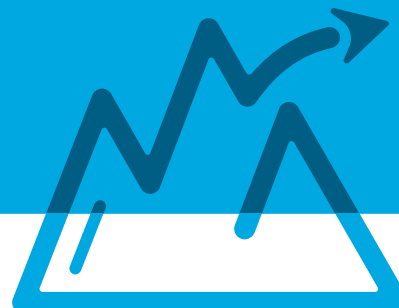


CATALOG

CAREER & LIFE SKILLS FOR ALL LEARNERS



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



Career Exploration Adapted

 Hands-on &  Digital Materials



project: discovery
Job Ready.



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

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

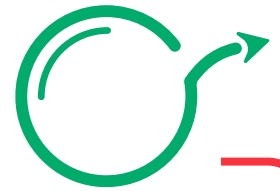
SUCCESS STORY

“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

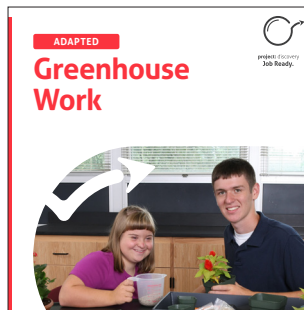
WHAT'S IN A KIT



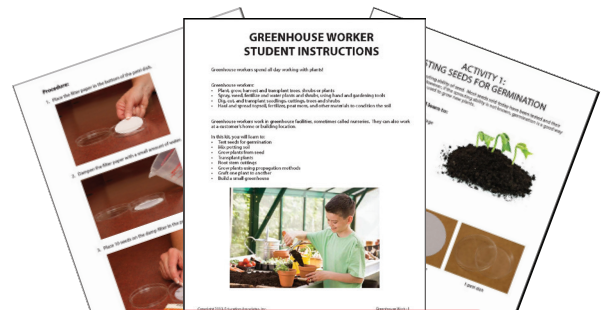
project: discovery
Job Ready.

It's All Here: Comprehensive Proven Resources

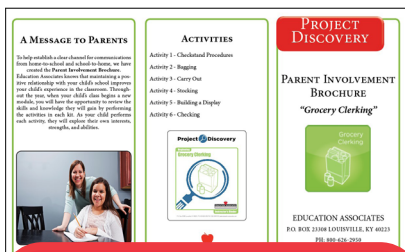
Our dynamic programs make implementation easy!



Teacher Instructions
Including Scope & Sequence



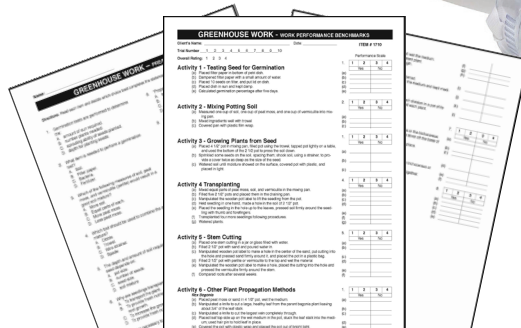
Student Instructions
Engaging Activities



Parental Involvement
Informative Brochure



Real Tools and Equipment
Prepare Students for the Job



Comprehensive Assessments
Knowledge & Performance-Based

Adapted Titles
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.



▶ **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

1034744



▶ **FILING - ADAPTED**

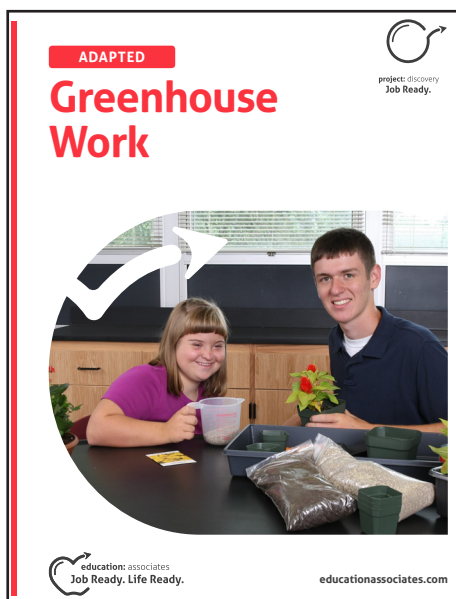
This Adapted module introduces students to various types of filing systems. As filing is a component, in some form, of most jobs, it is a good foundation to explore the different tasks of a business.

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

1034745



▶ **GREENHOUSE WORK - ADAPTED**

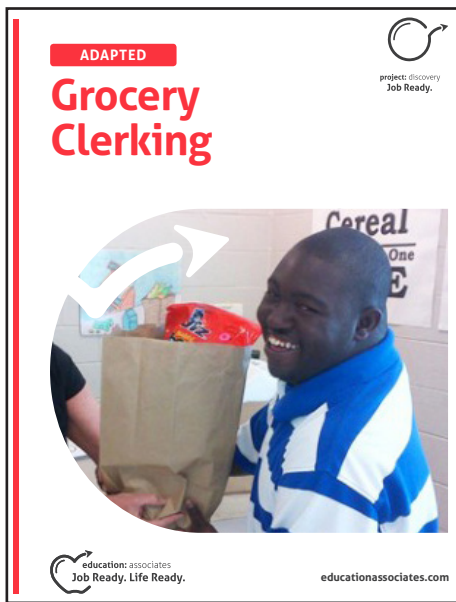
This Adapted module covers greenhouse work – which brings beauty and enjoyment to people's lives. There are opportunities in this field for everyone. For example, part-time jobs are available for students after school and there are seasonal hours for those who want to work a few months of the year.

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

1034747



▶ 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

1034748



▶ 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

1034749



▶ 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

1034750

ADAPTED



Table Service





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

1034755

ADAPTED



Child Care





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


1034756

ADAPTED



Animal Care





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


1034742

ADAPTED



Caregiver





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

1034758

ADAPTED



Food Service





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

1034746

ADAPTED



Retailing





educationassociates.com

RETAILING - ADAPTED

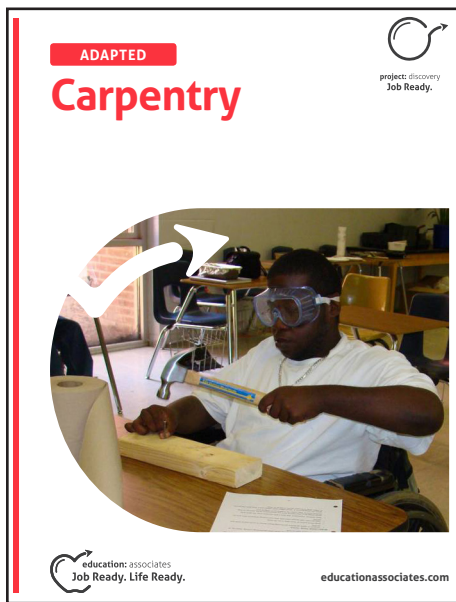
Through this Adapted module, students get a glimpse of what goes on behind the scenes at a retail business. Activities in this module provide a good introduction for students who would like a part-time job working in a retail store. This is an excellent opportunity to practice good customer service skills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

1034752



▶ CARPENTRY - ADAPTED

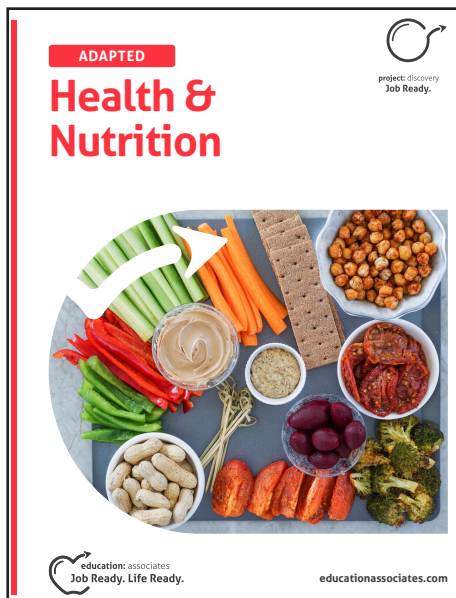
This Adapted module introduces students to many of the duties and tools used by carpenters and carpenter's assistants. Students will gain hands-on experiences with sorting different kinds of fasteners, using a hammer and screwdriver and measuring. The activities culminate with a project using building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

1034757



▶ HEALTH & NUTRITION - ADAPTED

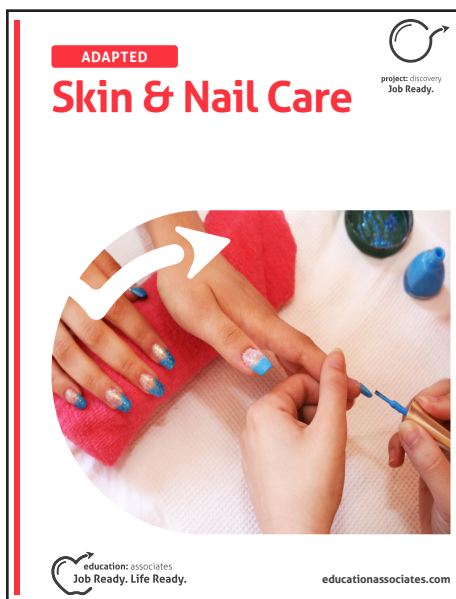
This Adapted module explores tasks of workers such as a nutritionist, dietitian or health store worker. Students learn about good eating habits, understanding food groups, planning healthy meals from all the food groups and keeping a health store stocked. Students learn important life skills for healthy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

1034751



▶ 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


1034753

ADAPTED



Autobody Repair





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

1034743

ADAPTED



Small Engine Repair





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

1034754

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.

Job Prep/Employability Skills

Independent Living

- 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
37 Titles
200 Competencies
600+ Hours of Instruction

JOB PREP & EMPLOYABILITY SKILLS

Planning Career Goals



education associates
Job Ready. Life Ready.

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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

1035087

JOB PREP & EMPLOYABILITY SKILLS

Looking for a Job



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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

1035093

JOB PREP & EMPLOYABILITY SKILLS

Developing a Resume



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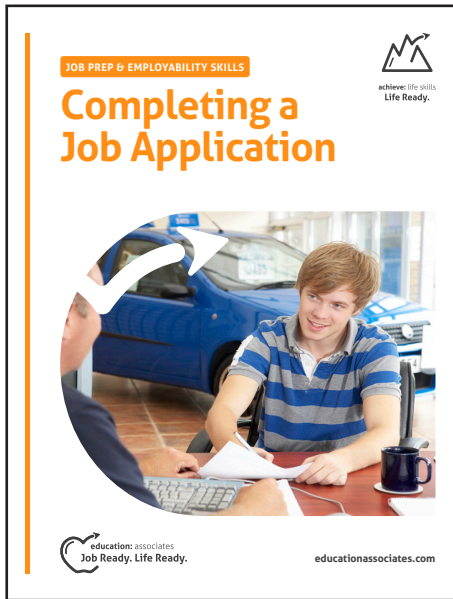
DEVELOPING A RESUME

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

1035088



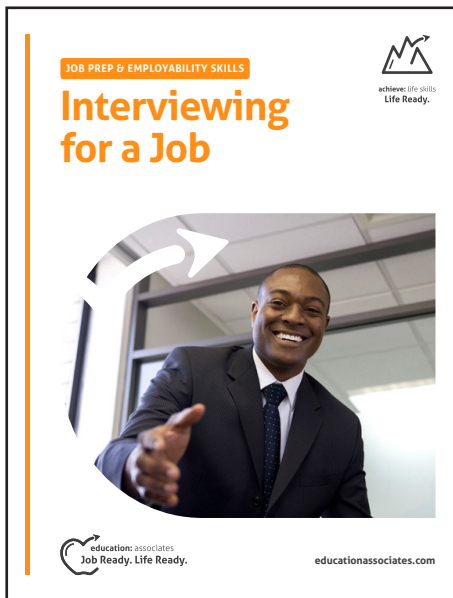
▶ COMPLETING A JOB APPLICATION

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

1035089



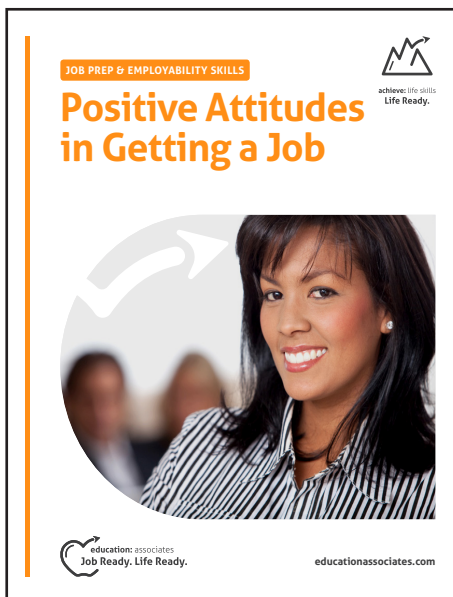
▶ INTERVIEWING FOR A JOB

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

1035090



▶ 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

1035081



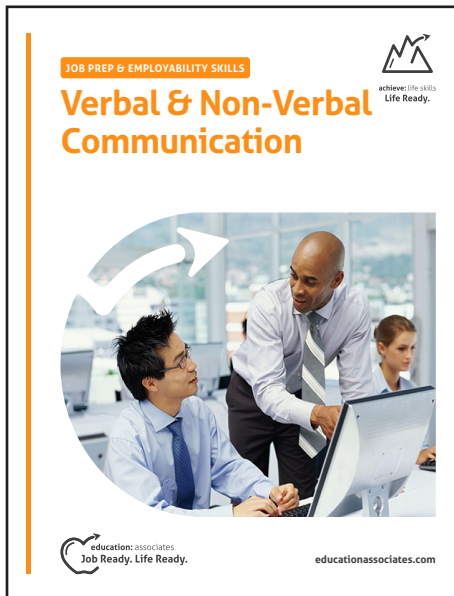
▶ YOUR APPEARANCE IN THE INTERVIEW

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

1035083



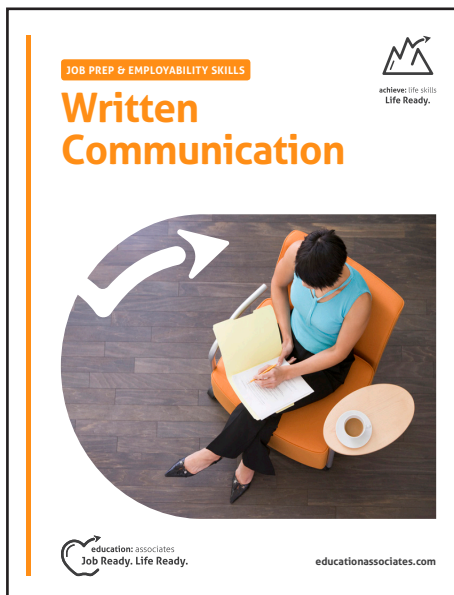
▶ VERBAL & NON-VERBAL COMMUNICATION

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

1035085



▶ 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

1035086



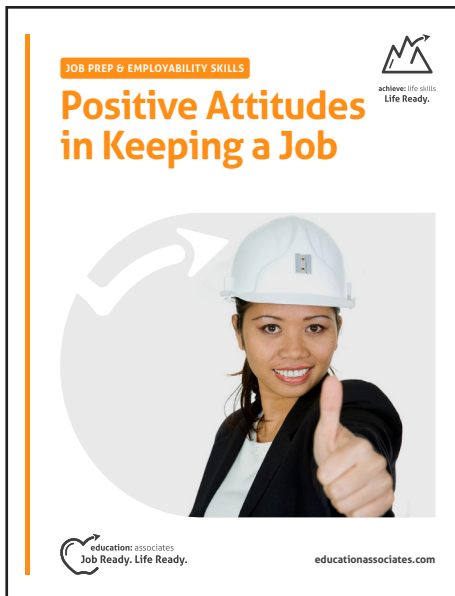
▶ YOUR APPEARANCE ON THE JOB

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

1035084



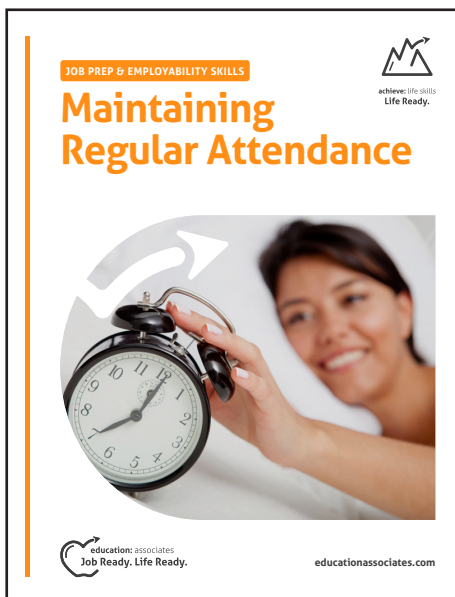
▶ POSITIVE ATTITUDES IN KEEPING A JOB

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

1035082



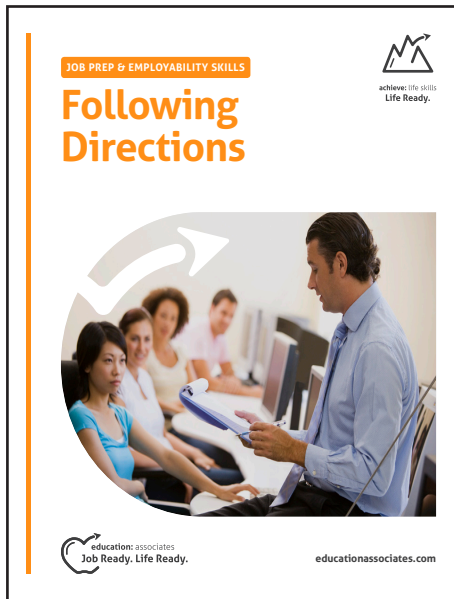
▶ MAINTAINING REGULAR ATTENDANCE

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

1035105



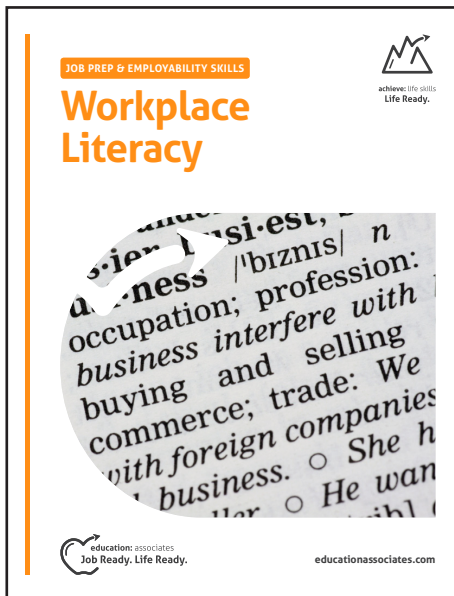
FOLLOWING DIRECTIONS

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

1035104



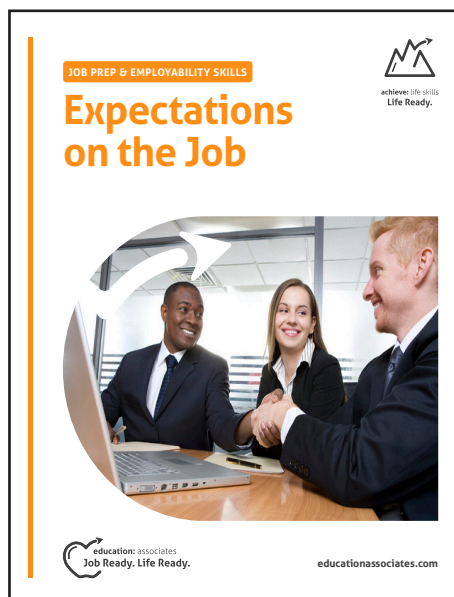
WORKPLACE LITERACY

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

1035098



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

1035091

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

1035102

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

1035092

INDEPENDENT LIVING SKILLS

achieve: life skills
Life Ready.

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

1035094

INDEPENDENT LIVING SKILLS

achieve: life skills
Life Ready.

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

1035095

INDEPENDENT LIVING SKILLS

achieve: life skills
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Getting Around



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GETTING AROUND

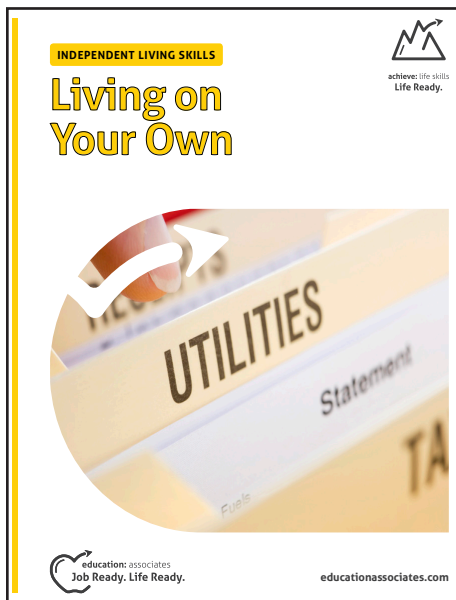
In our modern world, we all need to go places across our communities. Students receive multimedia instruction from this module on topics including navigating an area, estimating travel time and advantages/disadvantages of various modes of transportation.

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

1035101

INDEPENDENT LIVING SKILLS



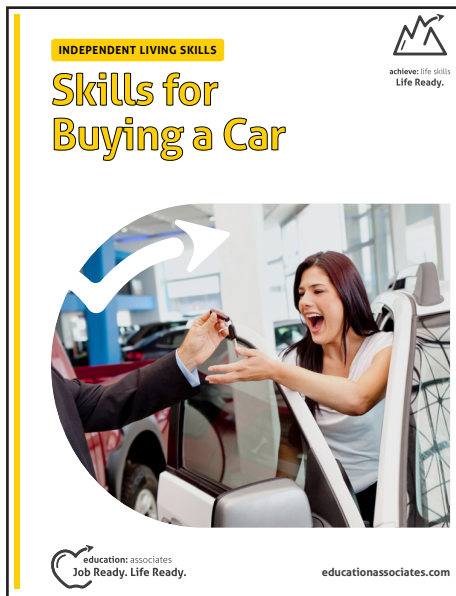
LIVING ON YOUR OWN

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

1035099



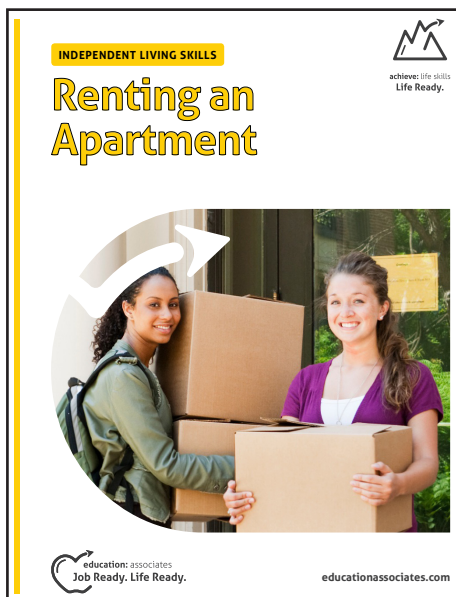
SKILLS FOR BUYING A CAR

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

1035097



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

1035096

INDEPENDENT LIVING SKILLS

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

1035100

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"

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INDEPENDENT LIVING SKILLS

Customer Service



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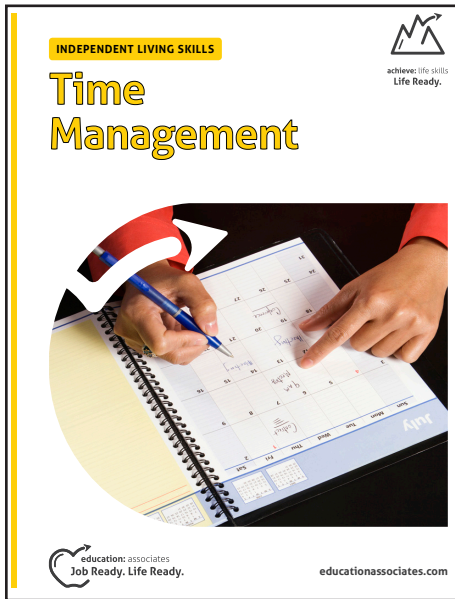
▶ CUSTOMER SERVICE

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

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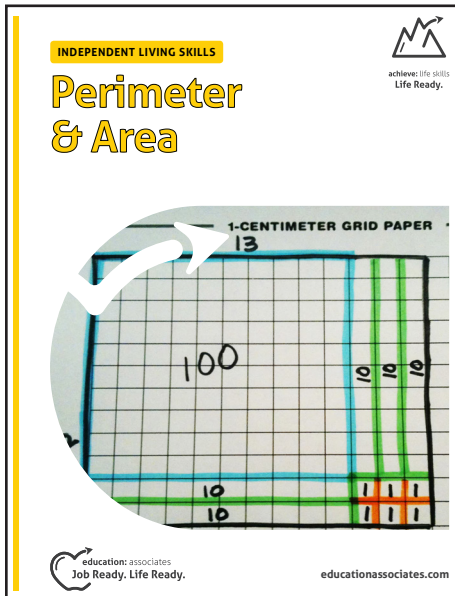
▶ TIME MANAGEMENT

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

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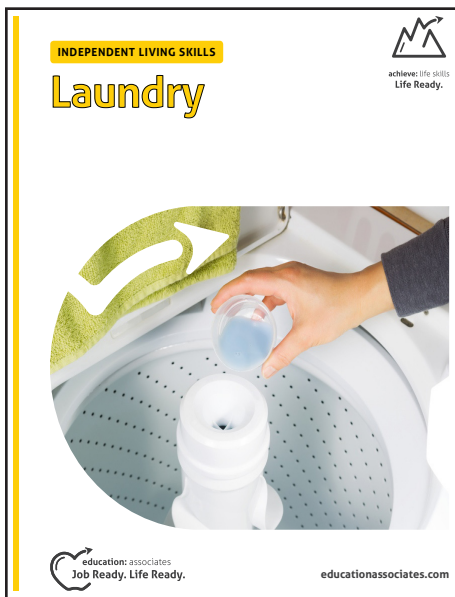
▶ PERIMETER AND AREA

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

1035070



▶ 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

1035072

INDEPENDENT LIVING SKILLS

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

1035073

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

1035074

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

1035075

INDEPENDENT LIVING SKILLS

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

1035076

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

1035077

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

1035078

INDEPENDENT LIVING SKILLS

INDEPENDENT LIVING SKILLS

Study Skills



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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

1035079

INDEPENDENT LIVING SKILLS

General Housekeeping Tips



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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

1035080



Career Exploration Adapted

Hands-on and Digital Materials

- ___ Cleaning Maintenance
- ___ Filing
- ___ Greenhouse Work
- ___ Grocery Clerking
- ___ Hair Care & Styling
- ___ Mail Handling
- ___ Table Service
- ___ Child Care
- ___ Animal Care
- ___ Autobody Repair
- ___ Caregiver
- ___ Carpentry
- ___ Food Service
- ___ Health & Nutrition
- ___ Retailing
- ___ Skin & Nail Care
- ___ Small Engine Repair



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



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

