wood Identification Kit
- Pre-Cut Lumber

PD4600

CAREER EXPLORATION Intermediate

Food Service

Instructor's Guide

education: associates
Job Ready. Life Ready.

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FOOD SERVICE

Through this module, students learn sanitation and preparation. They perform tasks to investigate the growth and spread of microorganisms; consider the shapes, textures, tastes and colors of foods for preparing meals; and calculate quantities for mass food preparation.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Planning for Mass Quantities
- Conducting Cleanliness Tests
- Planning School Lunches
- Preparing Attractive Meals

Sample Materials:

- Plastic Table Service and Dinnerware
- Set of Food Models
- Powdered Tempera Paint
- Petri Dishes with Lids and Nutrient Agar Kit

PD1500

CAREER EXPLORATION Intermediate

Graphic Artist

Instructor's Guide

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▶ GRAPHIC ARTIST

Explore some basic activities of graphic or commercial art with this module. Students will explore the scope of creative work that graphic artists do - from drawing and illustrating to using fonts and layouts to designing packaging and product labels.

Sample Activities:

- Drawing Subjects and Using Fonts
- Submitting Work for Critique
- Laying Out an Ad
- Designing Packaging

Sample Materials:

- Graphic Artist Digital Templates
- Colored Markers and Graphite/Charcoal Pencil Sets
- Art Brushes and Sketch Pad
- Kelly Forceps, Stethoscope and Trowel (for creating original art)

PD0400

CAREER EXPLORATION Intermediate

Medical
Emergency Services

Instructor's Guide

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▶ MEDICAL EMERGENCY SERVICES

What tasks do emergency medical technicians do? Students will be able to answer many of these questions after completing this module on medical emergency services. Students learn about patient care, first aid procedures and stabilization techniques.

Sample Activities:

- Bandaging a Patient
- Immobilizing a Patient
- Wound Care/Vital Signs
- Cleanliness/Safety Procedures

Sample Materials:

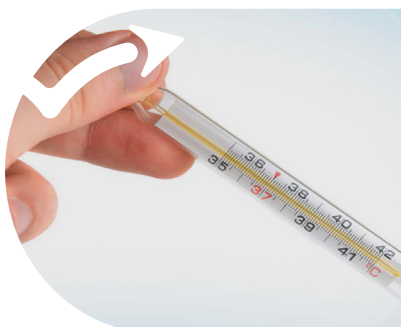
- Triangular, Elastic and Gauze Bandages
- Splints
- Bandage Scissors
- Dressing Forceps

PD2400

CAREER EXPLORATION Intermediate

Medical
Patient Care

Instructor's Guide

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▶ MEDICAL PATIENT CARE

Explore medical careers that focus on patient care with the activities in this module. Students learn about duties performed and skills required for these positions. The focus of this module is on the direct care of patients – whether in a hospital, nursing home, private home or other health care facility.

Sample Activities:

- Practicing Aseptic Techniques
- Taking Vital Signs
- Measuring Intake and Output
- Patient Nutrition

Sample Materials:

- Stethoscope and Blood Pressure Cuff
- Transfer Forceps and Kelly Forceps
- Instrument Containers
- Disposable Masks, Hospital Gowns and Hats

PD2500

CAREER EXPLORATION Intermediate

Health & Nutrition

Instructor's Guide

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HEALTH & NUTRITION

This module studies the role of a nutritionist or dietitian. Students explore keeping a food log, practicing good eating habits, identifying calorie requirements for weight loss, planning healthy, balanced meals and investigating calorie consumption in different parts of the world.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Keeping a Food Log
- Calculating Body Fat
- Identifying Calorie Requirements and Planning Healthy Meals
- Considering Supplemental Foods

Sample Materials:

- Scale and Caliper
- Dinnerware and Food Models
- Table of Dietary Recommendations
- Calorie Consumption Graph

PD3100

CAREER EXPLORATION Intermediate

Retailing

Instructor's Guide

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RETAILING

Activities in this module provide a good introduction for students who would like a part-time job working in a retail store or would like to make entrepreneurship a career. Students learn a myriad of tasks from ordering merchandise to keeping inventory.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Ordering Merchandise
- Building a Merchandise Display
- Pricing Stock and Keeping Inventory
- Handling Money and Balancing a Cash Drawer

Sample Materials:

- Credit Card Scanner and Credit Cards
- Sales Slips
- Imitation Money and Cash Drawer
- Purchase Order Forms

PD3300

CAREER EXPLORATION Intermediate

Skin & Nail Care

Instructor's Guide

education associates
Job Ready. Life Ready.

educationassociates.com



SKIN & NAIL CARE

This module provides valuable life skills while exploring activities performed by cosmetologists, barbers, theatrical make-up workers and manicurists. Students use real products to explore makeup application, facial massages and manicures.

Also available in an expanded format with an Adapted supplement.

Sample Activities:

- Selecting Appropriate Cosmetics
- Applying Make-Up
- Practicing Facial Massage and Facial Cleansing
- Providing a Manicure

Sample Materials:

- Make-Up and Nail Products
- Shampoo Cape and Towels
- Cleansing Cream
- Manicure Bowl

PD3700

CAREER EXPLORATION Advanced

Construction Trades

Instructor's Guide

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CONSTRUCTION TRADES

This module covers a variety of construction-related trades including electrician, plumber, mason and dry wall installer. Activities will expose students to these career areas and will broaden their understanding of the construction process in general.

Sample Activities:

- Matching Color-Coded Wires
- Cable Splicing and Taping
- Cutting and De-Burring Galvanized Pipe
- Pouring and Finishing a Concrete Patio Square

Sample Materials:

- Soldering Iron and Stand
- Wall Sections
- Circuit Kits
- Mortar Board and Box

PD4800

CAREER EXPLORATION Advanced

Electricity

Instructor's Guide

education associates
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educationassociates.com



ELECTRICITY

We rely on it every day – at school, work and home. But what tasks do electrical workers do? Students will learn answers to these questions and much more through the activities in this module about workers who install, design and service electrical systems.

Sample Activities:

- Matching Color-Coded Wiring
- Wiring a Circuit and Working With Wire
- Installing a Wall Socket and Plug
- Wiring a Single Light Switch/Three-Way Switch

Sample Materials:

- Wall Section with Attached Boxes
- Soldering Board and Soldering Iron
- Circuit Board and Voltage Tester
- Light Fixture, Cables, Cord and Wire Stripper

PD1300

CAREER EXPLORATION Advanced

Food Technology

Instructor's Guide

education associates
Job Ready. Life Ready.

educationassociates.com



FOOD TECHNOLOGY

Through this module, students gain exposure to the type of work a food technologist might perform. This includes such tasks as evaluating consumer product preferences, testing for quality control and investigating the blanching method of preserving food. Students will exercise creativity as they try to invent a "new" food product.

Sample Activities:

- Conducting a Product Preference Test and Quality Control
- Experimenting with Food Preservation
- Using a Test Kitchen to Develop a New Food Product
- Expanding a Recipe to Production Scale

Sample Materials:

- Gram Scale
- Beaker, Test Tubes and Clamp
- Graduated Cylinder and Eyedropper
- Lab Coat and Disposable Gloves

PD1600

CAREER EXPLORATION Advanced



Law Enforcement

Instructor's Guide

education: associates
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LAW ENFORCEMENT

Bring CSI right into the classroom with this module covering a variety of law enforcement activities. Students will explore tasks such as fingerprinting, casting, studying forged documents and following accident and criminal investigation procedures.

Sample Activities:

- Lifting Fingerprints
- Making a Print Identification and Plaster Cast
- Doing a Handwriting Comparison
- Investigating an Accident and Crime Scene

Sample Materials:

- Dusting Print Powders, Brushes and Print Lifting Tape
- Latent Print Transfer Card Set, Auto Registrations and Driver's Licenses
- Fingerprint Type and Ridge Description Chart
- Plaster of Paris, Pan and Rubber Bowl
- Magnifying Glass and Fingerprint Ink Pad

PD2000

CAREER EXPLORATION Advanced



Medical Records

Instructor's Guide

education: associates
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educationassociates.com

MEDICAL RECORDS

All of the tasks represented in this module are important to the health care cluster in general, as all healthcare workers contribute to the maintenance of patient records. Through this module, students will learn about medical histories, health insurance, health information privacy and general office procedures.

Sample Activities:

- Conducting Hospital Admissions
- Using Medical Terminology
- Practicing Medical Transcription
- Using Electronic Medical Records and Patient Chart Maintenance

Sample Materials:

- Insurance Form and Medical History Form
- Clinical Lab Results Forms and Medical Terminology Worksheets
- Nursing Notes and Coding Form
- Blood Chemistry Lab Sheets and Hematology Sheets

PD2600

CAREER EXPLORATION Advanced



Small Engine Repair

Instructor's Guide

education: associates
Job Ready. Life Ready.

educationassociates.com

SMALL ENGINE REPAIR

Students completing this module will have a good introduction into the field of small engine repair. Using real tools of the trade, students will perform various aspects of repairing and servicing 4-cycle engines.

Sample Activities:

- Changing the Oil
- Checking Compression and Valve Settings
- Removing and Cleaning the Air Filter
- Checking the Spark Plug

Sample Materials:

- 4-Cycle Engine and Manuals
- Adjustable Wrench and Wire Brush
- Drain Pan, Drop Cloth, Gap Gauge and Blade Feeder Gauge
- Spark Plug, Socket Set, Ratchet Handle and Socket Extension

PD3800

CAREER EXPLORATION Advanced

Writing Careers

Instructor's Guide

education associates
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educationassociates.com

▶ WRITING CAREERS

Read all about it – this module explores careers pertaining to words and creative expression through writing. Students gain experience writing headlines and copy for ads and newspapers, writing brochures, writing for radio and television, creative writing and technical writing.

Sample Activities:

- Writing Headlines and Drafting Copy
- Composing Brochures
- Practicing Technical Writing
- Exercising Creative Writing Skills

Sample Materials:

- Video and Radio Script Format Sheets
- Sample Video Script
- Writing Ideas Sheet
- Dictionary and Thesaurus

PD4400

ADAPTED

 Hands-on &  Digital Materials

project: discovery
Job Ready.



This dynamic curriculum teaches career education and life skills specially designed to address the unique needs of students who are functioning at severe, profound and moderate levels of development.

Our Adapted curriculum is correlated to academics outlined in alternate assessments and provides simplified text, real-life pictures, and audio supports to help students achieve successful and documentable gains. Evidence-based practices such as video modeling and visual schedules support all levels of learners.

CURRICULUM COMPONENTS

Adapted titles include ALL components of the "Career Exploration" kit by the same name **PLUS the following:**

- Adapted versions of student instructions – simplified text and real-life pictures
- Hands-on kits with manipulatives and tools necessary to complete activities
- Functional academic worksheets aligned with alternate assessments
- Video modeling
- Visual schedules
- Data sheets for performance evaluations
- Games and manipulatives
- Role plays and situation cards
- Communication supports for core vocabulary
- Assessments to assist with progress monitoring
- Digital files of all materials for easy technology compatibility
- Customization – Word, PDF and PowerPoint files allow teachers to make easy changes if desired
- Social stories for community-based instruction experiences

SUCCESS STORY

"One of my students went through the Animal Care module and is now doing a Work Experience job with a local veterinarian. I've been told that this is probably going to turn into a real job for him after graduation."

Kelly Stark
Special Ed Teacher
Buffalo, MO

100+ Careers
700+ Job Tasks
300+ Hours of Instruction

ADAPTED

Cleaning Maintenance



education associates
Job Ready. Life Ready.

educationassociates.com

▶ CLEANING MAINTENANCE - ADAPTED

This Adapted module emphasizes the importance of cleaning and maintaining large buildings such as schools and hospitals. Students learn the techniques and responsibilities of workers in this career area.

Includes all the contents of Beginning Cleaning Maintenance, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Cleaning a Desktop/Chalkboard
- Cleaning Windows/Mirrors
- Washing Walls
- Dusting, Mopping, Sweeping

PD0800ADA

ADAPTED

Filing



education associates
Job Ready. Life Ready.

educationassociates.com

▶ FILING - ADAPTED

This Adapted module introduces students to various types of filing systems. As filing is a component, in some form, of most jobs, it is a good foundation to explore the different tasks of a business.

Includes all the contents of Beginning Filing, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Filing Alphabetically
- Filing by Color
- Filing by Month
- Filing by Last Number in a Sequence

PD1400ADA

ADAPTED

Greenhouse Work



education associates
Job Ready. Life Ready.

educationassociates.com

▶ GREENHOUSE WORK - ADAPTED

This Adapted module covers greenhouse work – which brings beauty and enjoyment to people's lives. There are opportunities in this field for everyone. For example, part-time jobs are available for students after school and there are seasonal hours for those who want to work a few months of the year.

Includes all the contents of Beginning Greenhouse, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Testing Seed for Germination
- Growing Plants
- Mixing Potting Soil
- Building a Greenhouse

PD1700ADA

ADAPTED

Grocery Clerking



education: associates
Job Ready. Life Ready.

educationassociates.com



GROCERY CLERKING - ADAPTED

This Adapted module provides a good introduction to duties for students who would like a part-time job working in a grocery store. Students gain actual hands-on experience with sorting food, bagging groceries, marking prices, sorting money and facing shelves.

Includes all the contents of Beginning Grocery Clerking, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Bagging Groceries
- Sorting Food and Non-Food
- Using a Price Marker
- Sorting Money and Facing Shelves

PD1800ADA

ADAPTED

Hair Care & Styling



education: associates
Job Ready. Life Ready.

educationassociates.com



HAIR CARE & STYLING - ADAPTED

This Adapted module helps students to explore the career area of hair care and styling. The activities introduce many aspects of the hair styling business as well as provide important life skills for all students.

Includes all the contents of Beginning Hair Care and Styling, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Brushing and Combing Hair
- Preparing Customers for Shampoo
- Sorting Rollers
- Setting Up a Hair Care Station

PD1900ADA

ADAPTED

Mail Handling



education: associates
Job Ready. Life Ready.

educationassociates.com



MAIL HANDLING - ADAPTED

This Adapted module allows students to explore actual activities and tasks performed by workers who handle the mail - both at the post office and in large institutions and businesses. Students gain knowledge of how to sort mail, put labels on mail and put items in envelopes.

Includes all the contents of Beginning Mail Handling, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Putting Postage on Mail
- Putting Address Labels on Mail
- Sorting Mail by Last Name and State
- Putting Items in Envelopes

PD2100ADA

ADAPTED

Table Service



education associates
Job Ready. Life Ready.

educationassociates.com

▶ TABLE SERVICE - ADAPTED

This Adapted module introduces students to the actual tasks performed in table service occupations. Using dinnerware and tableware, students will explore such activities as setting the table, taking orders, presenting the check and busing the table.

Includes all the contents of Beginning Table Service, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Setting the Table
- Taking an Order
- Busing the Table
- Washing Your Hands

PD4000ADA

ADAPTED

Child Care



education associates
Job Ready. Life Ready.

educationassociates.com

▶ CHILD CARE - ADAPTED

Through this Adapted module, students learn proper techniques for holding, lifting and carrying an infant; how to feed an infant; how to diaper an infant; how to dress an infant, bathing techniques and safety tips. Students also learn important life skills with this module.

Includes all the contents of Beginning Child Care, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!


Sample Activities:

- Feeding the Baby
- Lifting and Carrying the Baby
- Diapering the Baby
- Dressing the Baby

PD4500ADA

ADAPTED

Animal Care



education associates
Job Ready. Life Ready.

educationassociates.com

▶ ANIMAL CARE - ADAPTED

This Adapted module exposes participants to the tasks of a pet store worker (no pet necessary to do Adapted activities). Students will explore the rules for proper handling of animals, what animals eat, following schedules for animal care, items needed for animal care, and stocking shelves in a pet store.

Includes all the contents of Intermediate Animal Care, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Rules For Handling Animals
- Sorting Animals into Categories
- What Pets Eat and Following Schedules
- Stocking Shelves in a Pet Store

PD0300ADA

ADAPTED

Caregiver



education: associates
Job Ready. Life Ready.

educationassociates.com

CAREGIVER - ADAPTED

This Adapted module helps students understand how to care for an ill or aging family member or nursing home resident. Students may also become more aware of elderly people and more accepting of them as people of worth.

Includes all the contents of Intermediate Caregiver, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Creating a Germ-Free Environment
- Taking Temperature and Pulse
- Checking Respiration and Blood Pressure
- Managing Medications

PD4700ADA

ADAPTED

Food Service



education: associates
Job Ready. Life Ready.

educationassociates.com

FOOD SERVICE - ADAPTED

With this Adapted module, students will come to understand how germs spread, how to prepare attractive meals, how to fill orders, and how to use food groups to plan school lunches. Activities will include the types of tasks that are typical in a food service environment.

Includes all the contents of Intermediate Food Service, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Conducting Cleanliness Tests
- Investigating the Spread of Germs
- Planning School Lunches
- Filling Orders

PD1500ADA

ADAPTED

Retailing



education: associates
Job Ready. Life Ready.

educationassociates.com

RETAILING - ADAPTED

Through this Adapted module, students get a glimpse of what goes on behind the scenes at a retail business. Activities in this module provide a good introduction for students who would like a part-time job working in a retail store. This is an excellent opportunity to practice good customer service skills with other students.

Includes all the contents of Intermediate Retailing, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

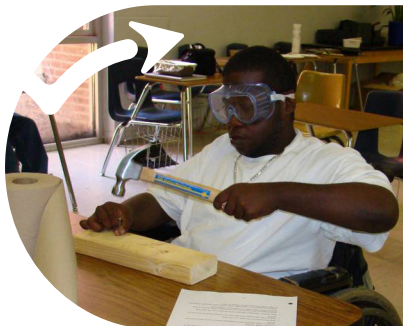
Sample Activities:

- Handling Cash in a Retail Store
- Pricing Merchandise
- Customer Service
- Stocking Shelves and Preparing Displays

PD3300ADA

ADAPTED

Carpentry



education: associates
Job Ready. Life Ready.

educationassociates.com

► CARPENTRY - ADAPTED

This Adapted module introduces students to many of the duties and tools used by carpenters and carpenter's assistants. Students will gain hands-on experiences with sorting different kinds of fasteners, using a hammer and screwdriver and measuring. The activities culminate with a project using building materials to construct a simple box.

Includes all the contents of Intermediate Carpentry, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Identifying and Sorting Fasteners
- Using a Hammer and Nails
- Using a Screwdriver and Screws
- Measuring and Making a Box

PD4600ADA

ADAPTED

Health & Nutrition



education: associates
Job Ready. Life Ready.

educationassociates.com

► HEALTH & NUTRITION - ADAPTED

This Adapted module explores tasks of workers such as a nutritionist, dietitian or health store worker. Students learn about good eating habits, understanding food groups, planning healthy meals from all the food groups and keeping a health store stocked. Students learn important life skills for healthy living with this module.

Includes all the contents of Intermediate Health & Nutrition, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Identifying Products in the Health Food Dept.
- Learning Food Groups & Planning Healthy Meals
- Measuring Height and Weight
- Stocking Shelves and Keeping Inventory

PD3100ADA

ADAPTED

Skin & Nail Care



education: associates
Job Ready. Life Ready.

educationassociates.com

► SKIN & NAIL CARE - ADAPTED

This Adapted module explores activities performed by cosmetologists and nail technicians and their assistants, including setting up facial, makeup and nail care stations and identifying skin and nail care products.

Includes all the contents of Intermediate Skin & Nail Care, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Identifying Skin and Nail Care Products
- Setting Up a Facial and Makeup Station
- Filling an Order from a Skin Care Consultant
- Setting Up a Nail Care Station

PD3700ADA

ADAPTED

Autobody Repair



education: associates
Job Ready. Life Ready.

educationassociates.com

AUTOBODY REPAIR - ADAPTED

With this curriculum, students can explore the basics of a career in autobody repair and detailing. In this adapted version, there is an emphasis on detailing a car from start to finish, including washing the car, vacuuming the car and interior cleaning.

Includes all the contents of Intermediate Autobody Repair, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Washing a Car
- Cleaning the Tires
- Drying the Car
- Vacuuming the Car

PD0500ADA

ADAPTED

Small Engine Repair



education: associates
Job Ready. Life Ready.

educationassociates.com

SMALL ENGINE - ADAPTED

In this adapted hands-on module, students will be introduced to some of the tasks that a small engine mechanic and a mechanic's assistant would perform. Step-by-step instructions on preparing the work area, identifying the tools needed for an oil change, and cleaning spark plugs are provided.

Includes all the contents of Advanced Small Engine Repair, as well as simplified text with real-life pictures, video modeling, visual schedules, data sheets, functional academic worksheets, communication supports, bingo and more!

Sample Activities:

- Setting Up the Work Area for Oil Change
- Using Adjustable Wrench to Remove Oil Drain Plug
- Preparing the Work Area & Checking Spark Plugs
- Cleaning Spark Plugs

PD3800ADA

JOB SKILLS TRAINING

 Hands-on &  Digital Materials



project: discovery
Job Ready.



Help your students exit high school or their 18+ program with “marketable skills” using this hands-on skills training program.

Competency-based, day-by-day detailed lessons skillfully prepare students for entry-level work. Students learn job-related skills, life skills, academic skills, workplace safety, and exit the program with a certificate of skills completion for a successful transition to employment.

CURRICULUM COMPONENTS

- Detailed Lesson Plans - 90 Hours with Each Module
- Two Levels - Basic and Enhanced
- Overview Chart for Day by Day Planning
- Real Tools and Materials – provide meaningful, relevant activities
- Student Instructions – fun, engaging step-by-step activities to provide job-ready skills
- Special Education PowerPoints - introduce key concepts with audio provided to support entry into the general curriculum
- Nationally-Based Competencies
- Assessments - to assist with progress monitoring
 - Knowledge-Based “Pre-Post Tests”
 - Performance-Based “Work Performance Benchmarks”
- Student Activity Worksheets – further support academics
- Correlations to National and State Standards
- Electronic Files (Word, PDF, PowerPoints) – for Technology Compatibility
- Customizable Instructions –allow teachers to make changes if desired
- Delivery method – supports self-paced, small or large groups
- Certificates of Skills Completion – document skills for employers

SUCCESS STORY

“My auto detailing class has been hired by a local company to detail their corporate fleet of cars, which will generate \$4000 a year for our program.”

Mary Williams, Teacher
Aiken County Career Center
Aiken, SC

100+ Careers
700+ Activities
1000+ Job Tasks
1600+ Hours of Instruction

JOB SKILLS TRAINING Basic Skills



Auto Detailing

Lesson Plans



education associates
Job Ready. Life Ready.

educationassociates.com

AUTO DETAILING - BASIC

Students experience hands-on training for the many duties of auto body repair, refinishing and auto detailing. Through practice on “volunteer” automobiles, students will gain skills in the areas of interior auto detailing as well as basic repairing of body damage. Continued training is available through Auto Detailing- Enhanced Skills.

Sample Activities:

- Auto Detailing – Interior and Exterior
- Straightening Damaged Areas and Filling Dents
- Priming the Work Area and Painting
- Compounding a Repaired Area

Sample Materials:

- Leather Conditioner, Upholstery and Glass Cleaner
- Dinging Hammer and Surform Planing Tool
- Chamois, Body Putty and Putty Knife
- Sandpaper and Sanding Blocks

CURR1001

JOB SKILLS TRAINING Basic Skills



Carpenter's Helper

Lesson Plans



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educationassociates.com

CARPENTER'S HELPER - BASIC

Students gain valuable exposure to many of the tasks of a carpenter's assistant and begin to understand the basic tools used in this career. Measuring tools, hand tools and both small and large power tools will be utilized. Continued training is available through Carpenter's Helper-Enhanced Skills.

Sample Activities:

- Reading Measuring Scales
- Identifying Lumber and Sheetrock
- Identifying Types and Sizes of Fasteners
- Completing a Carpentry Project

Sample Materials:

- Wood Identification Kit
- Hard Hat, Tool Belt and Safety Goggles
- Power Screwdriver, Power Drill and Drill Bits
- Drywall and Various Types of Nails, Screws and Hinges

CURR1002

JOB SKILLS TRAINING Basic Skills



Child Care Assistant

Lesson Plans



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Job Ready. Life Ready.

educationassociates.com

CHILD CARE ASSISTANT - BASIC

This module covers the job tasks needed to be a child care assistant in such places as a daycare or nursery. Students will use a simulated baby to experience how to safely care for infants including proper handling of infants, feeding, dressing and bathing. Continued training is available through Child Care Assistant-Enhanced Skills.

Sample Activities:

- Child Care Safety
- Preparing Formula and Feeding the Baby
- Diapering, Dressing and Bathing the Baby
- Emergency Procedures

Sample Materials:


- Baby Size Dolls
- Large Bathtub and Wash Basin
- Bib, Diapers and Baby Bottle
- Infant Shirts, Plastic Panties, Booties and Gowns

CURR1003

JOB SKILLS TRAINING Basic Skills

Food Service Assistant

Lesson Plans



education: associates
Job Ready. Life Ready.

educationassociates.com

▶ **FOOD SERVICE ASSISTANT - BASIC**

This module allows students to learn and practice skills they may use in the restaurant business. This course allows the student to become thoroughly familiar with the duties involved in serving customers and gaining confidence needed to land that first job! Continued training is available through Food Service Assistant-Enhanced Skills.

Sample Activities:

- Personal Hygiene and Food-Borne Illness
- Setting the Table with Dishes and Flatware
- Taking Orders From Customers
- Customer Service

Sample Materials:


- Placemats
- Dinnerware and Place Settings
- Guest Checks
- Busing Tub

CURR1004

JOB SKILLS TRAINING Basic Skills

General Office Assistant

Lesson Plans



education: associates
Job Ready. Life Ready.

educationassociates.com

▶ **GENERAL OFFICE ASSISTANT - BASIC**

With this curriculum, students learn about many of the general office duties typically encountered in a business setting. This curriculum will provide instruction in office and administrative functions and help students learn how to help a business run efficiently and effectively. Continued training is available through General Office Assistant-Enhanced Skills.

Sample Activities:

- Performing General Office Duties
- Sorting Mail and Calculating Postage
- Wrapping and Packaging Items
- Filing by Different Categories

Sample Materials:

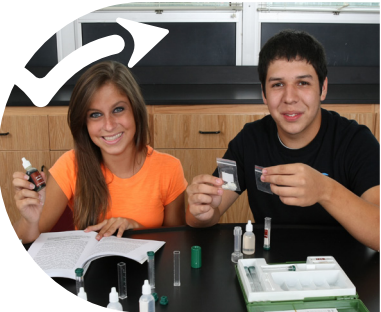
- Mail Sorter and Mailing Supplies
- Postal Scale
- File Guides and File Box
- Incoming and Standard Mailing Cards

CURR1005

JOB SKILLS TRAINING Basic Skills

Horticulture / Greenhouse Worker

Lesson Plans



education: associates
Job Ready. Life Ready.

educationassociates.com

▶ **HORTICULTURE/GREENHOUSE WORKER - BASIC**

This curriculum provides instruction in the many aspects of work in the horticulture/greenhouse field. Students gain skills in general greenhouse activities and perform horticulture tasks including planting and transplanting seeds/plants, fertilizing and propagating plants. Continued training is available through Horticulture/Greenhouse Worker-Enhanced Skills.

Sample Activities:

- Building a Composter and Small Greenhouse
- Installing Mulch and Plants
- Testing Seeds for Germination
- Graftage and Plant Propagation

Sample Materials:

- Potting Soil and Tools
- Flower Seeds and Petri Dishes
- Drain Trays and Mixing Pans
- Various Sizes of Pots and Pot Labels

CURR1006


JOB SKILLS TRAINING
Basic Skills



Lawn Care Worker

Lesson Plans




educationassociates.com

▶ **LAWN CARE WORKER - BASIC**

Students will gain skills in various lawn care tasks with this hands-on module. Students will learn about lawn mower safety and landscape power tools as well as learn how to service/repair a small engine. Continued training is available through Lawn Care Worker-Enhanced Skills.

Sample Activities:

- Using a Lawn Mower and Maintaining Lawns
- Trimming Walkways and Edging a Landscape with a Weed Trimmer
- Solving Lawn Problems
- Servicing/Repairing a Small Engine

Sample Materials:

- 4-Cycle Engine
- Socket Set and Adjustable Wrench
- Oil, Funnel and Drain Pan
- Ratchet Handle and Socket Extension

CURR1007

JOB SKILLS TRAINING
Basic Skills



Retail / Stock Assistant

Lesson Plans




educationassociates.com

▶ **RETAIL / STOCK ASSISTANT - BASIC**

Students explore the everyday operations of a retail business. Students will study everything from ordering and pricing to customer service and handling complaints... culminating in a class retail project! Continued training is available through Retail Trades-Enhanced Skills.

Sample Activities:


- Customer Service and Handling Complaints
- Pricing Items and Taking Inventory
- Ordering and Displaying Merchandise
- Business Loss-Prevention Techniques

Sample Materials:

- Cash Drawer and Cashier Supplies
- Imitation Money
- Credit Card Scanner
- Credit Card Slips


CURR1008


JOB SKILLS TRAINING
Basic Skills



Construction Trades

Lesson Plans




educationassociates.com

▶ **CONSTRUCTION TRADES - BASIC**

Students will gain many skills from different careers in the construction area with this exciting hands-on module! Students will perform tasks of workers in such careers as electricians, masons and plumbers with this module.

Sample Activities:

- Soldering and Splicing/Taping Wire
- Threading Pipe and Installing Union/Elbows
- Pouring and Finishing a Concrete Patio Block
- Installing Dry Wall

Sample Materials:

- Color Coded Electrical Board & Circuits Kit
- Soldering Iron and Stand
- Pipe Wrenches and Pipe Threader
- Wall Section and Masonry Tools

CURR1009

JOB SKILLS TRAINING Basic Skills

Caregiver

Lesson Plans

education associates
Job Ready. Life Ready.

educationassociates.com

CAREGIVER - BASIC

This curriculum offers instruction for students to acquire the skills needed to care for the elderly. Students practice communicating and interacting with seniors and learn about the health issues of the elderly. Through hands-on activities, students will simulate some of the physical impairments of aging.

Sample Activities:

- Taking Vital Signs
- Administering and Managing Medications
- Monitoring and Protecting a Patient's Well Being and Safety
- Overseeing Daily Hygiene Practices

Sample Materials:

- Blood Pressure Cuff and Stethoscope
- Digital Thermometer
- Bandages
- Medicine Dispenser and Pill Organizer

CURR1010

JOB SKILLS TRAINING Enhanced Skills

Auto Detailing

Lesson Plans



education: associates
Job Ready. Life Ready.

educationassociates.com



▶ AUTO DETAILING - ENHANCED

Through many challenging, exciting hands-on activities, students will expand their knowledge of tasks required in the auto detailing career. Using real tools, equipment and professional supplies of the trade, students will gain competencies in the field of auto detailing. Builds on the foundation laid in Auto Detailing-Basic Skills.

Sample Activities:

- Detailing Equipment and Supplies
- Operating Electrical Dual Action Orbital Polisher
- Applying Polishes, Glazes and Cleaners
- Interior/Exterior Detailing

Sample Materials:

- Shop Vac and Attachments
- Electric Dual-Action Polisher
- Cleaners and Polishers
- Liquid Wax and Pro Detailing Clay
- Wheel Brightener, Leather Cleaner and Carpet Protectant

CURR2005

JOB SKILLS TRAINING Enhanced Skills

Carpenter's Helper

Lesson Plans



education: associates
Job Ready. Life Ready.

educationassociates.com



▶ CARPENTER'S HELPER - ENHANCED

Expand upon your skills in the carpentry area with this exciting curriculum. Students will learn many in-depth job tasks in the carpentry field and gain experience using tools of the trade while they build culminating projects of saw horses and workbenches. Builds on the foundation laid in Carpenter's Helper-Basic Skills.

Sample Activities:

- Planning, Designing, Leveling and Building a Workbench
- Priming and Painting
- Using hand tools, handsaws and sanders safely and accurately
- Measuring and Marking Wood for Cutting

Sample Materials:

- Cordless Drill and Drilling Kit
- Folding Workbenches
- Cross Cut Saw, Miter Saw and Box
- Orbital Sander, Vise and C-Clamps
- Framing Square, File and Chisel Sets

CURR2008

JOB SKILLS TRAINING Enhanced Skills

Child Care Assistant

Lesson Plans



education: associates
Job Ready. Life Ready.

educationassociates.com



▶ CHILD CARE ASSISTANT - ENHANCED

This hands-on module provides instruction for those working with children ages one to five years. Students learn how to safely care for and nurture young children in a day care setting. Students will learn skills to help children grow emotionally, mentally and physically. Builds on the foundation laid in Child Care Assistant-Basic Skills.

Sample Activities:

- Learning and Creativity
- Story Telling and Age-Appropriate Fun and Games
- Facility Licensing and Management
- Safe Playground Play

Sample Materials:

- Child Protection Products Kit and First Aid Kit
- Activities for Child Care Classes Kit
- Wooden Block Set and Play-Doh
- 'Helping Children Grow' Kit

CURR2006

JOB SKILLS TRAINING Enhanced Skills

Food Service Assistant

Lesson Plans



education: associates
Job Ready. Life Ready.

educationassociates.com



▶ FOOD SERVICE ASSISTANT - ENHANCED

This module continues to explore the many skills required of food service workers such as chefs, cooks, bakers, preparation workers, hosts, restaurant managers, banquet managers and more. Students will gain skills of employees in restaurants, schools, institutions and hospitality venues. Builds on the foundation laid in Food Service Assistant-Basic Skills.

Sample Activities:

- Making Cashier's Reports and Bank Deposits
- Side-Work Duties and Dealing with Complaints
- Giving and Collecting Orders
- Preventing Food-Borne Illnesses

Sample Materials:

- Divided Trays, Guest Checks and Tip Tray
- Microbiological Medium
- Dinnerware and Tableware
- Imitation Money and Food Models
- Wait Staff DVD Training Guide

CURR2007

JOB SKILLS TRAINING Enhanced Skills

General Office Assistant

Lesson Plans



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▶ GENERAL OFFICE ASSISTANT - ENHANCED

Today's business office assistant must possess many skills to make the workplace run effectively and efficiently. Students will learn the skills necessary to perform and coordinate an office's administrative activities. This module expands on the students' existing knowledge of how an office runs and builds on the foundation laid in General Office Assistant-Basic Skills.

Sample Activities:

- Greeting Visitors and Answering the Telephone
- Learning Basic Computer Skills
- Proofreading Documents and Developing Spreadsheets
- Managing Time and Projects

Sample Materials:

- Copier/Fax Machine
- Organizer Software Program, DVDs and CDs
- Digital Scale and Mail Sorter
- Telephone Message Pad and File Guides

CURR2001

JOB SKILLS TRAINING Enhanced Skills

Horticulture / Greenhouse Worker

Lesson Plans



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▶ HORTICULTURE/GREENHOUSE WORKER - ENHANCED

Students will gain experience and skills in the various aspects of the growth and propagation of typical bedding plants. They will grow a variety of plants through different methods and explore various horticultural practices in a laboratory setting. Builds on the foundation laid in Horticulture/Greenhouse Worker-Basic Skills.

Sample Activities:

- Managing a Greenhouse
- Growing Container Gardens
- Setting up a Hydroponics Experiment Station
- Potting, Watering and Calculating Fertilizer Needs for Nursery Plants

Sample Materials:

- Garden Cart System with Lights and Tent
- All-In-One Greenhouse Kit
- Hydroponics Experiment Kit
- ECMeter and Calibration Solution
- Soil Testing Kit, pH Meter and Pro pH Up and Down

CURR2002

project: discovery
Job Ready.

CURR2003

ACHIEVE LIFE SKILLS

 Digital Materials



achieve: life skills
Life Ready.



Students need independent living skills to be successful members of the community.

This series provides key job prep/employability skills and life skills for learners to prepare them to find a job and live in the real world.

CURRICULUM COMPONENTS

Each title contains two differentiated levels of instruction: 3rd-4th grade reading level and 6th-8th grade reading level. There are four series:

- 1. Job Prep/Employability Skills**
- 2. Independent Living**
- 3. Self-Confidence and Social Skills**
- 4. Health and Nutrition**

- Package Contents:
 - Instructor's Notes
 - Student Competencies
 - Interactive PowerPoint Pre-Post Tests
 - Tutorial PowerPoints
 - Functional Academic Worksheets
 - Word Search and Matching Worksheets
 - Scope & Sequence
 - Rubrics
 - Certificates of Completion
 - Assessment Checklist
- Highlights:
 - Differentiated, Competency-Based Instruction
 - Digital Files for Technology Compatibility
 - Easy to Use and Administer
 - Complete Units with over 10 Hours Per Level
 - Assistive Technology - Audio Reads Thru Lower Level PowerPoints

SUCCESS STORY

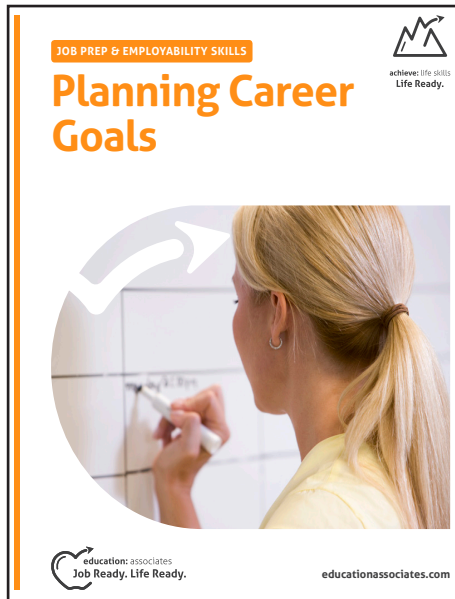
"After completing the Measurements and Renting an Apartment programs, our students went apartment hunting. They selected the appropriate apartment, measured and shopped for furniture to fit! They had a great time and could apply what they learned to real life!"

Lori Dyer, Founder & Director
Believers Academy
West Palm Beach, FL

Two Levels of Instruction
62 Titles

450+ Competencies

1000+ Hours of Instruction



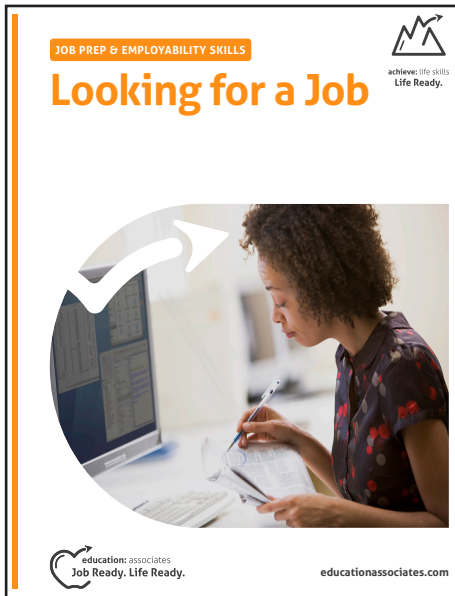
▶ PLANNING CAREER GOALS

This multimedia module offers general instruction to help students define and attain life and career goals. Students learn the basics needed to consider personal expectations, define goals and understand career requirements and job duties.

Competencies Include:

- Explain What Most of Us Want from a Job
- Discuss Why Planning is Important to Career Happiness
- Determine the Necessary Steps to Developing Life/Employment Goals
- Contrast Skilled and Unskilled Jobs
- Explain How to Learn About Job Requirements
- Discuss How to Get Additional Education or Training
- Explain Why it is Important to Set Goals Early in Life
- Contrast Short-Term and Long-Term Goals

MM958SL



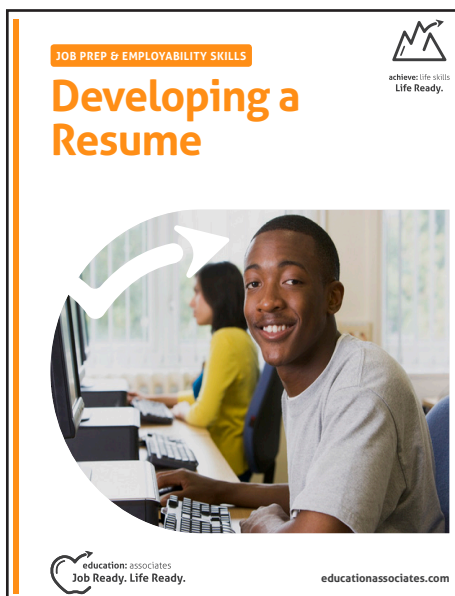
▶ LOOKING FOR A JOB

This multimedia instructional module introduces students to both typical and non-typical job search strategies. Students learn the basics needed to conduct a search across multiple sources, to be persistent and to show a positive attitude during a job search.

Competencies Include:

- Explain Considerations to Make Before Starting a Search
- Discuss the Importance of Telling Others About Your Search
- Discuss Persistence and Follow-Up
- Explain Ways to Follow-Up
- Explain the Importance of a Personal Visit to the Job Location
- Describe How to Show a Positive Attitude
- Explain Good Telephone Skills for Following-Up
- Discuss Keeping Records of Your Job Search

MM972SL



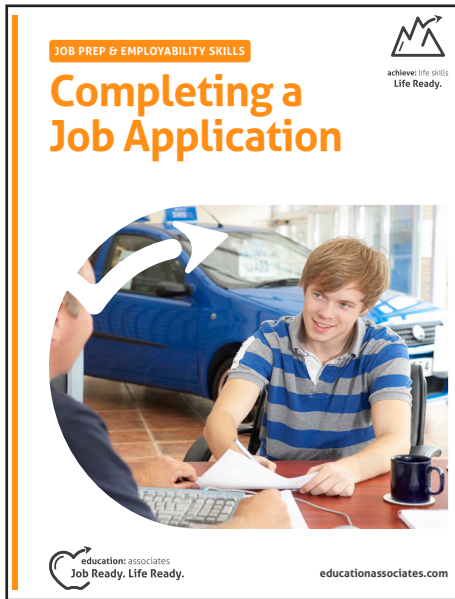
▶ DEVELOPING A RESUME

Creating a resume can be a daunting task for job seekers of every age. Prepare your students with this in-depth multimedia package on how to develop a successful resume. Students learn the basics needed to identify parts of a resume, submit a resume with an application for a job and know who to use as a reference.

Competencies Include:

- Explain the Purpose of a Resume
- Describe the Major Sections of a Resume
- Explain Additional Sections to Add as Appropriate
- Discuss How a Resume Can Help You Complete a Job Application
- List Types of People to Use as a Reference
- Describe Ways to Make a Good Impression with a Resume

MM959SL



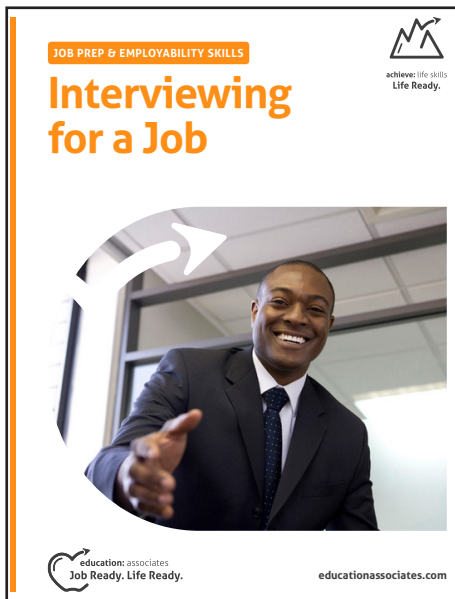
▶ COMPLETING A JOB APPLICATION

After going through this multimedia module, students will feel more confident about completing the paperwork to get a job. Qualities emphasized include neatness, honesty and accuracy for the purpose of filling out a job application form.

Competencies Include:

- Explain the Purpose of a Job Application
- Describe Ways to Make a Good Impression with an Application
- Explain the Basic Sections of Applications
- Describe Standard Application Questions and Acceptable Answers
- Explain People to Use as References
- Describe Parts of a Cover Letter

MM960SL



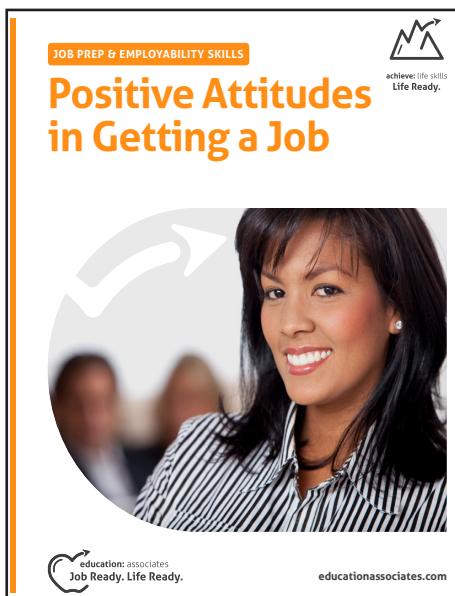
▶ INTERVIEWING FOR A JOB

This multimedia module instructs students on the topics of making a good impression, taking pre-employment tests, strategies for following-up after an interview and how to appear confident and positive during an interview. Students learn the basics needed to handle a variety of interview questions and situations.

Competencies Include:

- Explain the Purpose of a Job Interview
- Describe How to Prepare for an Interview
- Discuss Ways to make a Good Impression During an Interview
- Discuss Appearance During an Interview
- Explain Appropriate Behavior During an Interview
- Describe Standard Interview Questions and Acceptable Answers
- List Types of Pre-Employment Tests
- List Ways to Follow-Up After an Interview

MM961SL



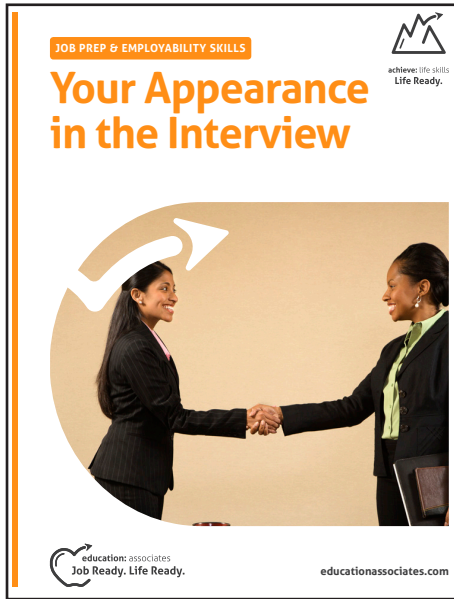
▶ POSITIVE ATTITUDES IN GETTING A JOB

Positive attitudes are critical for a successful job search. This multimedia instruction provides students with specific information about how attitude may impact chances of employment. Students learn how to be positive during interactions and even with their appearance during a job search.

Competencies Include:

- Explain the Importance of Setting Goals for Job Success
- Describe Ways to Show a Positive Attitude when Preparing for a Job Search and in the Interview
- Discuss How to Follow-Up a Job Interview
- Explain the Importance of a Positive Self-Concept
- Describe Ways to Show a Positive Attitude by Appearance

MM950SL



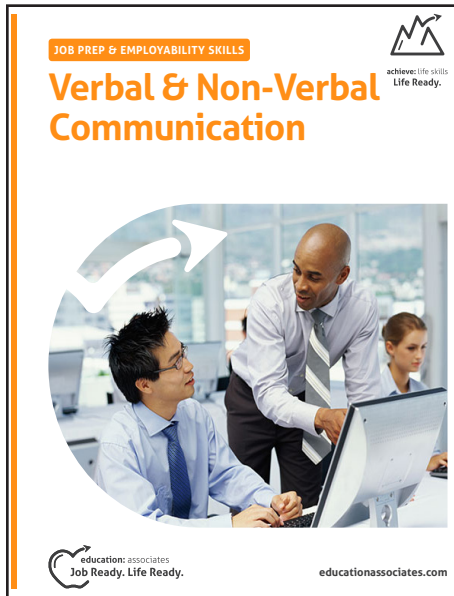
▶ YOUR APPEARANCE IN THE INTERVIEW

Appearance is a vital part of the interview process. This multimedia instructional module offers students the chance to learn what this means. It covers all the basics needed to select appropriate/clean clothing, offer a good handshake and practice good posture for an interview.

Competencies Include:

- Describe Types of Clothing to Wear to an Interview
- Describe Types of Clothing to Avoid Wearing
- Discuss the Importance of Pressed, Clean Clothing
- Discuss Habits of Good Grooming
- List Ways to Make a Favorable Impression with Good Posture/Firm Handshake

MM952SL



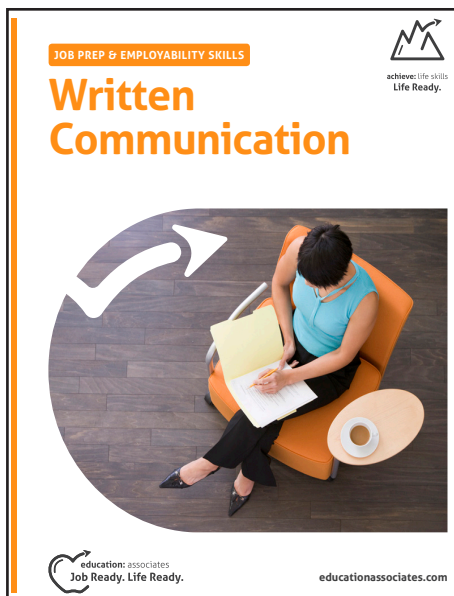
▶ VERBAL & NON-VERBAL COMMUNICATION

There are so many aspects to communication and how we relate to one another through words and actions. With this multimedia module, students will be prepared to understand the differences between verbal and non-verbal communication and to exercise strategies to communicate effectively in both categories.

Competencies Include:

- Explain Effective Verbal/Non-Verbal Communication
- Discuss Using Words and Voice
- Explain Verbal/Non-Verbal Messages to Avoid
- Describe the Importance of Non-Verbal Communication to Success in an Interview
- Explain Body Language
- Describe Ways of Communicating Positively by Appearance

MM956SL



▶ WRITTEN COMMUNICATION

Instruct students in everything they need to be effective and successful with written communication. Through this multimedia module, students learn about resumes, letters of application, effective e-mail writing and more.

Competencies Include:

- Explain the Importance of Written Communication in Job Search and Retention
- Describe Major Sections of a Resume
- Describe Parts of a Business Letter
- Explain What to Include in a Letter of Application
- Explain What to Include in a Follow-Up Letter
- Explain the Importance of Grammar, Spelling and Punctuation in Written Communication
- Discuss Completing Forms Needed for the Job
- List Tips for Effective E-mail Writing

MM957SL



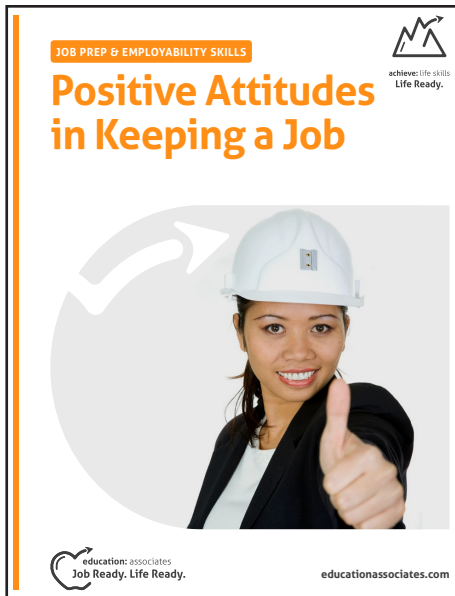
▶ YOUR APPEARANCE ON THE JOB

This module offers instruction on appearance and how it is a vital part of keeping a job. Students learn all about selecting appropriate/clean clothing, keeping a tidy work area and practicing good personal grooming habits for success on the job.

Competencies Include:

- Describe Important Qualities for Job Retention and Promotion
- Explain How Appearance Relates to Success on the Job
- Discuss Necessary Clothing for Looking Successful
- Discuss Clothing to Avoid Wearing on the Job
- Explain Daily Practices of Good Grooming
- Explain the Importance of Keeping Work Stations and Areas Clean

MM953SL



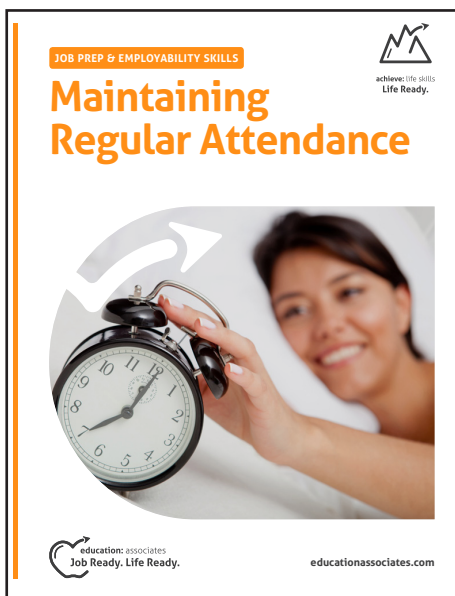
▶ POSITIVE ATTITUDES IN KEEPING A JOB

There is a direct correlation between positive attitudes and job success. This multimedia module provides instruction to guide your students in a positive way so they can keep and enjoy their jobs. Students learn about positive interactions and how to present a positive appearance in the workplace.

Competencies Include:

- Describe the Relationship Between a Positive Attitude and Job Success
- Explain The Importance of Accepting Constructive Criticism
- Discuss Showing a Positive Attitude Through Verbal and Non-Verbal Communication
- Explain Loyalty on the Job
- Discuss How to be a Good Team Member
- Describe Ethical Behavior and Its Importance

MM951SL



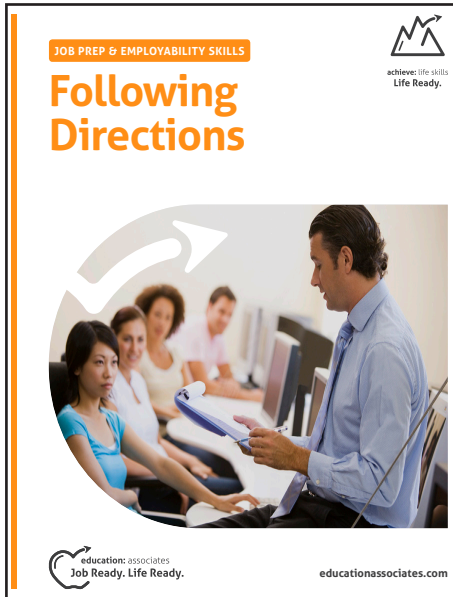
▶ MAINTAINING REGULAR ATTENDANCE

This module contains multimedia instruction on the topic of maintaining regular attendance at work. Students learn the basics needed to practice good habits of attendance and to communicate appropriately regarding necessary absences.

Competencies Include:

- Describe Employer Expectations of Attendance
- Explain Valid and Invalid Reasons for Absence
- Discuss Appropriate Methods of Notifying an Employer of an Absence
- Explain Benefits of Good Attendance Records
- Explain Negative Affects of Chronic Absence
- Discuss Co-Worker Reactions to Abuse of Attendance Policies
- Describe Impact to Productivity When Employees are Absent

MM989SL



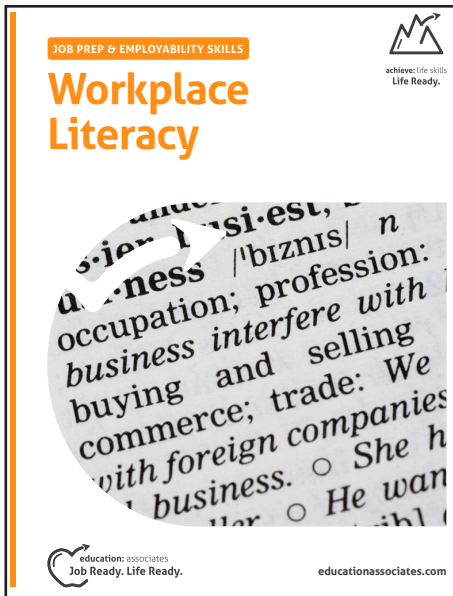
FOLLOWING DIRECTIONS

Following directions is a necessary skill in any setting, but especially at work. Through the multimedia instruction in this module, students will become excellent followers of written, verbal, visual and unspoken directions.

Competencies Include:

- Explain the Importance of Following Directions
- Explain Safety
- Describe Directions at Home, Work and School
- Discuss Ways to Find Directions
- Describe How Unspoken Directions are Part of Life
- Explain How to Follow Directions

MM983SL



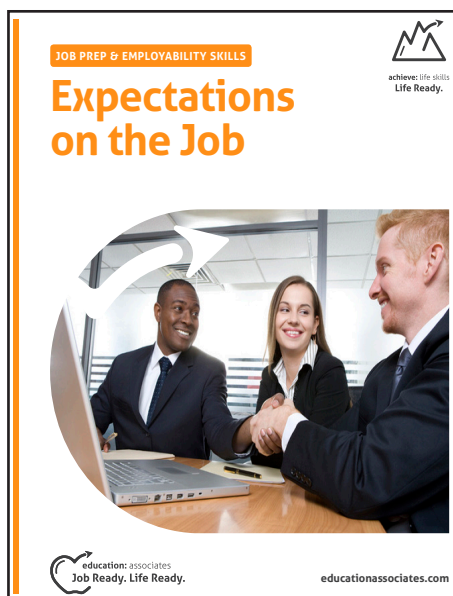
WORKPLACE LITERACY

Well-developed workplace literacy is essential to workers everywhere. That's why students need the instruction in this multimedia module on working fluently with office equipment, communication practices and general workplace terminology.

Competencies Include:

- Define "Workplace Literacy" and Explain Its Importance to Job Success
- Explain Work Habits that Help You Succeed on the Job
- List Tips for Good Phone Skills
- Describe Tips for Good Written Communication
- Discuss Tips for Effective Email Writing
- List Steps to Keeping Conflicts on the Job Positive
- Describe Stress and Ways to Reduce It
- List Steps to Good Time Management on the Job

MM977SL



EXPECTATIONS ON THE JOB

One of the most challenging things for new employees to understand is how to meet the expectations of their new employer. Give your students a head start on this topic with this program about what most employers expect and how to meet or even exceed those expectations.

Competencies Include:

- Explain Ways to Present a Good Appearance at Work
- Describe Importance of Appearance to Job Success
- Discuss Ways a New Employee Can Show a Positive Attitude
- Explain Why Success on the Job is Important
- Describe Expectations of Most Employers
- Discuss Expectations of Most Co-Workers
- Describe how to Take Constructive Criticism

MM962SL

JOB PREP & EMPLOYABILITY SKILLS

On the Job Phone Skills



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ON THE JOB PHONE SKILLS

The telephone remains a central means of communication in the workplace. This module covers key aspects of using the telephone at work. Topics encountered will include presenting a pleasing telephone personality, taking thorough messages and practicing courtesy.

Competencies Include:

- Explain How Good Telephone Service Affects a Company's Success
- Discuss Ways to Present a Pleasing Telephone Personality
- Describe Steps to Take When Answering the Phone
- Explain How to Transfer a Call
- Describe Items Included in Taking a Message
- Discuss How to Handle Complaints from Customers
- Explain Steps to Take When Placing a Call

MM981SL

JOB PREP & EMPLOYABILITY SKILLS

Managing Your Money



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MANAGING YOUR MONEY

You get a paycheck and then what? Students will learn to answer this question and more with this multimedia module on the topic of managing personal finances. The concepts covered in this module include understanding aspects of compensation, using a bank account and developing a personal budget.

Competencies Include:

- Explain Gross vs. Net Pay
- Explain Salaried vs. Hourly Compensation
- Discuss Overtime Rates
- Describe Required and Optional Deductions
- Explain Why Budgeting is Necessary
- Describe Factors to Consider in Making a Budget
- Discuss Reasons to Open a Checking Account
- Explain Exercising Caution with Credit Cards
- Discuss Developing a Personal Budget

MM963SL

INDEPENDENT LIVING SKILLS



Banking: Credit & Loans



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▶ BANKING: CREDIT & LOANS

The topic of credit and loans is increasingly complicated for us all. Students will benefit in many ways from basic instruction in these areas. This multimedia module helps students understand how to get a loan, maintain good credit and make monthly payments.

Competencies Include:

- Define Terms (such as Liability, Garnishment and Revolving Credit)
- Explain the Importance of Collateral
- Discuss Why It's Important to Have Good Credit History
- Explain Why Banks Care About Your Capacity/Character
- Complete a Credit Application
- Describe Why it is Important to Have a "Co-Signer"
- Calculate Monthly Payments

MM973SL

INDEPENDENT LIVING SKILLS



Banking: Checking & Savings



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▶ BANKING: CHECKING & SAVINGS

With the instruction in this multimedia module, students learn the basics needed to make deposits and withdrawals, write a check and compare monthly bank statements to a checkbook ledger. This module also covers important terms and definitions.

Competencies Include:

- Define Terms (such as Transaction, Withdrawal, Deposit and Overdrawn)
- Explain the Differences between Checking and Savings Accounts
- Explain How to Open a Bank Account
- Describe How to Write a Check
- Reconcile a Ledger

MM974SL

INDEPENDENT LIVING SKILLS



Getting Around



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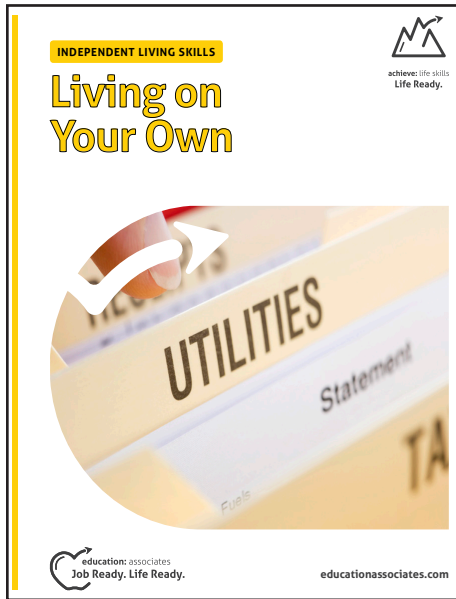
▶ GETTING AROUND

In our modern world, we all need to go places across our communities. Students receive multimedia instruction from this module on topics including navigating an area, estimating travel time and advantages/disadvantages of various modes of transportation.

Competencies Include:

- Explain Methods of Finding Your Way Around
- Discuss Methods of Getting Where You Want to Go
- Describe How to Ask for Directions
- Describe How to Use a Map
- List Types of Public Transportation
- Estimate Travel Time
- Explain How to Manage Time When Trying to Get Somewhere
- Explain Time Zones

MM980SL



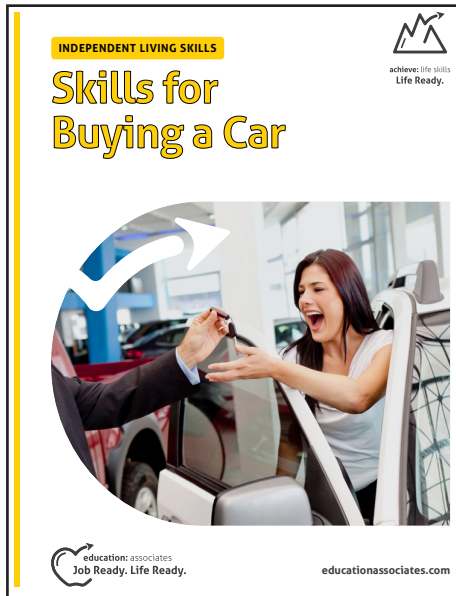
LIVING ON YOUR OWN

Independent living is a major step in the life of a young person. Help students prepare with the multimedia instruction in this module. Students will gain knowledge of important concepts such as making a budget, meeting new people and cleaning a living space.

Competencies Include:

- Define Terms (such as Premises, Security Deposit and Landlord)
- Make a Budget
- Describe What to Include in a Budget
- Explain Why it is Important to Pay Bills on Time
- Contrast Apartment Complex vs. Duplex
- Explain How to Make an Apartment-Hunting Checklist
- Explain Why it is Important to Keep Your New Home Clean
- Describe Ways and Places to Meet New People

MM978SL



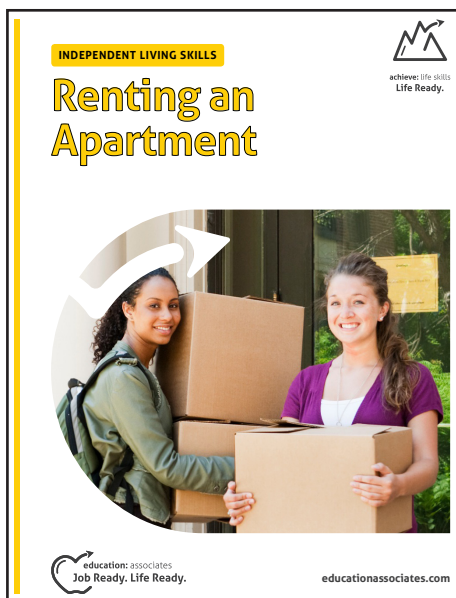
SKILLS FOR BUYING A CAR

Shopping for an automobile can be fun and challenging. Students will be up to the task with the instruction from this multimedia module. They will learn valuable practices such as how to decide a car type, how to make a checklist before decision time, how to check out a car before buying and how to pay for a car.

Competencies Include:

- Define Terms (such as Trade In, Negotiate and Blue Book)
- Explain the Importance of Car Insurance
- Determine What Type of Car is Right for You
- Discuss the Blue Book Value of a Car
- Decide Whether to Sell or 'Trade In' Your Car
- List Ways to Pay for a Car
- Compare Interest Rates When Financing

MM976SL



RENTING AN APARTMENT

Renting one's first apartment can be even more successful with the helpful information covered in this multimedia instructional module. Students will learn how to search for an apartment, consider an affordable rent and ask questions about leases and deposits.

Competencies Include:

- Define Terms (such as Lessor, Lessee and Landlord)
- List Types of Apartments
- Contrast "Furnished" versus "Unfurnished" Apartments
- Explain Why it is Important to Pay Your Rent On Time
- Explain What it Means to Break a Lease
- Define "Security Deposit"
- Explain What it Means to Have a Roommate
- Explain Why it is Important to Check for Damages Before Signing a Lease

MM975SL

INDEPENDENT LIVING SKILLS



Life Skills for the Telephone



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LIFE SKILLS FOR THE TELEPHONE

Good telephone skills are helpful to people of all ages. This multimedia module will provide students with the basics needed to find a telephone number, handle a persistent telemarketer and understand who pays for different types of calls.

Competencies Include:

- Explain How to Use the Phone Book
- Describe How to Answer the Phone
- Explain How to Use Area Codes
- Describe How to Leave a Message
- Explain What Type of Information Not to Give Out Over the Phone

MM979SL

INDEPENDENT LIVING SKILLS



Consumer Shopping



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CONSUMER SHOPPING

Smart consumer habits are important to making every dollar count and improving quality of life. In this multimedia module, students learn how to plan and organize a grocery trip, compare prices and read a food label for nutrition and cost per unit/serving facts.

Competencies Include:

- Explain Steps to Being a Smart Consumer
- Set and Keep a Budget
- Describe How to Find and Use Coupons
- Define "Price per Unit" and "Cost per Serving"
- Explain How to Compare Prices
- Explain How to Find the Best Buys within a Store
- List Information on a Food Label
- Explain the Importance of "Net Weight"

MM982SL

INDEPENDENT LIVING SKILLS



Customer Service



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CUSTOMER SERVICE

Businesses depend and thrive on great customer service! This program will get your students customer-ready by providing valuable instruction on what customer service means and the importance of listening, smiling and speaking appropriately to customers, as well as always conveying an attitude of genuine helpfulness!

Competencies include:

- Define key customer service terms
- Explain why customer service is important to a business
- Identify ways to provide good customer service
- Identify differences between good and bad customer service
- Role play opportunities to provide great customer service

MM1003SL

INDEPENDENT LIVING SKILLS



Time Management



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TIME MANAGEMENT

Time Management is a key to success in many areas including school, work, home and at play. This program is designed to help students learn to understand schedules and how to effectively manage time.

Competencies include:

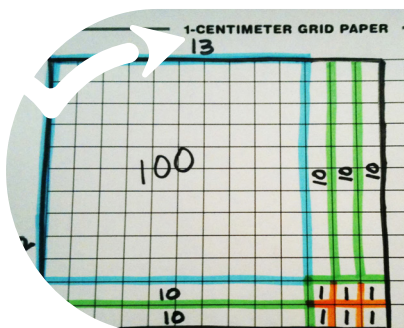
- Define key vocabulary terms (such as Prioritize, Schedule and Procrastinate)
- Identify time management strategies
- Create a schedule
- Identify activities that can distract from tasks
- Set long and short-term goals
- How to manage interruptions

MM1001SL

INDEPENDENT LIVING SKILLS



Perimeter & Area



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PERIMETER AND AREA

How much fence do you need for the dog run? How much grass seed do you need for a yard? How much carpet to buy for a room? With this program, students will learn how to easily calculate perimeter and area and how to use these calculations to solve different real-life problems.

Competencies include:

- Define key vocabulary words
- Explain how to determine the perimeter of a square, triangle and rectangle
- Explain how to determine the area of a square, triangle and rectangle
- Use correct formulas to solve real-world problems

MM1002SL

INDEPENDENT LIVING SKILLS



Laundry



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LAUNDRY

Everyone needs to know how to do the laundry. This module is designed to help students learn how to do their own laundry and covers everything from reading the washing instructions on laundry labels and pre-treatment to proper washing and drying techniques.

Competencies include:

- Explain how to prepare clothes for washing
- List and describe the three most common washing cycles
- List the most common sorting groups for laundry
- Explain the guidelines for using detergent, fabric softener and bleach
- Describe how to eliminate or reduce wrinkles in clothing

MM1006SL

INDEPENDENT LIVING SKILLS

Using Money



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▶ USING MONEY

Money makes the world go around! This program enables students to identify coins and bills, make change in real-life situations and recognize common money terminology.

Competencies include:

- Identify coins and their value (penny, nickel, dime, quarter, half-dollar and dollar)
- Exchange coins and bills of equivalent value
- Count unlike coins up to \$20.00
- Identify and count bills from \$1.00 to \$20.00
- Recognize and use common money terminology
- Add like and unlike bills and coins to express dollar and cent notation
- Make change in real-life situations

MM1008SL

INDEPENDENT LIVING SKILLS

Kitchen Safety



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▶ KITCHEN SAFETY

Taking safety precautions in the kitchen is a priority. Preventing food-borne illnesses, burns, cuts and falls is important to a safe, clean kitchen.

Competencies include:

- Define "food-borne illness" and "sanitation"
- Identify three ways that people can become infected with a food-borne illness
- Identify ways to stay safe in the kitchen
- Explain when to use proper hand washing
- Identify two ways to prevent burns
- Identify four ways to prevent falls
- Identify four ways to prevent cuts
- Identify ways to properly store and thaw food
- Describe how to store hazardous and toxic chemicals

MM1009SL

INDEPENDENT LIVING SKILLS

Kitchen Tools



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▶ KITCHEN TOOLS

Welcome to the kitchen! Kitchen Tools teaches students about the importance of safely using tools and appliances in the kitchen. From hand washing and food handling, to using blenders, mixers, and processors, this package has it all!

Competencies include:

- Identify the importance of hand washing before using kitchen tools
- Identify and describe three danger zones
- Describe the four processes of food prep (cutting, peeling, grating and crushing) and the tools needed for each
- Explain the importance of using a cutting board and why separate boards are needed
- Identify and describe safety procedures when using basic cooking equipment

MM1010SL

INDEPENDENT LIVING SKILLS

Measurements



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▶ MEASUREMENTS

This module provides instruction in units of measure for capacity, dimension, time and weight. These basic math skills will not only help students in math class, but may help them in their career choice, too. Let's get measuring!

Competencies include:

- Define "measurement" and "equivalencies"
- Name seven units used to measure capacity
- Name four units used to measure dimension
- Name seven units used to measure time
- Name three units used to measure weight
- Convert equivalencies using different forms of measurement

MM1011SL

INDEPENDENT LIVING SKILLS

Baking Math



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▶ BAKING MATH

Baking Math teaches the student how to follow a recipe, recognize common units of measurement that bakers use and practice using fractions and equivalents.

Competencies include:

- Name seven units of measurement bakers and chefs use every day
- Describe how to increase a recipe for more people
- Name three cooking measurement equivalents
- List the two parts of a fraction and define each part
- Compute common equivalent fractions used in baking

MM1012SL

INDEPENDENT LIVING SKILLS

Sales Tax, Discounts, & Tips



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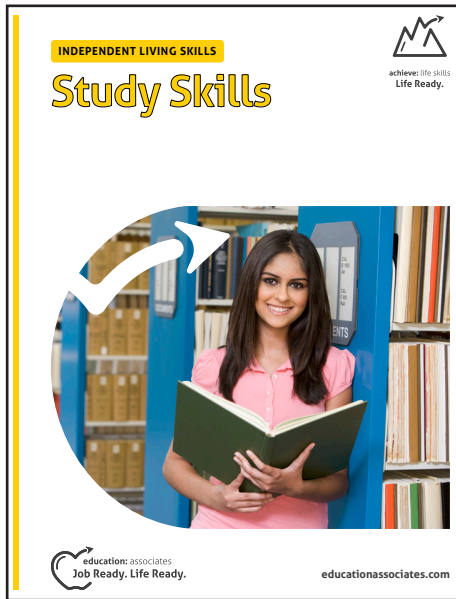
▶ SALES TAX, DISCOUNTS & TIPS

With this curriculum, students will learn what sales tax, discounts and tips are, how to calculate them and where to locate them on their receipts. Students will learn the distinctions between these concepts. They will learn that sales tax is an increase to the cost of the item or service, discounts are a decrease to an item or service and tips are monetary rewards for good service.

Competencies include:

- Define Key Terms (such as Sales Tax, Discounts and Tips)
- Explain Purpose of Sales Tax, Discounts and Tips
- Contrast Retail Price, Discount and Sale Price
- Explain what a Receipt is and How to Read it
- List Professionals who Typically Receive a Tip
- Describe Accepted Tipping Ranges for Service Industries
- Solve Practical Math Problems Involving Percentages

MM1022SL



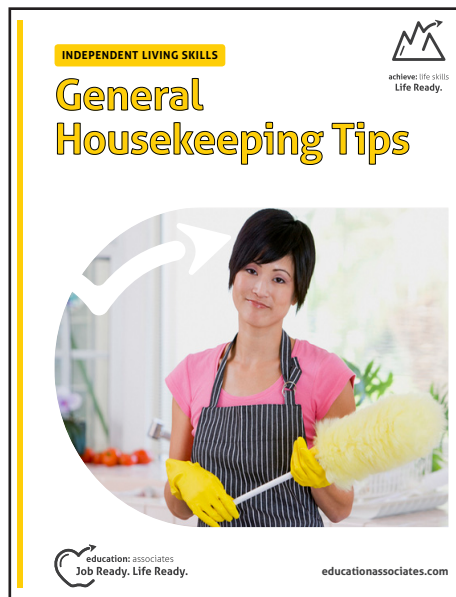
STUDY SKILLS

Empower students to increase their ability to learn and to improve their grades. With this curriculum, students will learn the specific steps for studying effectively. They will learn how to take good notes, make study guides, make flash cards and memorize important information. They will also learn that it is not always the amount of time but the quality of time spent studying that will make their studying efforts successful.

Competencies include:

- Define Key Terms (such as Study Guide and Study Group)
- Describe a Good Study Environment
- Describe how Class Notes Help a Student Study
- List Ways to Memorize
- List Ways to Improve Studying

MM1025SL



GENERAL HOUSEKEEPING TIPS

With this curriculum, students can quickly learn the tools and procedures to help keep their living quarters clean and well maintained. They will learn housekeeping functions, how often to perform them and the importance of these steps to their good health. Students will also learn how to shop effectively for the types of products that will work the best for different housekeeping functions.

Competencies include:

- Describe Proper Procedure for Dusting and Vacuuming
- Explain the Importance of Regularly Putting Items in their Proper Place
- Explain the Importance of Cleaning Regularly including the Health Benefits
- Explain What Needs Weekly Cleaning and Why
- Explain What Needs Monthly Cleaning and Why

MM1026SL

SELF-CONFIDENCE & SOCIAL SKILLS

Cyberbullying



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CYBERBULLYING

Cyberbullying is bullying that takes place using electronic technology. As communication technologies advance rapidly, cyberbullying has become an area of concern in schools. The National Crime Prevention Council reports that cyberbullying is a problem that affects almost half of all teens. In this module, students will learn how cyberbullying is different from bullying and how to prevent it from happening.

Competencies include:

- Discuss three ways cyberbullying is becoming a problem
- List eight ways parents can help prevent cyberbullying
- Discuss five ways schools can prevent cyberbullying
- List six feelings victims of cyberbullying experience

MM990SL

SELF-CONFIDENCE & SOCIAL SKILLS

Bullying



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BULLYING

Bullying is a common experience for many students. The Center for Disease Control & Prevention reports that 20% of students in grades 9-12 experience bullying. In this module, students will learn how to identify the warning signs when someone is being bullied, the different types of bullying, and how to cope with being bullied.

Competencies include:

- Explain bullying
- List three types of bullying
- Name three positive strategies someone who is being bullied can utilize
- Describe how a bystander can help prevent bullying
- List three ways to report bullying

MM991SL

SELF-CONFIDENCE & SOCIAL SKILLS

Internet Safety



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INTERNET SAFETY

The internet is a wonderful resource for students, but access can also pose risks. Internet safety can ensure that students are alert and protected online. In this module, students will learn how to be careful online by protecting their personal information and practicing safety on social networking sites.

Competencies include:

- Discuss the importance of never giving out personal information on the internet
- Discuss safe ways to meet someone you've met on the internet
- List five risks to teenagers and children who use the internet
- List three dangers when using email on the internet
- List four safety tips for social networking sites

MM992SL

SELF-CONFIDENCE & SOCIAL SKILLS

Problem Solving



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▶ PROBLEM SOLVING

Employers look for employees who are positive and also possess good problem solving skills. In this module, students will discuss the importance of having good problem solving skills on the job and learn how to be good problem solvers!

Competencies include:

- Describe the steps in solving a problem
- Describe the concept of brainstorming
- Give examples of how brainstorming can be used in the job world
- Describe how to develop an action plan for solving a problem

MM993SL

SELF-CONFIDENCE & SOCIAL SKILLS

Conflict Resolution



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▶ CONFLICT RESOLUTION

Arguing with someone at school or at work can be discouraging. When conflict is handled in a respectful, positive way, it provides an opportunity for growth and development. This is called conflict resolution. In this module, students will identify and demonstrate anger management strategies and participate in a simulated conflict resolution activity.

Competencies include:

- Identify three different types of conflict
- Define the term "compromise"
- Define "brainstorming" and explain its importance in the conflict resolution process
- Define "perspective" and describe its importance in the conflict resolution process
- Describe active listening

MM994SL

SELF-CONFIDENCE & SOCIAL SKILLS

Self-Esteem



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▶ SELF-ESTEEM

Everyone should feel good about themselves, but that is not always the case. This program is designed to help students understand what self-esteem is, learn how to create positive self-esteem and the ways to improve self-esteem.

Competencies include:

- Define self-esteem
- Define self-image and what role it plays in self-esteem
- Distinguish between things that can be changed and those that cannot
- Determine personal values
- Create action steps to improve self-esteem

MM1000SL

SELF-CONFIDENCE & SOCIAL SKILLS

Friendship Basics



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FRIENDSHIP BASICS

To have a friend, you must first be a friend! Friendship Basics demonstrates the qualities that students must possess to be a good friend. These include being trustworthy, having open communication and keeping in contact with friends.

Competencies include:

- Describe places to meet new friends
- Explain the importance of being loyal, honest and trustworthy in a friendship
- Explain why listening and good communication skills are important parts of being a good friend
- Explain what to do when you have a disagreement with a friend

MM1013SL

SELF-CONFIDENCE & SOCIAL SKILLS

Teamwork



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TEAMWORK

Effective teamwork brings groups of people together to work toward a shared goal. This module helps students learn what makes an effective team, how communication is key and how to treat others with respect even if you disagree.

Competencies include:

- Define "teamwork"
- List six characteristics of an effective team
- Discuss why communication is important to a team
- Discuss why teams should share a common goal
- Describe what it means to treat all team members with respect

MM1014SL

SELF-CONFIDENCE & SOCIAL SKILLS

Service Learning



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SERVICE LEARNING

Service Learning helps students develop strong character traits such as being trustworthy, respectful, caring, reliable and a good citizen. Students learn to work together and gain valuable social skills with the instruction in this package. They also learn how to be creative and how to solve problems.

Competencies include:

- Discuss ways service learning helps someone experience learning
- Explain why teamwork is important in service learning
- List six character traits that service learning helps develop
- Provide examples of service learning for students of all ages

MM1015SL

SELF-CONFIDENCE & SOCIAL SKILLS

Social Skills

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SOCIAL SKILLS

To be successful at work and play, you must have good social skills! This package prepares students to act appropriately in social situations and helps students learn how to improve on those skills. Instruction includes both verbal and non-verbal forms of communication.

Competencies include:

- Define “social skills”
- List four correct social skills
- List examples of inappropriate traits and discuss how to improve on them
- List ways to build social skills in easy steps
- List ways and places to practice good social skills
- Explain why social skills are important in life

MM1016SL

SELF-CONFIDENCE & SOCIAL SKILLS

Showing Respect

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SHOWING RESPECT

To earn respect, students must learn to treat others the way they want to be treated. With this curriculum, students will learn how to show others respect at school and work. Students will learn that by showing respect to others they will, in return, be shown respect. Students will also learn the importance of self-respect.

Competencies include:

- Define Key Terms (such as Respect and Self-Respect)
- Discuss Listening as a Form of Respect
- List Ways to Show Respect at School
- List Ways to Show Respect at Work

MM1017SL

SELF-CONFIDENCE & SOCIAL SKILLS

Diversity Awareness

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DIVERSITY AWARENESS

With this curriculum, students will learn to accept others for who they are and what they believe regardless of differences in looks or beliefs. Students will learn about stereotyping. Students will also learn that discrimination is when you do not let people fully participate because of how they look, talk, or what they believe. Students will learn to treat others the way they would like others to treat them.

Competencies include:

- Define Key Terms (e.g., “Diversity,” “Prejudice,” “Stereotype,” “Discrimination”)
- Provide Examples of a Diverse Work Environment
- Explain What to do if They See Someone Practicing Discrimination or Prejudice
- Explain the Concept of Stereotyping
- Explain the Law Against Discrimination
- Explain Ways to Embrace Diversity

MM1021SL

SELF-CONFIDENCE & SOCIAL SKILLS

Self-Determination



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▶ SELF-DETERMINATION

With this curriculum, students will learn how to take control of their own lives and take steps in the direction of their personal goals. Students will first assess themselves and look at who they are, what they like to do and where they want to be in life. They will look at their strengths and weaknesses and make decisions about where to focus their energy. They will then learn how to speak up for themselves and set goals.

Competencies include:

- Define Key Terms
- Explain the Importance of being Passionate about Goals
- List Personal Goals
- List Resources Available to Achieve Personal Goals
- List ways to Achieve Personal Goals

MM1023SL

SELF-CONFIDENCE & SOCIAL SKILLS

Workplace Bullying



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▶ WORKPLACE BULLYING

No one should feel uncomfortable at work. In this module, students will learn that workplace bullying can include insulting language, isolating a person, and embarrassing a person. Students will also learn how to recognize bullying, the impact of bullying on the workplace and how to properly report workplace bullying.

Competencies include:

- Define Key Terms
- Discuss How Workplace Bullying Affects the Work Environment
- List Ways a Person can be Bullied by a Co-worker
- List Ways a Person can be Bullied by a Boss
- List Ways to Deal with a Workplace Bully
- Discuss Ways to Prevent Workplace Bullying

MM1024SL

HEALTH & NUTRITION



Planning Healthy Meals



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PLANNING HEALTHY MEALS

French fries and a chocolate milkshake do not make a nutritious meal. In this module, students will learn about the different food groups and the guidelines to building a healthy food plan.

Competencies Include:

- Explain the 'MyPlate' food plan
- List and describe the food groups from the 'MyPlate' food plan
- Describe foods to increase and decrease for a healthy plate
- Define calorie and nutrition
- Describe portion size and give examples of five common portion sizes
- List the guidelines to build a healthy plate
- Compare and contrast "bad fats" (or solids) and "good fats" (or oils)

MM995SL

HEALTH & NUTRITION



Weight Control & Physical Activity



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WEIGHT CONTROL & PHYSICAL ACTIVITY

At various points in their lifetimes, students may struggle with being underweight or overweight. Unhealthy weight behaviors are an ever-growing concern for our school-aged population and difficult for many students to talk about. In this module, students will not only learn the difference between underweight, healthy weight, overweight and obese, but they will learn the importance of physical activity.

Competencies Include:

- Explain emotional eating and the relationship to comfort food
- Contrast physical hunger and emotional hunger
- Describe the purpose of a food journal and list the things that should be included
- Define empty calories and give five popular sources
- Describe and give examples of different types of physical activity
- List health risk factors of being overweight

MM996SL

HEALTH & NUTRITION



Healthy Snacks



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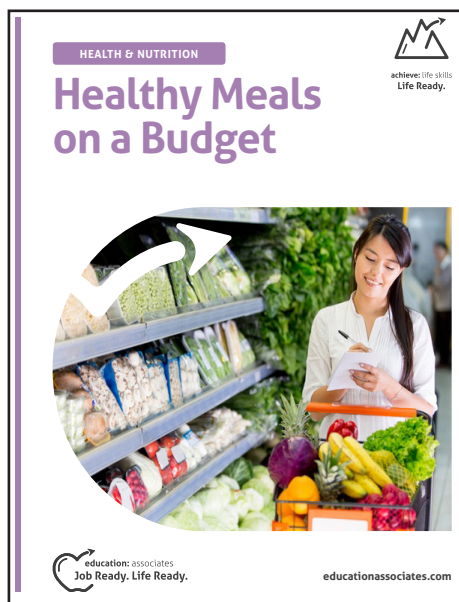
HEALTHY SNACKS

What do students typically grab as a snack when they get home from school? Is it a bag of potato chips ready to be opened or an apple waiting to be cut up? Healthy snacks are essential for busy students to keep their energy level high and their mind alert. This module will explain the difference between snacks with empty calories and snacks that provide nutritional value.

Competencies include:

- Define calorie, nutrients, obesity and empty calories
- Contrast the terms: 'complex carbohydrates' and 'simple carbohydrates'
- Describe how you can resist the temptation of eating unhealthy snacks in your home
- List five guidelines for avoiding unhealthy snack habits
- List five healthy snack options

MM997SL



▶ HEALTHY MEALS ON A BUDGET

It's a challenge to develop healthy meals while on a budget. This program helps students learn the steps to save money on food while maintaining a healthy lifestyle.

Competencies include:

- List three main steps to save money on foods you eat
- Describe the steps in making a grocery list
- Explain the grocery store design and how to save money by understanding the design
- Explain the 'MyPlate' food graphic
- Define bulk foods and staple foods and give an example for each
- List and describe several ideas in preparing foods that will save money
- List five common substitutions to make foods healthier and cheaper

MM998SL



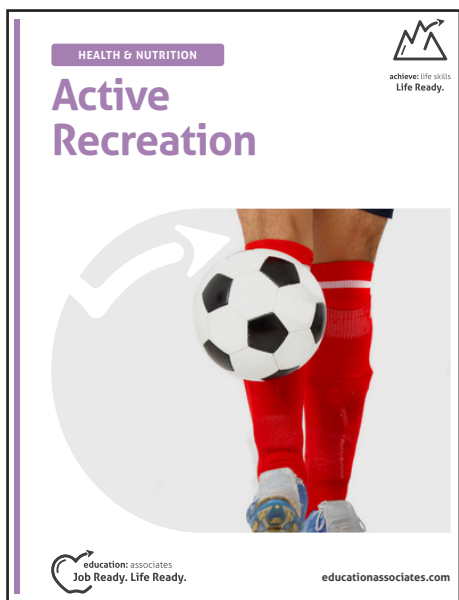
▶ FOOD LABELS

Every food product package has one, but what do food labels really mean? This program is designed to help students learn about the information found on food labels and how it will help them make wise food choices.

Competencies include:

- List the required information on food labels
- Define key vocabulary words (such as Calorie, Nutrient and Trans Fat)
- Explain "% Daily Value"
- Define gram and milligram
- Contrast the terms: "bad fat" and "good fat"
- List five other names for sugar that might be found on food labels
- Define "health claim" and give examples

MM999SL



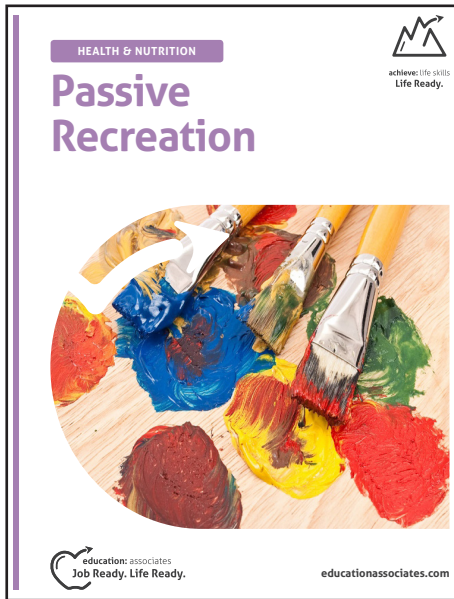
▶ ACTIVE RECREATION

This module is designed to help students learn what active recreation is, its benefits to their health and the many different forms of active recreation. In addition to exploring active recreation, students will learn how to find active recreational opportunities.

Competencies include:

- Define the word "recreation"
- Define the term "active recreation"
- Explain the benefits of active recreation
- Identify at least three active recreational activities
- Describe the process of locating active recreational opportunities
- Learn how to access the opportunities once they are located

MM1004SL



PASSIVE RECREATION

Passive recreation such as photography, culinary arts, cake decorating and computer design offer all kinds of benefits, including stress relief. This program is designed to help students learn about passive recreational opportunities, what they are and how to find the recreational opportunities that are right for them.

Competencies include:

- Define key terms (such as Recreation, Balance and Hobby)
- Identify benefits of passive recreation
- Identify examples of passive recreation
- Describe how to locate passive recreational opportunities

MM1005SL



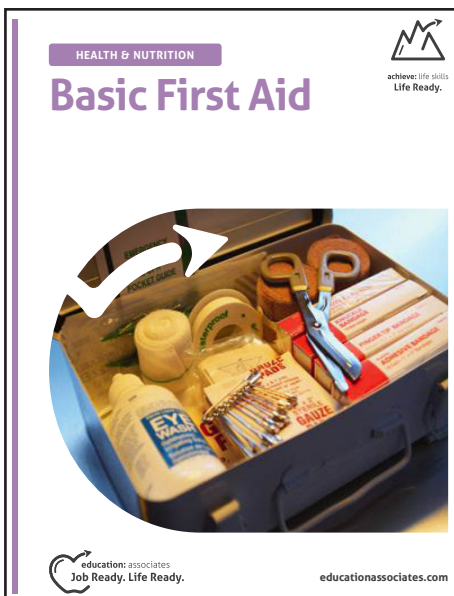
DANGERS OF TOBACCO

According to the Center for Disease Control, more than 443,000 people die each year from smoking-related illnesses. Most lung cancers can be prevented by not smoking. This program outlines the health hazards of using any form of tobacco. Say no to tobacco!

Competencies include:

- Define "nicotine"
- Describe three effects that nicotine has on the body
- List five health problems related to the use of tobacco products
- Define "secondhand smoke" and describe its dangers
- List two health issues related to smokeless tobacco
- List two ways to quit smoking

MM1007SL



BASIC FIRST AID

Knowing first aid can save lives. With this curriculum, students will learn the basic steps they need to aid themselves and others with minor injuries and medical emergencies. They will also learn how to assess an accident scene and to only perform those skills that they have been taught. Students will learn when to call 911 for assistance.

Competencies include:

- Define Key Terms (such as First Aid, Medical Emergency and Consent)
- Identify a Medical Emergency
- Explain Universal Precautions
- Describe First Aid Procedures for a Wound or Cut
- Identify and Describe Types of Burns & Fractures
- Identify First Aid Procedure for Choking Victim
- Describe Information to Gather from a Scene Assessment

MM1018SL

HEALTH & NUTRITION

Basic Hygiene



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▶ BASIC HYGIENE

With this curriculum, students can quickly learn the basic hygiene fundamentals of body, hair and clothing care. Students will learn what hygiene is and why it is important. They will learn basic hygiene steps that should be performed daily and others that should be done on a regular basis.

Competencies include:

- Give Reasons for Having Good Hygiene
- List Hygiene Products to be Used Daily
- List Hair Care Steps
- Explain to a Friend How to Correctly Wash His or Her Hands
- Explain Situations that Might Alter a Daily Hygiene Routine
- Discuss the Importance of Clean Clothing

MM1019SL

HEALTH & NUTRITION

Dangers of Alcohol



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▶ DANGERS OF ALCOHOL

With this curriculum, students will learn the risks of alcohol on the mind and body. Students will learn that different people react differently to alcoholic drinks and that no kind of alcoholic drink is “safer” than others. Students will also learn to never drink and drive or allow others to drink and drive. Students will learn how to respond when offered alcohol.

Competencies include:

- Describe Factors that Influence a Person’s Reaction to Alcohol
- Describe Driving Skills that are Affected by Alcohol
- Explain what it Means to be Above the Legal Limit for Drinking
- List Dangers of Drinking Alcohol Before the Age of 21
- List Health Problems Associated with Excessive Alcohol Use
- Describe What to Do if You or Someone You Know has a Drinking Problem
- Explain What to Do if Someone Offers You Alcohol

MM1020SL

CURRICULUM WISH LIST



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Career Awareness _____

Hands-on and Digital Materials

- ___ Let's Discover Banking
- ___ Let's Discover Construction
- ___ Let's Discover Creative Arts
- ___ Let's Discover Engineering Technology
- ___ Let's Discover Human Services
- ___ Let's Discover Mechanics, Installers, & Repairers
- ___ Let's Discover Medical Careers
- ___ Let's Discover Nature's Resources
- ___ Let's Discover Public Services
- ___ Let's Discover Travel, Tourism, & Hospitality
- ___ Let's Discover the World of Business



Career Exploration _____

Hands-on and Digital Materials



Adapted _____

Version of Career Exploration

Beginning Series

- | | | |
|--------------------------|-------|-----|
| ___ Cleaning Maintenance | ~~~~~ | ___ |
| ___ Filing | ~~~~~ | ___ |
| ___ Greenhouse Work | ~~~~~ | ___ |
| ___ Grocery Clerking | ~~~~~ | ___ |
| ___ Hair Care & Styling | ~~~~~ | ___ |
| ___ Mail Handling | ~~~~~ | ___ |
| ___ Table Service | ~~~~~ | ___ |
| ___ Child Care | ~~~~~ | ___ |

Intermediate Series

- | | | |
|------------------------------------|-------|-----|
| ___ Advertising & Editorial Design | | ___ |
| ___ Animal Care | ~~~~~ | ___ |
| ___ Autobody Repair | ~~~~~ | ___ |
| ___ Caregiver | ~~~~~ | ___ |
| ___ Carpentry | ~~~~~ | ___ |
| ___ Food Service | ~~~~~ | ___ |
| ___ Graphic Artist | | ___ |
| ___ Medical Emergency Services | | ___ |
| ___ Medical Patient Care | | ___ |
| ___ Health & Nutrition | ~~~~~ | ___ |
| ___ Retailing | ~~~~~ | ___ |
| ___ Skin & Nail Care | ~~~~~ | ___ |

Advanced Series

- | | | |
|-------------------------|-------|-----|
| ___ Construction Trades | | ___ |
| ___ Electricity | | ___ |
| ___ Food Technology | | ___ |
| ___ Law Enforcement | | ___ |
| ___ Medical Records | | ___ |
| ___ Small Engine Repair | ~~~~~ | ___ |
| ___ Writing Careers | | ___ |



Job Skills Training _____

Hands-on and Digital Materials

Basic Series

- ___ Auto Detailing
- ___ Carpenter's Helper
- ___ Child Care Assistant
- ___ Food Service Assistant
- ___ General Office Assistant
- ___ Horticulture / Greenhouse Worker
- ___ Lawn Care Worker
- ___ Retail / Stock Assistant
- ___ Construction Trades
- ___ Caregiver

Enhanced Series

- ___ Auto Detailing
- ___ Carpenter's Helper
- ___ Child Care Assistant
- ___ Food Service Assistant
- ___ General Office Assistant
- ___ Horticulture / Greenhouse Worker
- ___ Lawn Care Worker
- ___ Retail Trades
- N/A Construction Trades
- N/A Caregiver

Training:

Our team is dedicated to helping you improve outcomes for your students. Training is an important component for program success, and our group of nationally-certified trainers will provide outstanding on-site implementation training. Call us for more details!



CURRICULUM WISH LIST



achieve: life skills
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Independent Living Skills _____

Digital Materials

- ___ Banking: Credit & Loans
- ___ Banking: Checking & Savings
- ___ Getting Around
- ___ Living on Your Own
- ___ Skills for Buying a Car
- ___ Renting an Apartment
- ___ Life Skills for the Telephone
- ___ Consumer Shopping
- ___ Customer Service
- ___ Time Management
- ___ Perimeter & Area
- ___ Laundry
- ___ Using Money
- ___ Kitchen Safety
- ___ Kitchen Tools
- ___ Measurements
- ___ Baking Math
- ___ Sales Tax, Discounts, & Tips
- ___ Study Skills
- ___ General Housekeeping Tips



Job Prep & Employability Skills _____

Digital Materials

- ___ Planning Career Goals
- ___ Looking for a Job
- ___ Developing a Resume
- ___ Completing a Job Application
- ___ Interviewing for a Job
- ___ Positive Attitudes in Getting a Job
- ___ Your Appearance in the Interview
- ___ Verbal & Non-Verbal Communication
- ___ Written Communication
- ___ Your Appearance on the Job
- ___ Positive Attitudes in Keeping a Job
- ___ Maintaining Regular Attendance
- ___ Following Directions
- ___ Workplace Literacy
- ___ Expectations on the Job
- ___ On the Job Phone Skills
- ___ Managing Your Money



Self-Confidence & Social Skills _____

Digital Materials

- ___ Cyberbullying
- ___ Bullying
- ___ Internet Safety
- ___ Problem Solving
- ___ Conflict Resolution
- ___ Self-Esteem
- ___ Friendship Basics
- ___ Teamwork
- ___ Service Learning
- ___ Social Skills
- ___ Showing Respect
- ___ Diversity Awareness
- ___ Self-Determination
- ___ Workplace Bullying



Health & Nutrition _____

Digital Materials

- ___ Planning Healthy Meals
- ___ Weight Control & Physical Activity
- ___ Healthy Snacks
- ___ Healthy Meals on a Budget
- ___ Food Labels
- ___ Active Recreation
- ___ Passive Recreation
- ___ Dangers of Tobacco
- ___ Basic First Aid
- ___ Basic Hygiene
- ___ Dangers of Alcohol

Online Training:

We are happy to offer online instruction to help teachers utilize our **Achieve Life Skills** resources. Ask us how you can participate in a comprehensive webinar prior to using our curriculum in your classroom!



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Placement Checklist



What level is right for my students?

This document is meant to be used as a general guide, and shows student groupings and levels correlated to the **Project Discovery** and **Achieve Life Skills** curriculum using a generalized approach. Since the curriculum provides differentiated instruction across the materials, the selections were based on considering if a majority of the students at that level could complete a majority of the activities. Therefore, this is a general guide as determinations will vary student by student, and school by school.

	Career Awareness	Career Exploration: Beginning	Career Exploration: Intermediate	Career Exploration: Advanced	Adapted	Job Skills Training: Basic	Job Skills Training: Enhanced	Job Prep & Employability Skills	Independent Living Skills	Self-Confidence & Social Skills	Health & Nutrition
Elementary Gen Ed	✓										
Middle School Gen Ed		✓	✓					✓	✓	✓	✓
High School Gen Ed/CTE			✓	✓		✓	✓	✓	✓	✓	✓
Profound ID – Intellectual Disability					✓						
Severe ID – Intellectual Disability					✓						
Moderate ID – Intellectual Disability		✓			✓			✓	✓	✓	✓
Mild ID – Intellectual Disability		✓	✓			✓		✓	✓	✓	✓
Low Functioning ASD		✓			✓			✓	✓	✓	✓
Mid Functioning ASD			✓			✓		✓	✓	✓	✓
High Functioning ASD			✓	✓		✓	✓	✓	✓	✓	✓
Low Functioning LD		✓	✓			✓		✓	✓	✓	✓
High Functioning LD			✓	✓		✓	✓	✓	✓	✓	✓
Low Functioning EBD		✓	✓			✓		✓	✓	✓	✓
High Functioning EBD			✓	✓		✓	✓	✓	✓	✓	✓
English Language Learners – ELL		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Students At-Risk			✓	✓		✓	✓	✓	✓	✓	✓
Juvenile Justice			✓	✓		✓	✓	✓	✓	✓	✓
18-21/22 year old Programs		✓	✓		✓	✓		✓	✓	✓	✓
Adult Programs		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓