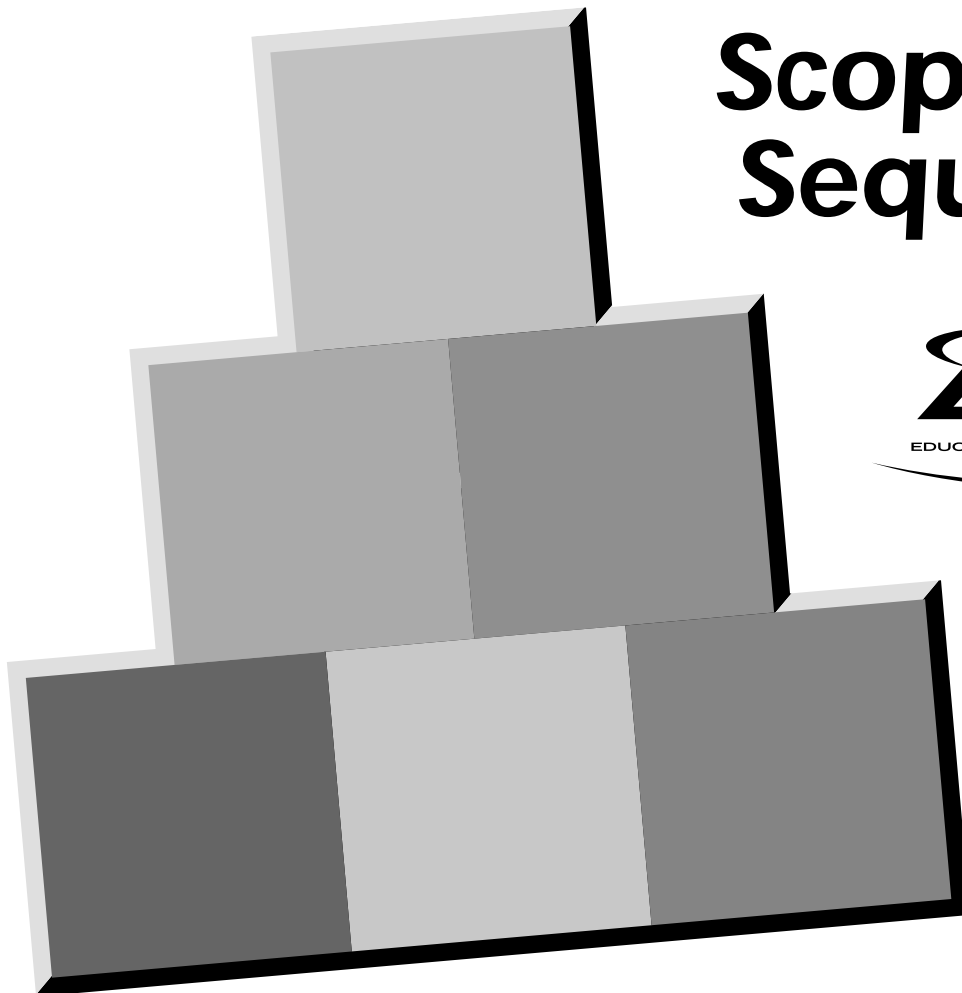


Real Software Solutions For Middle School Through Adult

REAL ACHIEVEMENT SOLUTIONS

Scope & Sequence



From Educational Activities Software

Introduction

Welcome To Real Achievement

Real Achievement, from Educational Activities Software, provides six real solutions to develop skill competencies in older students and adults. Real Achievement is especially effective with students who have not experienced much success in traditional classroom settings. It was designed to take into account the specific characteristics of adolescent and adult learners.

Real Achievement's primary goal is to build the necessary basic and problem solving skills that these older students need to succeed in academic institutions or in the workplace. Students begin with basic skills, develop competency, and use these previously mastered skills to develop more complex ones. Mastery at each level provides the foundation for learning and potential success at the next level.

Real Achievement presents learners with a variety of instructional formats, including tutorials, simulations, video-based lessons, remediation, and authentic assessment tasks that appeal to all types of learners.

Real Achievement includes assessment and tutorials in a variety of curriculum areas, as well as a wealth of reproducible worksheets for follow-up and reinforcement. Several of the modules also include supplemental on-line Internet activities and resources that provide opportunities for real-world learning.

Accountability for teachers is provided through our easy-to-use universal management system, which tracks student progress and provides detailed information for each student in all the lessons. With simple keystrokes, information can be printed out or viewed on screen and includes time-on-task, raw scores and percentages for all lessons. The bookmarking feature ensures that students who do not complete a lesson return to the point at which they left off at their next session.

A Learning Styles Inventory program is included with Real Achievement. This researched-based program is easy to administer and use and provides educators with a student's preferred learning style(s), class composite of learning styles preference, comparison of individual students to class composites, and suggestions for instructional strategies to target instruction appropriately.

The Solutions bundles include:

- Reading Solution
- Language Arts Solution
- ESL/Basic Literacy Solution
- Math Solution
- Science Solution
- Workplace Solution

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Reading Solution

Reading Comprehension Placement Test

This instrument is a sequentially designed reading comprehension placement test that quickly determines a reading level for learners in both word and passage comprehension from levels 1-12..

Three basic reading levels are determined

	Independent	Instructional	Frustration
Accuracy in word identification	At least 99%	90% or better	Less than 90%
Accuracy in comprehension	90% or better	75% or better	50% or less
Level Descriptions	Can read easily Read for pleasure Independence	"Stretch" level Some challenge Needs some help	Struggling and tension Numerous errors Avoid this level

The results of this test will help to prescribe a developmental, corrective, or remedial reading program for the individual learner. In addition, the results can help the educator determine the appropriate assignments to programs within the Reading Solution, as well as any reading materials.

Diascriptive® Reading I, II, III, IV

This series of programs diagnoses the reading skills of each learner, prescribes what is needed for improvement, and evaluates performance at each level before advancing or remediating the learner to their appropriate level of instruction.

Interest Level: 5.0-Adult

 Recommended  Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Diascriptive® Reading I										
Diascriptive® Reading II										
Diascriptive® Reading III										
Diascriptive® Reading IV										

Diascriptive® Reading I

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Details		●	●	●	●	◆				
Inference		●	●	●	●	◆				
Informational reading			●	●	●	◆				
Fact/opinion				●	●	◆				
Main idea		●	●	●	●	◆				
Sequence		●	●	●	●	◆				
Variety of reading material					●	◆				
Vocabulary		●	●	●	●	◆				

Reading Solution

Diascriptive® Reading II

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Details			●	●	●	●	●	●	◆	
Inference			●	●	●	●	●	●	◆	
Informational reading			●	●	●	●	●	●	◆	
Fact/opinion				●	●	●	●	●	◆	
Main idea			●	●	●	●	●	●	◆	
Sequence			●	●	●	●	●	●	◆	
Variety of reading material					●	●	●	●	◆	
Vocabulary			●	●	●	●	●	●	◆	

Diascriptive® Reading III

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Details					●	●	●	●	●	◆
Inference					●	●	●	●	●	◆
Informational reading					●	●	●	●	●	◆
Fact/opinion					●	●	●	●	●	◆
Main idea					●	●	●	●	●	◆
Sequence					●	●	●	●	●	◆
Variety of reading material					●	●	●	●	●	◆
Vocabulary					●	●	●	●	●	◆

Diascriptive® Reading IV

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Critical reading & thinking										●
Details							●	●	●	●
Inference							●	●	●	●
Informational reading							●	●	●	●
Fact/opinion							●	●	●	●
Main idea							●	●	●	●
Sequence							●	●	●	●
Variety of reading material							●	●	●	●
Vocabulary							●	●	●	●

Reading Solution

Skills Objectives List for Diascriptive® Reading Series

Details

- Understand the importance of details
- Distinguish between factual and fictional details
- Evaluate information to select the most important details
- Organize details chronologically from a two or three step process
- Choose between a written and an implied detail
- Identify several supporting details from a short reading

Inference

- Understand the meaning of an inferred idea
- Infer a specific outcome from a general account
- Identify an inferred synonym from a group of words
- Choose the correct inference from a table, list or chart
- Distinguish between the words all and some to make an inference
- Evaluate information to select a negative inference

Main Idea

- Understand what the main idea of a paragraph is
- Select the main idea from a paragraph that includes several themes
- Determine the main idea from reading a sequence of events or steps
- Identify an appropriate title which serves as the main idea of a story
- Choose the correct sentence that states the main idea of a paragraph
- Fill in a Cloze exercise with a word that completes the main idea of a story

Sequence

- Understand what a sequence is
- Identify a sequence from a sentence that uses time/order words such as before, after, last
- Arrange three or more sentences in logical, sequential order
- Answer questions based on reading a sequence order in a paragraph
- Assign numbers to order a sequence of events from items in a table, list or chart
- Select an appropriate title to name a story from reading a sequence of events

Vocabulary

- Understand how to find out the meanings of new vocabulary words
- Use synonyms as a learning device to figure out a vocabulary word
- Use antonyms as a learning device to figure out a vocabulary word
- Select an appropriate vocabulary word in order to complete a Cloze exercise
- Identify a different meaning of a vocabulary word by comparing three sentences out of context
- Interpret the meaning of a vocabulary word by examining contextual clues

Fact and Opinion*

- Understand that a fact is a true, accurate statement that can be proven
- Understand that an opinion is a belief or a feeling about something
- After reading a passage distinguish between factual information and opinion statements
- Decide whether a sentence out of context is a factual piece of information
- Decide whether a sentence out of context is an author's opinion
- Use dates and events from a reading to identify factual information

* Diascriptive® Reading II only










Reading Solution

Dilemma

This interactive program develops reading comprehension and builds vocabulary through real life high interest stories as well as decision making and problem solving.

Interest Level: 5.0-Adult

 Recommended  Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Dilemma										

● Recommended ◆ Review & Reinforcement








Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Cause and effect		●	●	●	●	◆	◆	◆	◆	◆
Critical reading & thinking		●	●	●	●	◆	◆	◆	◆	◆
Decision-making		●	●	●	●	◆	◆	◆	◆	◆
Details		●	●	●	●	◆	◆	◆	◆	◆
Inference		●	●	●	●	◆	◆	◆	◆	◆
Main idea		●	●	●	●	◆	◆	◆	◆	◆
Sequence		●	●	●	●	◆	◆	◆	◆	◆
Understanding relationships		●	●	●	●	◆	◆	◆	◆	◆
Vocabulary		●	●	●	●	◆	◆	◆	◆	◆

How to Read For Everyday Living

This program focuses on helping learners acquire survival and real-life reading skills that are critical to a person's day-to-day life. The content draws from genuine consumer and workplace situations.

Interest Level: 5.0-Adult

 Recommended  Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
How to Read For Everyday Living										

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Labels				●	●	◆	◆	◆	◆	◆
Menus				●	●	◆	◆	◆	◆	◆
Advertisements				●	●	◆	◆	◆	◆	◆
Help wanted ads				●	●	◆	◆	◆	◆	◆
Train and bus schedules				●	●	◆	◆	◆	◆	◆
Maps				●	●	◆	◆	◆	◆	◆
Skills										
Application/ skill transference				●	●	◆	◆	◆	◆	◆
Critical thinking				●	●	◆	◆	◆	◆	◆
Following directions				●	●	◆	◆	◆	◆	◆
Inference				●	●	◆	◆	◆	◆	◆
Problem solving				●	●	◆	◆	◆	◆	◆
Recalling details				●	●	◆	◆	◆	◆	◆
Specialized vocabulary				●	●	◆	◆	◆	◆	◆









Language Arts Solution

Diascriptive® Language Arts Development

This interactive tutorial program gives each learner the opportunity to master language arts skills in six major skill areas.

Interest Level: 5.0-Adult

 Recommended  Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Diascriptive® Language Arts Development								

Sentence Mechanics

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Capitalization	●	●	●	●	◆	◆	◆	◆
Conjunctions	●	●	●	●	◆	◆	◆	◆
Sentence types and end punctuation	●	●	●	●	◆	◆	◆	◆
Simple subject and predicate	●	●	●	●	◆	◆	◆	◆
Punctuation marks	●	●	●	●	◆	◆	◆	◆
Nine uses of the comma as punctuation within a sentence	●	●	●	●	◆	◆	◆	◆
Use of the comma in separating various kinds of phrases and clauses	●	●	●	●	◆	◆	◆	◆
Other punctuation: colon, semi-colon, quotation marks	●	●	●	●	◆	◆	◆	◆

Sentence Sense

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Changing order of nouns & phrases to retain same meaning	●	●	●	●	◆	◆	◆	◆
English word order	●	●	●	●	◆	◆	◆	◆
Phrases: where, when, how	●	●	●	●	◆	◆	◆	◆
Sentence patterns: various	●	●	●	●	◆	◆	◆	◆
Transitive and intransitive verbs	●	●	●	●	◆	◆	◆	◆
Correct word order within different sentence patterns	●	●	●	●	◆	◆	◆	◆
Question markers	●	●	●	●	◆	◆	◆	◆
Sentence patterns: statement, question, negative statement	●	●	●	●	◆	◆	◆	◆
"There is/are" transformations	●	●	●	●	◆	◆	◆	◆
Simple subjects and compound predicates	●	●	●	●	◆	◆	◆	◆
Subject and predicate within a question	●	●	●	●	◆	◆	◆	◆
"There is/are, here is/are" pattern with split predicate	●	●	●	●	◆	◆	◆	◆
Word order in a question	●	●	●	●	◆	◆	◆	◆
Combining simple sentences into compound & complex sentences	●	●	●	●	◆	◆	◆	◆
Compound verb phrases, adverbs, and gerund phrases	●	●	●	●	◆	◆	◆	◆
Make complex sentences from simple sentences; rearrange clauses, use different beginnings; form an appositive	●	●	●	●	◆	◆	◆	◆
Simile	●	●	●	●	◆	◆	◆	◆
Twelve common confusing sentences and ways to improve them	●	●	●	●	◆	◆	◆	◆

Language Arts Solution

Nouns

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Noun characteristics and functions	●	●	●	●	◆	◆	◆	◆
Noun-verb agreement	●	●	●	●	◆	◆	◆	◆
Overview of main parts of speech	●	●	●	●	◆	◆	◆	◆
Noun types and markers	●	●	●	●	◆	◆	◆	◆
Form plurals of nouns with various endings	●	●	●	●	◆	◆	◆	◆
Plurals and the dictionary	●	●	●	●	◆	◆	◆	◆
Form plurals of nouns & compound nouns	●	●	●	●	◆	◆	◆	◆
Form plurals of letters, numbers, symbols, & unusual nouns	●	●	●	●	◆	◆	◆	◆
Nouns that are both singular & plural	●	●	●	●	◆	◆	◆	◆
Cases of nouns: nominative, objective, possessive — and their uses	●	●	●	●	◆	◆	◆	◆
Noun phrases/clauses	●	●	●	●	◆	◆	◆	◆
Possessive case of nouns: singular, plural; forming plurals	●	●	●	●	◆	◆	◆	◆
Possessive nouns and that which is possessed	●	●	●	●	◆	◆	◆	◆
Show possession in separate and combined ownership	●	●	●	●	◆	◆	◆	◆
Avoiding overworked conjunctions such as “and, but, for”	●	●	●	●	◆	◆	◆	◆
Conjunctions and their use	●	●	●	●	◆	◆	◆	◆

Verbs

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Present and perfect tenses	●	●	●	●	◆	◆	◆	◆
Verb characteristics	●	●	●	●	◆	◆	◆	◆
Gerunds and infinitives	●	●	●	●	◆	◆	◆	◆
Present participle	●	●	●	●	◆	◆	◆	◆
Transitive and intransitive verbs	●	●	●	●	◆	◆	◆	◆
Verb location in sentences	●	●	●	●	◆	◆	◆	◆
Subject-verb agreement	●	●	●	●	◆	◆	◆	◆
Use of appropriate verb with collective nouns; subjects joined by “or/nor,” the “verb in the relative clause,” phrases beginning with “plenty, abundance, rest, there”	●	●	●	●	◆	◆	◆	◆
Forming senses; changes in spelling	●	●	●	●	◆	◆	◆	◆
Forming the tenses of irregular verbs	●	●	●	●	◆	◆	◆	◆
Regular and irregular verbs	●	●	●	●	◆	◆	◆	◆
Use of past participle as a verb and an adjective	●	●	●	●	◆	◆	◆	◆
Forms and uses of tenses of 14 irregular verbs	●	●	●	●	◆	◆	◆	◆
Past, present, and past perfect participles	●	●	●	●	◆	◆	◆	◆
Active and passive voice	●	●	●	●	◆	◆	◆	◆
Identification of appropriate verb when the subject is positive	●	●	●	●	◆	◆	◆	◆
Identification of appropriate verb in arithmetical expressions	●	●	●	●	◆	◆	◆	◆
Mood: indicative, imperative, subjunctive	●	●	●	●	◆	◆	◆	◆

Language Arts Solution

Pronouns

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Change of form in nominative pronouns	●	●	●	●	◆	◆	◆	◆
Masculine and feminine singular and plural pronouns	●	●	●	●	◆	◆	◆	◆
Nominative, objective, and possessive case pronouns	●	●	●	●	◆	◆	◆	◆
Pronoun and antecedent agreement	●	●	●	●	◆	◆	◆	◆
Nominative pronouns	●	●	●	●	◆	◆	◆	◆
Linking verbs	●	●	●	●	◆	◆	◆	◆
Objective pronoun	●	●	●	●	◆	◆	◆	◆
Pronouns that refer indirectly to nouns	●	●	●	●	◆	◆	◆	◆
Using the objective pronoun after a participle, as the subject and the object of infinitives, in comparative sentences	●	●	●	●	◆	◆	◆	◆
Variable placement of the indirect object	●	●	●	●	◆	◆	◆	◆
Interrogative, demonstrative, indefinite, relative pronouns	●	●	●	●	◆	◆	◆	◆
Reflexive pronouns and their antecedents	●	●	●	●	◆	◆	◆	◆
Tricky relative pronouns: "who/whom"	●	●	●	●	◆	◆	◆	◆
Absolute possessive pronouns and possessive pronouns	●	●	●	●	◆	◆	◆	◆
Difference of possessive pronouns	●	●	●	●	◆	◆	◆	◆
Possessive pronoun and antecedent agreement	●	●	●	●	◆	◆	◆	◆
Correct prepositions in specific idioms	●	●	●	●	◆	◆	◆	◆
Interjections	●	●	●	●	◆	◆	◆	◆
Simple and compound prepositions	●	●	●	●	◆	◆	◆	◆
Writing to avoid ending a sentence with a preposition	●	●	●	●	◆	◆	◆	◆

Adjectives & Adverbs

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Adjective characteristics	●	●	●	●	◆	◆	◆	◆
Adjectives in the subject, the predicate, in series, in apposition, after linking verbs	●	●	●	●	◆	◆	◆	◆
Descriptive adjectives	●	●	●	●	◆	◆	◆	◆
Use of a, an, the	●	●	●	●	◆	◆	◆	◆
Adjective endings	●	●	●	●	◆	◆	◆	◆
Changes in spelling of root word to form adjective	●	●	●	●	◆	◆	◆	◆
Adjective types: cardinal & ordinal, positive, comparative, superlative; absolute	●	●	●	●	◆	◆	◆	◆
Irregular adjective forms	●	●	●	●	◆	◆	◆	◆
Nouns and pronouns used as adjectives	●	●	●	●	◆	◆	◆	◆
Adjective and adverb characteristics	●	●	●	●	◆	◆	◆	◆
Adverbs and the words they modify	●	●	●	●	◆	◆	◆	◆
Adverbs of manner, time, place, number	●	●	●	●	◆	◆	◆	◆
Conjunctive adverbs and their use; punctuation used with conjunctive adverbs	●	●	●	●	◆	◆	◆	◆
Phrasal adverbs	●	●	●	●	◆	◆	◆	◆

Language Arts Solution

Adjectives & Adverbs (continued)

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Adjective and adverb characteristics	●	●	●	●	◆	◆	◆	◆
Words/phrases/clauses that adverbs modify	●	●	●	●	◆	◆	◆	◆
Alternatives to "very"	●	●	●	●	◆	◆	◆	◆
Correct form and placement of negatives	●	●	●	●	◆	◆	◆	◆
Distinguishing between "well" & "good"	●	●	●	●	◆	◆	◆	◆
Forming and using -ly adverbs	●	●	●	●	◆	◆	◆	◆
Positive, comparative, superlative degrees of adverbs	●	●	●	●	◆	◆	◆	◆

Writing Process Workshop Series

This series combines the writing process approach with word processing, and encourages learners to develop writing skills by writing about their own personal experiences, using literature-based themes and guided prompts.

Interest Level: 5.0-Adult

■ Recommended □ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Writing Process Workshop Series			■	■	■	■	■	□

Autobiographical Incident

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Story elements: introduction, rising action, climax, denouncement, and resolution			●	●	●	●	●	●◆
Story elements: plot, setting, theme, protagonist, antagonist, and retrospective view			●	●	●	●	●	●◆
Story ingredients: conflict, catchy opening, audience, purpose, point of view, and voice			●	●	●	●	●	●◆
Autobiographical poems			●	●	●	●	●	●◆
Prewriting: brainstorming, "QuickWrites," "partner read"			●	●	●	●	●	●◆
Rough draft: emphasis on point of view & descriptive detail			●	●	●	●	●	●◆
Revision			●	●	●	●	●	●◆

Report of Information/Observation

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Critical thinking and writing			●	●	●	●	●	●◆
Point of view			●	●	●	●	●	●◆
Organization			●	●	●	●	●	●◆
Methods of development: description, exposition, classification, illustration, comparison and contrast, and narration			●	●	●	●	●	●◆
Audience: factual vs. biased reporting			●	●	●	●	●	●◆
Anecdote			●	●	●	●	●	●◆
Precise words			●	●	●	●	●	●◆

Language Arts Solution

Report of Information/Observation (continued)

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Third person view			●	●	●	●	●	●◆
Topic sentences and supporting details			●	●	●	●	●	●◆
Contrast report: brainstorming, "QuickWrite," outline, thesis statement, and draft			●	●	●	●	●	●◆
Sports report: brainstorming, "QuickWrite," outline, rough draft, peer input			●	●	●	●	●	●◆
Letter to the editor			●	●	●	●	●	●◆
Science experiment report: materials, hypothesis, steps, observations, conclusion			●	●	●	●	●	●◆
Eye spy essay			●	●	●	●	●	●◆

Persuasive Writing

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Practice writing with supporting reasons			●	●	●	●	●	●◆
Points of view: pro/con			●	●	●	●	●	●◆
Speech writing: pro/con			●	●	●	●	●	●◆
Voice tone in writing			●	●	●	●	●	●◆
Both sides of an issue			●	●	●	●	●	●◆
Fallacies and faulty reasoning			●	●	●	●	●	●◆
Five transition patterns			●	●	●	●	●	●◆
Note-taking			●	●	●	●	●	●◆
Peer review			●	●	●	●	●	●◆
Story character problem & resolution			●	●	●	●	●	●◆
Friendly persuasive letter			●	●	●	●	●	●◆
Individual or class persuasive essay notes: brainstorming, advantages/disadvantages list, "QuickWrite," counter arguments			●	●	●	●	●	●◆
Individual or class persuasive essay draft: introductory paragraph, problem analysis, solution, convincing reasons, other solutions, final paragraph, peer review			●	●	●	●	●	●◆

Evaluation

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Comparison essay			●	●	●	●	●	●◆
Contrast essay			●	●	●	●	●	●◆
Comparison-contrast combination essay			●	●	●	●	●	●◆
Brainstorm			●	●	●	●	●	●◆
Topic thesis			●	●	●	●	●	●◆
"QuickWrite"			●	●	●	●	●	●◆
Rough draft: list purpose, audience, tone/voice, reasons, examples, and draft the essay			●	●	●	●	●	●◆
Reader-Writer Workshops			●	●	●	●	●	●◆
"Partner Check"			●	●	●	●	●	●◆

Language Arts Solution

How To Write For Everyday Living

This writing competency program teaches reading, writing, communication and reference skills through authentic writing tasks.

Interest Level: 5.0-Adult



Recommended



Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
How To Write For Everyday Living								

Lessons

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Resume		●	●	●	●	●	◆	◆
Job application		●	●	●	●	●	◆	◆
Business letter & envelope		●	●	●	●	●	◆	◆
Personal letter & envelope		●	●	●	●	●	◆	◆
Memo		●	●	●	●	●	◆	◆
List		●	●	●	●	●	◆	◆
Outline		●	●	●	●	●	◆	◆
Driver license application		●	●	●	●	●	◆	◆
Social security card application		●	●	●	●	●	◆	◆
Savings account forms		●	●	●	●	●	◆	◆
Deposit & withdrawal slips		●	●	●	●	●	◆	◆
Checking account forms		●	●	●	●	●	◆	◆
Check & checkbook register		●	●	●	●	●	◆	◆

Skills

● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Capitalization		●	●	●	●	●	◆	◆
Abbreviations		●	●	●	●	●	◆	◆
Following directions		●	●	●	●	●	◆	◆
Accuracy		●	●	●	●	●	◆	◆

Responsive Writing

This program takes students through a step-by-step writing process in response to reading material that is provided by the teacher.

Paragraph Power

This program provides reading material and takes students through the mechanics of paragraph construction.

Interest Level: 5.0-Adult



Recommended



Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Responsive Writing								
Paragraph Power								

Language Arts Solution

Responsive Writing & Paragraph Power (continued) ● Recommended ◆ Review & Reinforcement

Literacy Level	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/ Adult
Choosing a topic				●	●	●	●	●◆
Paragraph development				●	●	●	●	●◆
Pre-writing				●	●	●	●	●◆
Topic sentence				●	●	●	●	●◆
Paragraph body: main idea				●	●	●	●	●◆
Paragraph body: supporting details				●	●	●	●	●◆
Organizing				●	●	●	●	●◆
Concluding sentence				●	●	●	●	●◆
Editing: style				●	●	●	●	●◆
Editing: sentence structure				●	●	●	●	●◆
Editing: correct basic grammar				●	●	●	●	●◆
Proofreading				●	●	●	●	●◆
Publishing				●	●	●	●	●◆

ESL/Basic Literacy Solution

Core Reading & Vocabulary Development

Using a multi-sensory approach this program builds a foundation in vocabulary, spelling, and comprehension through integrated speaking, reading, and writing activities.

Interest Level: 5.0-Adult  Recommended  Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Pre-primer										
Primer										
Level 1										
Level 2										
Level 3										

Pre-Primer

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Basic vocabulary	●	◆								
Cultural diversity exposure	●	◆								
Details	●	◆								
Left-to-right directionality	●	◆								
Listening skills: reading along	●	◆								
Sight word recognition	●	◆								
Spelling: copying, attention to detail and patterns, cloze technique, recognize correct spelling	●	◆								
Story line sequence	●	◆								
Writing: transpose questions into answers	●	◆								

Primer

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
General vocabulary	●	◆								
Cultural diversity exposure	●	◆								
Details	●	◆								
Guided reading	●	◆								
Guided writing: transcribe words into meaningful sentences	●	◆								
Left-to-right directionality	●	◆								
Listening skills: reading along	●	◆								
Sight word recognition	●	◆								
Spelling: copying, attention to detail and patterns, cloze technique, recognize correct spelling	●	◆								
Story line sequence	●	◆								
Writing: transpose questions into answers	●	◆								

ESL/Basic Literacy Solution

Level 1

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Analogies	●	●◆								
General vocabulary	●	●◆								
Cultural diversity exposure	●	●◆								
Details	●	●◆								
Guided writing: transcribe words into meaningful sentences	●	●◆								
Models of syntax: use of conversational dialogue	●	●◆								
Recreational reading	●	●◆								
Sight word recognition	●	●◆								
Skimming and scanning a reading selection	●	●◆								
Spelling: copying, attention to detail and patterns, cloze technique, recognize correct spelling	●	●◆								
Story line sequence	●	●◆								
Sustained silent reading	●	●◆								
Writing: transpose questions into answers	●	●◆								

Level 2

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Analogies		●	◆							
General vocabulary		●	◆							
Cultural diversity exposure		●	◆							
Details		●	◆							
Guided writing: transcribe words into meaningful sentences		●	◆							
Models of syntax: use of conversational dialogue		●	◆							
Recreational reading		●	◆							
Sight word recognition		●	◆							
Skimming and scanning a reading selection		●	◆							
Spelling: copying, attention to detail and patterns, cloze technique, recognize correct spelling		●	◆							
Story line sequence		●	◆							
Sustained silent reading		●	◆							
Thinking skills: literal, interpretive, and inferential levels		●	◆							
Writing: transpose questions into answers		●	◆							

ESL/Basic Literacy Solution

Level 3

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Analogies			●	◆						
General vocabulary			●	◆						
Cultural diversity exposure			●	◆						
Details			●	◆						
Fact and opinion			●	◆						
Guided writing: transcribe words into meaningful sentences			●	◆						
Models of syntax: use of conversational dialogue			●	◆						
Reading fluency and rate: phrase reading			●	◆						
Recreational reading			●	◆						
Sight word recognition			●	◆						
Skimming and scanning a reading selection			●	◆						
Spelling: copying, attention to detail and patterns, cloze technique, recognize correct spelling			●	◆						
Story line sequence			●	◆						
Sustained silent reading			●	◆						
Thinking skills: literal, interpretive, and inferential levels			●	◆						
Vocabulary: context clues (semantic, syntactic, and graphophonic)			●	◆						
Word attack			●	◆						
Writing: transpose questions into answers			●	◆						

ESL/Basic Literacy Solution

Sound Sentences I

This highly interactive program develops everyday language by immersing learners in reading, listening, and speaking activities.

- Supermarket
- Department Store
- Occupations Around Town
- The Office
- Going To The Doctor
- Emergency!
- Classroom Activities
- The Car And The Police Officer
- Where I Live
- A Trip To The Beach

Interest Level: 5.0-Adult

 Recommended  Review & Reinforcement

Literacy Level	Beginning	Intermediate	Advanced
Sound Sentences I			

All Units

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Auditory comprehension	●	●	●	◆	◆
Real-life situations	●	●	●	◆	◆
Reading, listening, and speaking skills	●	●	●	◆	◆
Search computer program for details and requested information	●	●	●	◆	◆
Sentence reconstruction: cloze procedure	●	●	●	◆	◆
Simple sentence structure	●	●	●	◆	◆
Vocabulary	●	●	●	◆	◆
Word Pronunciation	●	●	●	◆	◆

The Supermarket

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Duties of a cashier	●	●	●	◆	◆
Names and prices of food items	●	●	●	◆	◆
Standard measurement of weight	●	●	●	◆	◆

Department Store

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Compare the cost, fit, and quality of clothing	●	●	●	◆	◆
Duties of a sales clerk	●	●	●	◆	◆
Identify colors and names of clothing items	●	●	●	◆	◆
Returning items, refunds	●	●	●	◆	◆

Occupations Around Town

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
County money by twenties to one hundred	●	●	●	◆	◆
Identify locations of businesses	●	●	●	◆	◆
Occupations, job duties, and occupational equipment	●	●	●	◆	◆
Prepositions of place	●	●	●	◆	◆

ESL/Basic Literacy Solution

The Office

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Interpret clock time	●	●	●	◆	◆
Job duties of a secretary or office worker	●	●	●	◆	◆
Skills needed for secretary or office worker position	●	●	●	◆	◆

Going To The Doctor

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Duties of a doctor and a nurse	●	●	●	◆	◆
Interpret information: descriptions of illness symptoms, doctor's directions	●	●	●	◆	◆

Emergency!

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Key words associated with emergencies	●	●	●	◆	◆
Pertinent questions: who, what, where, when, etc.	●	●	●	◆	◆
Place an emergency call	●	●	●	◆	◆

Classroom Activities

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Classroom teaching and studying	●	●	●	◆	◆

The Car and the Police Officer

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Car maintenance problems	●	●	●	◆	◆
Driving regulations	●	●	●	◆	◆
Occupations: gas station attendant, mechanic, and police officer	●	●	●	◆	◆
Traffic tickets	●	●	●	◆	◆
Types of transportation	●	●	●	◆	◆

Where I Live

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Landforms	●	●	●	◆	◆
Types of communities	●	●	●	◆	◆
Weather	●	●	●	◆	◆

A Trip To The Beach

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Days of the week	●	●	●	◆	◆
Recreational activities	●	●	●	◆	◆
Sequence of events: past, present, future	●	●	●	◆	◆
Temporal words	●	●	●	◆	◆
Verb tenses	●	●	●	◆	◆

ESL/Basic Literacy Solution

Sound Sentences II

This highly interactive program develops everyday language by immersing learners in reading, listening, and speaking activities.

- Renting an Apartment
- The Bank
- The Dinner Guest
- Directions
- Learning To Drive
- Fast Food
- The Library
- Job Interview
- That Phone system!
- Meet Me in New York: Transportation

* For some of these skills, the vocabulary is taught in the program and reinforced through the off-screen activities.

Interest Level: 5.0-Adult Recommended Review & Reinforcement

Literacy Level	Beginning	Intermediate	Advanced
Sound Sentences II			

All Units

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Auditory comprehension	●	●	●	◆	◆
Real-life situations	●	●	●	◆	◆
Reading, listening, and speaking skills	●	●	●	◆	◆
Search computer program for details and requested information	●	●	●	◆	◆
Sentence reconstruction: cloze procedure	●	●	●	◆	◆
Simple sentence structure	●	●	●	◆	◆
Vocabulary	●	●	●	◆	◆
Word pronunciation	●	●	●	◆	◆

Renting An Apartment

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Ask for clarification	●	●	●	◆	◆
Classified ads and signs	●	●	●	◆	◆
Common household items	●	●	●	◆	◆
Lease and rental agreement	●	●	●	◆	◆
Types of housing	●	●	●	◆	◆

The Bank

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Recognize number words from oral cues	●	●	●	◆	◆
Request clarification	●	●	●	◆	◆
Savings and checking accounts	●	●	●	◆	◆
Using an ATM	●	●	●	◆	◆

ESL/Basic Literacy Solution

The Dinner Guest

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Cleanliness habits	●	●	●	◆	◆
Commands, requests, and responses	●	●	●	◆	◆
Dishwashing	●	●	●	◆	◆
Housekeeping	●	●	●	◆	◆
Manners	●	●	●	◆	◆
Meal preparation	●	●	●	◆	◆
Praise and appreciation	●	●	●	◆	◆
Table setting	●	●	●	◆	◆

Directions

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Appropriate language for information purposes	●	●	●	◆	◆
Ask for, give, or clarify oral directions	●	●	●	◆	◆
Read, interpret, and follow oral directions and a map	●	●	●	◆	◆

Learning To Drive

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Driving regulations	●	●	●	◆	◆
Getting a driver's license	●	●	●	◆	◆
Highway and traffic laws and signs	●	●	●	◆	◆
Interpret traffic information	●	●	●	◆	◆

Fast Food

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Ask for clarification and verify understanding	●	●	●	◆	◆
Compute costs	●	●	●	◆	◆
Food preparation and procedures	●	●	●	◆	◆
Job-related concepts and skills: learning from others and helping others	●	●	●	◆	◆
Job responsibilities	●	●	●	◆	◆
Keeping a job: behavior, dress attire, social interaction, attitudes, etc.	●	●	●	◆	◆
Menus	●	●	●	◆	◆
Problems with machines	●	●	●	◆	◆

ESL/Basic Literacy Solution

The Library

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Ask for clarification and information	●	●	●	◆	◆
Information resources, including the Internet	●	●	●	◆	◆
Library-related vocabulary	●	●	●	◆	◆
Read a map: locate sections of the library	●	●	●	◆	◆
Use library resources	●	●	●	◆	◆

The Job Interview

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Common occupations: Skills and education needed	●	●	●	◆	◆
Finding a job: using resources including the Internet	●	●	●	◆	◆
Interview: appointment, behavior, dress attire, questions and responses	●	●	●	◆	◆
Job ads and descriptions	●	●	●	◆	◆
Job application, resume, and letters	●	●	●	◆	◆
Job and computer-related skills	●	●	●	◆	◆
Salary and benefits	●	●	●	◆	◆

That Phone System!

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Describe symptoms of illness	●	●	●	◆	◆
Emergency numbers	●	●	●	◆	◆
Interpret recorded message on automated telephone response systems	●	●	●	◆	◆
Keeping medical and dental appointments	●	●	●	◆	◆
Locate and identify appropriate medical and health facilities	●	●	●	◆	◆
Request clarification	●	●	●	◆	◆

Meet Me In New York: Transportation

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced
Informational resources, including the Internet	●	●	●	◆	◆
Problem solving	●	●	●	◆	◆
Types of mass transportation	●	●	●	◆	◆

ESL/Basic Literacy Solution

ESL Renegades: Beginning, Intermediate, & Advanced

This highly interactive program develops everyday language by immersing learners in reading, listening, and speaking activities.

Interest Level: 5.0-Adult



Recommended



Review & Reinforcement

Literacy Level	Beginning	Intermediate	Advanced
ESL Renegades: Beginning w/ Spanish translations			
ESL Renegades: Intermediate			
ESL Renegades: Advanced			

ESL Renegades: Beginning w/ Spanish translations



Recommended



Review & Reinforcement

Literacy Level	Lower Beginning	Upper Beginning	Lower Intermediate	Upper Intermediate	Lower Advanced	Upper Advanced
Regular noun plurals, I (-s, -es)	●	●	◆	◆	◆	◆
No article with certain nouns	●	●	◆	◆	◆	◆
This, these	●	●	◆	◆	◆	◆
Regular noun plurals, II (-s, -es, -ies)	●	●	◆	◆	◆	◆
That, those	●	●	◆	◆	◆	◆
Contractions: pronouns and verbs	●	●	◆	◆	◆	◆
Possessive pronouns (its, your, their)	●	●	◆	◆	◆	◆
Articles ("a" and "an" with singular nouns)	●	●	◆	◆	◆	◆
Possessive of singular nouns	●	●	◆	◆	◆	◆
Prepositions of place, I (in, on, at)	●	●	◆	◆	◆	◆
Prepositions of time, I (in, at)	●	●	◆	◆	◆	◆
There is, there's, there are	●	●	◆	◆	◆	◆
Contractions: verbs + not	●	●	◆	◆	◆	◆
Irregular noun plurals, I	●	●	◆	◆	◆	◆
Possessive pronouns, I (mine, hers, ours)		●	◆	◆	◆	◆
Possessive pronouns, II (yours, theirs)		●	◆	◆	◆	◆
Simple present and present continuous tenses	●	●	◆	◆	◆	◆
Simple past tense (to be)	●	●	◆	◆	◆	◆
Indefinite articles with adjectives	●	●	◆	◆	◆	◆
Irregular noun plurals, II	●	●	◆	◆	◆	◆
Loose, lose	●	●	◆	◆	◆	◆
Correct use of "at"	●	●	◆	◆	◆	◆
Many, much	●	●	◆	◆	◆	◆
Possessive of regular plural nouns		●	◆	◆	◆	◆
Simple, past tense, I (regular verbs)	●	●	◆	◆	◆	◆
Prepositions of time (in, on)	●	●	◆	◆	◆	◆
Simple past tense, I (irregular verbs)	●	●	◆	◆	◆	◆
Possessive of nouns ending in -s	●	●	◆	◆	◆	◆
Comparative and superlative of adjectives	●	●	◆	◆	◆	◆
Terms of quantity and their plurals	●	●	◆	◆	◆	◆
Simple past tense, II (regular verbs)	●	●	◆	◆	◆	◆
Then, than	●	●	◆	◆	◆	◆
Simple past tense III (irregular verbs)	●	●	◆	◆	◆	◆
Comparison of adjectives	●	●	◆	◆	◆	◆
Good, well	●	●	◆	◆	◆	◆

ESL/Basic Literacy Solution

ESL Renegades: Intermediate

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Intermediate	Upper Intermediate	Lower Advanced	Upper Advanced
Adverbs of manner	●	●	◆	◆
Simple past tense, I (regular verbs)	●	●	◆	◆
Prepositions of time (in, on)	●	●	◆	◆
Regular noun plurals, III (-f, -fe, to -ves)	●	●	◆	◆
Simple past tense, I (irregular verbs)	●	●	◆	◆
Possessive of nouns ending in -s	●	●	◆	◆
Articles (a, an)	●	●	◆	◆
Doubling a consonant before -ing or -ed		●	◆	◆
Comparative and superlative of adjectives	●	●	◆	◆
Terms of quantity and their plurals	●	●	◆	◆
Try to (not "try and")	●	●	◆	◆
Double negatives, I (not/n't + no or nothing)	●	●	◆	◆
Simple past tense II (regular verbs)	●	●	◆	◆
Then, than	●	●	◆	◆
Simple past tense, III (irregular verbs)	●	●	◆	◆
Comparison of adjectives	●	●	◆	◆
Good, well	●	●	◆	◆
Double negatives, II (not/n't + nobody, no one)	●	●	◆	◆
A few, a little	●	●	◆	◆
Nouns used as adjectives: singular form	●	●	◆	◆
Better, best -- worse, worst	●	●	◆	◆
Past continuous tense	●	●	◆	◆
Whose, who's	●			
Make, do	●	●	◆	◆
Simple past tense, IV (irregular verbs)	●	●	◆	◆
Double negatives, III (alternative correction)	●	●	◆	◆
Present perfect continuous	●	●	◆	◆
For, since	●	●	◆	◆
Prepositions of time, III (in, on)	●	●	◆	◆
Superlative of adjectives	●	●	◆	◆
Passed, past	●	●	◆	◆
Agreement of subject and verb, I	●	●	◆	◆
Past participles, I (regular verbs)		●	◆	◆
Simple past tense V (irregular verbs)	●	●	◆	◆
Past participles, II (irregular verbs)	●	●	◆	◆
Comparisons (more or most, less and least)	●	●	◆	◆
Agreement of subject and verb, III (collective nouns)	●	●	◆	◆
Agreement of pronoun and antecedent	●	●	◆	◆

ESL/Basic Literacy Solution

ESL Renegades: Advanced

● Recommended ◆ Review & Reinforcement

Literacy Level	Lower Advanced	Upper Advanced
Simple past tense, IV (irregular verbs)	●	●
Double negatives, III (alternative correction)	●	●
Present perfect continuous	●	●
For, since	●	●
Prepositions of time, III (in, on)	●	●
Superlative of adjectives	●	●
Passed, past	●	●
Agreement of subject and verb, I	●	●
Less, fewer	●	●
Past participles, I (regular verbs)	●	●
Almost, most	●	●
Prepositions of place, II (in, on, at)	●	●
Simple past tense V (irregular verbs)	●	●
Past participles, II (irregular verbs)	●	●
Comparisons (more or most, less and least)	●	●
Double negatives, IV (barely, scarcely, hardly)	●	●
Ordinal numbers	●	●
Agreement of subject and verb, II (intervening phrase)	●	●
Agreement of subject and verb, III (collective nouns)	●	●
Verb plus infinitive or gerund	●	●
Different from (not "different than")	●	●
Agreement of pronoun and antecedent	●	●
Confusing word twins	●	●
Case of pronouns	●	●

Math Solution

Arithmetic Skills Assessment Test

This instrument is a comprehensive assessment test that quickly determines the approximate mathematical abilities of learners with unknown math skills.

Total of 119 skills

Operations:

Addition, Subtraction, Multiplication, and Division

Skill Areas:

Whole numbers, Fractions, and Decimals

Basic Math Competency Series

This interactive tutorial program sequentially teaches math skills that will build a firm foundation for higher-level math.

Interest Level: 5.0-Adult

 Recommended  Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Rounding										
Whole numbers										
Fractions: addition & subtraction										
Fractions: multiplication & division										
Decimals: addition, subtraction, multiplication, & division										
Graphs: mean, median, & mode										
Converting fractions & percents: percents										
Measuring with a ruler										

Rounding

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Basic operation of whole numbers from 1-12			●	●	●	●	◆	◆		
Whole number numerical places from units to ten thousands			●	●	●	●	◆	◆		
Decimal places from tenths to ten thousandths			●	●	●	●	◆	◆		
Round whole number, decimal, or mixed number to the nearest ten thousand, ten thousandth, or any place between			●	●	●	●	◆	◆		
Round by checking the numeral to the right of the rounding place			●	●	●	●	◆	◆		

Whole Numbers

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Add, subtract, multiply, and divide whole numbers of any length			●	●	●	●	◆	◆		
Use carrying in addition			●	●	●	●	◆	◆		
Use borrowing (regrouping) in subtraction problems			●	●	●	●	◆	◆		

Math Solution

Fractions: + and -

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Identify the numerator and the denominator				●	●	●	●	◆	◆	
Find the least common denominator and convert the numerators				●	●	●	●	◆	◆	
Reduce a fraction to lowest terms				●	●	●	●	◆	◆	
Convert an improper fraction to a mixed or whole number				●	●	●	●	◆	◆	
Add fractions and mixed numbers				●	●	●	●	◆	◆	
Subtract fractions and mixed numbers (including exchanging)				●	●	●	●	◆	◆	

Fractions: x and /

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Multiply fractions and mixed numbers (including exchanging)					●	●	●	◆	◆	◆
Divide fractions and mixed numbers (including inverting and renaming)					●	●	●	◆	◆	◆

Decimals

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Align decimal points in vertical form: addition and subtraction examples					●	●	●	●	●	◆
Find the correct number of decimal places in a product, annexing one more zeros as needed					●	●	●	●	●	◆
Divide by a decimal or a mixed number, multiplying both the divisor and dividend by the same multiple of 10					●	●	●	●	●	◆

Graphs: Mean, Median, & Mode

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Read a bar graph						●	●	●	●	◆
Find the mean to the nearest tenth						●	●	●	●	◆
Find the median of a set of five numbers						●	●	●	●	◆
Find the median to the nearest tenth of a set of six numbers						●	●	●	●	◆
Find the mode						●	●	●	●	◆

Converting Fractions & Percents: Percents

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Convert percents to fractions						●	●	●	●	◆
Convert fractions to percents						●	●	●	●	◆
Cross multiply to find an unknown portion of a proportion						●	●	●	●	◆

Math Solution

Measuring With A Ruler

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Perimeter: perimeter of polygon is equal to the sum of its sides					●	●	●	●	◆	◆
Perimeter: formulas for squares, rectangles, and triangles					●	●	●	●	◆	◆
Perimeter: find perimeter of a polygon of any shape					●	●	●	●	◆	◆
Circumference: pi as the ratio of the circumference of a circle to its diameter					●	●	●	●	◆	◆
Circumference: use $C = \pi \times d$ formula to find the circumference of a circle					●	●	●	●	◆	◆
Area: square units in measuring area					●	●	●	●	◆	◆
Area: use formulas for finding the area of rectangles, squares, triangles, and circles					●	●	●	●	◆	◆

Signed Numbers

Using humor, this tutorial-based program guides students through sequential lessons that make ample use of everyday mathematical situations to reinforce pre-algebra topics.

Interest Level: 5.0-Adult

■ Recommended □ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Signed Numbers						■	■	■	■	□

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Integers as whole numbers extending infinitely on both sides of zero						●	●	●	●	◆
Zero as a reference point that separates positive from negative integers						●	●	●	●	◆
Define a number's absolute value as its distance from zero						●	●	●	●	◆
Add, subtract, multiply, and divide signed numbers, and explain						●	●	●	●	◆

Math Solution

Introduction to Solving Algebraic Word Problems

This program takes a step-by-step approach to help students interpret and understand word problems.

Interest Level: 5.0-Adult



Recommended



Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Introduction to Solving Algebraic Word Problems										

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Common mathematical phrases							●	●	●	◆
Translating phrases to algebraic expressions							●	●	●	◆
Using "let" statements							●	●	●	◆
Consecutive odd and even integers							●	●	●	◆
Organize data into a diagram							●	●	●	◆
Determine and write total value							●	●	●	◆
Solve number, consecutive integer, and coin, stamp, and ticket problems							●	●	●	◆

Math Concepts Series

This tutorial-driven series helps students unlock and understand key concepts stressed in today's math curriculum.

Interest Level: 5.0-Adult



Recommended



Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Algebra										
Geometry										
Graphing										
Integers										

Algebra

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Variables as place holders							●	●	●	◆
Numerical expressions							●	●	●	◆
Translating word phrases and statements into algebraic expressions							●	●	●	◆
Simple algebraic expressions using substitution							●	●	●	◆
Linear equations using inspection and systematic trial methods							●	●	●	◆
Linear equations with one variable using the algebraic method							●	●	●	◆
Solving and graphing inequalities							●	●	●	◆
Polynomials: add and subtract							●	●	●	◆
Monomials, binomials, and trinomials by monomials: multiplication and division							●	●	●	◆
Factoring polynomials							●	●	●	◆

Math Solution

Geometry

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Angles: acute, obtuse, right, straight							●	●	●	◆
Labeling geometric figures: angles, rays, lines, line segments, etc.							●	●	●	◆
Measuring angles with a protractor							●	●	●	◆
Lines: intersecting, perpendicular, and parallel							●	●	●	◆
Angles: transversals, opposite, alternate, co-interior, and supplementary angles							●	●	●	◆
Triangles and quadrilaterals							●	●	●	◆
Calculating an interior angle measurement in triangles and quadrilaterals							●	●	●	◆
Properties of transformations: translations, reflections, rotations, enlargements, and reductions							●	●	●	◆
Circumference and area of a circle							●	●	●	◆
Applying the Pythagorean Theorem							●	●	●	◆
Volume: rectangular prism and cylinder							●	●	●	◆

Graphing

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
X, Y coordinate grid system							●	●	●	◆
Naming coordinate points as ordered pairs							●	●	●	◆
Plotting points on a coordinate grid							●	●	●	◆
Investigate relationships between a figure and its translated, reflected, and rotated image							●	●	●	◆
Numerical relations and ordered pairs							●	●	●	◆
Interpolating and extrapolating coordinate values for integers and decimals							●	●	●	◆
Graphs of linear relations							●	●	●	◆
Slope of a line							●	●	●	◆
X and Y intercepts							●	●	●	◆

Integers

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Introduction to the use of integers							●	●	●	◆
Locate integers on a number line							●	●	●	◆
Order integers							●	●	●	◆
Add and subtract integers							●	●	●	◆
Multiplying and divide integers							●	●	●	◆
Locating ordered pairs of integers on a plane							●	●	●	◆

Math Solution

Math for Everyday Living

This program teaches and develops consumer math and business skill mastery needed in real-life everyday activities.

Interest Level: 5.0-Adult



Recommended



Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Math for Everyday Living										

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Make reasonable judgments: reasoning				●	●	●	◆	◆	◆	◆
Problem solving skills				●	●	●	◆	◆	◆	◆
Identify what a problem is asking				●	●	●	◆	◆	◆	◆
Locate relevant information				●	●	●	◆	◆	◆	◆
Key mathematical vocabulary				●	●	●	◆	◆	◆	◆
Basic operations: add, subtract, multiply, divide				●	●	●	◆	◆	◆	◆
Pay and make change				●	●	●	◆	◆	◆	◆
Sales slips				●	●	●	◆	◆	◆	◆
Unit pricing				●	●	●	◆	◆	◆	◆
Gasoline mileage w/ miles per gallon				●	●	●	◆	◆	◆	◆
Sales tax				●	●	●	◆	◆	◆	◆
Wages using help-wanted ads				●	●	●	◆	◆	◆	◆
Compare earnings with overtime and a normal work week				●	●	●	◆	◆	◆	◆
Percents: compute earnings with commission				●	●	●	◆	◆	◆	◆
Time cards				●	●	●	◆	◆	◆	◆
Paychecks and stubs				●	●	●	◆	◆	◆	◆

Touchdown Math Series

This learning game series reinforces key math computational skills in a highly motivating environment.

Interest Level: 5.0-Adult



Recommended



Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Whole Numbers										
Decimals										
Fractions										
Percent										
Rounding										

Math Solution

Whole Numbers

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Addition and subtraction; decimals fractions and numbers			●	●	●	●	●	●	◆	◆
Subtract decimal number from whole number			●	●	●	●	●	●	◆	◆
Add or subtract money; two decimal places			●	●	●	●	●	●	◆	◆
Multiplication			●	●	●	●	●	●	◆	◆
Decimal fraction times decimal fraction			●	●	●	●	●	●	◆	◆
Whole number times decimal fraction, or the reverse			●	●	●	●	●	●	◆	◆
Decimal fraction times decimal number			●	●	●	●	●	●	◆	◆
Division; up to three-digit divisor and up to three digit quotient			●	●	●	●	●	●	◆	◆
Divide whole and decimal numbers			●	●	●	●	●	●	◆	◆

Decimals

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Round whole numbers; up to the nearest thousand				●	●	●	◆	◆	◆	◆
Round decimal numbers; up to the nearest thousandth				●	●	●	◆	◆	◆	◆
Round longer numbers, double or triple nines; up to the nearest hundred million				●	●	●	◆	◆	◆	◆

Fractions

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Write proper fraction in lowest terms					●	●	●	◆	◆	◆
Write improper fraction as whole number					●	●	●	◆	◆	◆
Write whole number as improper fraction					●	●	●	◆	◆	◆
Write improper fraction as mixed number; lowest terms not required					●	●	●	◆	◆	◆
Write mixed number as improper fraction					●	●	●	◆	◆	◆
Find least common denominator					●	●	●	◆	◆	◆
Addition and subtraction; like and unlike fractions					●	●	●	◆	◆	◆
Whole numbers and mixed numbers					●	●	●	◆	◆	◆
Renaming unlike fractions					●	●	●	◆	◆	◆
Mixed numbers and unlike fractions					●	●	●	◆	◆	◆
Multiplication and division of two fractions					●	●	●	◆	◆	◆
Fractions and whole numbers					●	●	●	◆	◆	◆
Mixed numbers					●	●	●	◆	◆	◆

Math Solution

Percent

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Rewrite percents as fractions, percents, decimals, and percents						●	●	●	◆	◆
Rewrite whole or mixed numbers as percents, or the reverse						●	●	●	◆	◆
Rewrite decimal percents as decimals, or the reverse						●	●	●	◆	◆
Find a percent of a number						●	●	●	◆	◆
Find the number when a percent is known						●	●	●	◆	◆
Find the unknown percent						●	●	●	◆	◆

Rounding

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Round whole numbers; up to the nearest thousand				●	●	●	◆	◆	◆	◆
Round nines				●	●	●	◆	◆	◆	◆
Round one place; no nines				●	●	●	◆	◆	◆	◆
Round in more than one place				●	●	●	◆	◆	◆	◆
Decimal numbers: round up to the nearest thousandth				●	●	●	◆	◆	◆	◆
Round longer numbers and nines; up to the nearest hundred million				●	●	●	◆	◆	◆	◆
Round double or triple nines				●	●	●	◆	◆	◆	◆

Science Solution

Diascriptive® Reading in Science

This program diagnoses the reading skills of each learner, with a focus on a variety of science topics. Like the other Diascriptive® Reading programs, it prescribes what is needed for improvement, and evaluates performance at each level before directing the learner to the next level.

Interest Level: 5.0-Adult

 Recommended  Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Diascriptive® Reading in Science										

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Details			●	●	●	●	●	◆	◆	◆
Inference			●	●	●	●	●	◆	◆	◆
Informational reading			●	●	●	●	●	◆	◆	◆
Main Idea			●	●	●	●	●	◆	◆	◆
Sequence			●	●	●	●	●	◆	◆	◆
Vocabulary			●	●	●	●	●	◆	◆	◆

Life Science Series

This series of interactive tutorials uses a multimedia approach to teach key Life Science topics.

Interest Level: 5.0-Adult

 Recommended  Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Life Science Series										

Cells and Tissues

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Identify and describe: cell membranes, nuclei, cytoplasm, mitochondria, organelles, lysosomes, vacuoles, chloroplasts, chromosomes, DNA, mitosis, chloroplasts				●	●	●	●	●	●	◆
Mitosis and binary fission				●	●	●	●	●	●	◆
Cellular division in a single-cell vs. multi-cellular organism				●	●	●	●	●	●	◆
Describe 2 functions of an amoeba's pseudopod				●	●	●	●	●	●	◆
Tissue and organs				●	●	●	●	●	●	◆
Describe: smooth and striated muscle tissue, blood tissue, neurons and nerve tissue, erythrocytes, epithelial tissue, and green leaves				●	●	●	●	●	●	◆

Science Solution

Classification of Living Things

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Organization					●	●	●	●	●	◆
Why biologists classify					●	●	●	●	●	◆
How ancients classified					●	●	●	●	●	◆
Binomial nomenclature and the concept of "species"					●	●	●	●	●	◆
Modern system of classification and its 5 kingdoms					●	●	●	●	●	◆
Evolutionary trend found in a phylogenetic tree					●	●	●	●	●	◆

Genetics and Heredity

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Stages of mitosis and meiosis related to asexual and sexual reproduction				●	●	●	●	●	●	◆
Mendel's pea plant experiments and laws of heredity				●	●	●	●	●	●	◆
Genotype and phenotype				●	●	●	●	●	●	◆
Use Punnett Square to predict genotype				●	●	●	●	●	●	◆

Green Plants

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
25 parts of a green plant				●	●	●	●	●	●	◆
Photosynthesis				●	●	●	●	●	●	◆
Sexual reproduction in green plants				●	●	●	●	●	●	◆
Pollination, fertilization, zygotes, embryos, seeds, fruit, cross pollination, hybrids				●	●	●	●	●	●	◆
Ecology: food chains, pyramids, and nets to show producers and consumers				●	●	●	●	●	●	◆
Vegetative reproduction: runners, rhizomes, stolons, cuttings, grafting, stock, scion, and regeneration				●	●	●	●	●	●	◆
Tropisms, phototropism, positive and negative geotropisms				●	●	●	●	●	●	◆

The Human Body

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Digestive system				●	●	●	●	●	●	◆
Excretory system				●	●	●	●	●	●	◆
Respiratory system				●	●	●	●	●	●	◆
Circulatory system				●	●	●	●	●	●	◆
Skeletal system				●	●	●	●	●	●	◆
Nervous system				●	●	●	●	●	●	◆

Science Solution

The Human Body (continued)

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Muscles, joints, and connective tissues				●	●	●	●	●	●	◆
How circulatory, respiratory, and digestive systems are interrelated				●	●	●	●	●	●	◆
How skeletal, muscular, and nervous systems are interrelated				●	●	●	●	●	●	◆
Significance of each system to the welfare of the body as a whole				●	●	●	●	●	●	◆

Biology Concepts Series

This video-based multimedia series leads students to higher order thinking skills as they take notes, problem solve, and draw conclusions based on data gathered through observation and inquiry.

Interest Level: 5.0-Adult



Recommended



Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Biology Concepts Series				●	●	●	●	●	●	◆

All Programs

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Vocabulary				●	●	●	●	●	●	◆
Critical thinking				●	●	●	●	●	●	◆
Design scientific investigations				●	●	●	●	●	●	◆
Make predictions				●	●	●	●	●	●	◆
Develop explanations based on investigations				●	●	●	●	●	●	◆
Gather, analyze, and interpret data				●	●	●	●	●	●	◆

Cellular Respiration

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Energy and cellular respiration				●	●	●	●	●	●	◆
Difference between breathing and respiration				●	●	●	●	●	●	◆
Cells: mitochondria, ATP and enzymes, cellular respiration, and discoveries of Rutherford, Priestley and Lavoisier				●	●	●	●	●	●	◆
Anaerobic respiration, aerobic respiration, respiration/photosynthesis cycle				●	●	●	●	●	●	◆
Fermentation				●	●	●	●	●	●	◆

Science Solution

Life and Non-life

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Characteristics of life: nutrition, movement, excretion, synthesis, respiration, sensitivity, growth, reproduction				●	●	●	●	●	●	◆
Classification of living and non-living				●	●	●	●	●	●	◆
Creating life in a laboratory				●	●	●	●	●	●	◆
Researching the existence of life on Mars				●	●	●	●	●	●	◆

Ecology

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Ecosystems, communities, populations, habitats, and niches				●	●	●	●	●	●	◆
Cycles: water, carbon-oxygen, and nitrogen				●	●	●	●	●	●	◆
Ecological succession				●	●	●	●	●	●	◆
Producer-consumer-decomposer relationship				●	●	●	●	●	●	◆
Consumers: herbivores, carnivores, omnivores				●	●	●	●	●	●	◆
Biomes: 6 land and 2 water				●	●	●	●	●	●	◆

Photosynthesis

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Raw materials and photosynthesis				●	●	●	●	●	●	◆
End products of photosynthesis: glucose and oxygen				●	●	●	●	●	●	◆
Plant leaves and pigments				●	●	●	●	●	●	◆
Discoveries of Rutherford, Priestley, and Lavoisier and the photosynthesis-respiration cycle				●	●	●	●	●	●	◆
Visible spectrum				●	●	●	●	●	●	◆
Photo chemistry				●	●	●	●	●	●	◆

Pollution

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Air pollution: Smog, "greenhouse effect" and acid rain				●	●	●	●	●	●	◆
Land pollution: erosion, pesticides, poor garbage disposal				●	●	●	●	●	●	◆
Water pollution: pollutants and role of treatment facilities				●	●	●	●	●	●	◆
Extinction and endangered species				●	●	●	●	●	●	◆
Threatening ecosystems and habitats				●	●	●	●	●	●	◆
Fossil fuels, energy conservation, and alternative energy sources				●	●	●	●	●	●	◆
Biodegradable materials				●	●	●	●	●	●	◆

Science Solution

Thinking Like A Scientist

This program presents challenging laboratory simulations to exercise the learner's science process thinking skills.

Interest Level: 5.0-Adult



Recommended



Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Thinking Like A Scientist										

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Problem statements: correcting and formulating				●	●	●	●	●	◆	◆
Predictions: observing and making				●	●	●	●	●	◆	◆
Experiments: designing, correcting, drawing conclusions				●	●	●	●	●	◆	◆
Problem solving				●	●	●	●	●	◆	◆
Performing guided numeric equations				●	●	●	●	●	◆	◆
Data tables: reading and interpreting				●	●	●	●	●	◆	◆
Graphing data using X and Y axis				●	●	●	●	●	◆	◆
Interpreting graphs				●	●	●	●	●	◆	◆
Quantitative and qualitative statements and relationships				●	●	●	●	●	◆	◆
Experimental data: recording, identifying errors, interpreting				●	●	●	●	●	◆	◆
Predictions: making and identifying problems				●	●	●	●	●	◆	◆
Patterns in data: noticing, forecasting and predicting				●	●	●	●	●	◆	◆

Workplace Solution

Reading In The Workplace Series

This series provides a meaningful learning experience by helping learners develop the vocabulary and comprehension skills required to read workplace materials.

Reading In The Workplace Series Modules:

- Automotive
- Clerical
- Construction
- Electronics
- Food Services
- Health Care

Interest Level: 7.0-Adult

 Recommended  Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
All Programs										
Unit 1										
Unit 2										
Unit 3										

Automotive Unit 1

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Gasoline			●	●	●	◆	◆	◆	◆	◆
Changing Oil			●	●	●	◆	◆	◆	◆	◆
Using the Right Tools			●	●	●	◆	◆	◆	◆	◆
Changing a Tire			●	●	●	◆	◆	◆	◆	◆
Electric Cars			●	●	●	◆	◆	◆	◆	◆
A Blessing and a Curse			●	●	●	◆	◆	◆	◆	◆
Auto Racing			●	●	●	◆	◆	◆	◆	◆
Tires			●	●	●	◆	◆	◆	◆	◆
Grand Prix Racing			●	●	●	◆	◆	◆	◆	◆
Touching Up Car Paint			●	●	●	◆	◆	◆	◆	◆
Gas Stations			●	●	●	◆	◆	◆	◆	◆
Servicing a Vehicle			●	●	●	◆	◆	◆	◆	◆
Pinstripping			●	●	●	◆	◆	◆	◆	◆
Mopeds			●	●	●	◆	◆	◆	◆	◆
Wrenches			●	●	●	◆	◆	◆	◆	◆
Car Safety			●	●	●	◆	◆	◆	◆	◆
Skills										
Details			●	●	●	◆	◆	◆	◆	◆
Inference/conclusion			●	●	●	◆	◆	◆	◆	◆
Main idea			●	●	●	◆	◆	◆	◆	◆
Vocabulary in context			●	●	●	◆	◆	◆	◆	◆

Workplace Solution

Automotive Unit 2

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Automotive Jobs					●	●	●	◆	◆	◆
Checking Suspension Systems					●	●	●	◆	◆	◆
Working Conditions					●	●	●	◆	◆	◆
Gaskets					●	●	●	◆	◆	◆
Estimating Auto Body Work					●	●	●	◆	◆	◆
Air Bags					●	●	●	◆	◆	◆
Job Safety					●	●	●	◆	◆	◆
Helmets					●	●	●	◆	◆	◆
Odometers					●	●	●	◆	◆	◆
Brakes					●	●	●	◆	◆	◆
Karl Benz's Motor Carriages					●	●	●	◆	◆	◆
Maintaining Your Car					●	●	●	◆	◆	◆
Service Station Attendants					●	●	●	◆	◆	◆
Drinking and Driving					●	●	●	◆	◆	◆
Custom Painting					●	●	●	◆	◆	◆
Skills										
Details					●	●	●	◆	◆	◆
Inference/conclusion					●	●	●	◆	◆	◆
Main idea					●	●	●	◆	◆	◆
Vocabulary in context					●	●	●	◆	◆	◆

Automotive Unit 3

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
The Automotive Industry							●	●	●	◆
Plastic Body Filters							●	●	●	◆
Safety Features in Cars							●	●	●	◆
Auto Assembly Lines							●	●	●	◆
Poor Driving							●	●	●	◆
Motorcycles							●	●	●	◆
Jeeps							●	●	●	◆
Ads for Automotive Services							●	●	●	◆
Bumpers							●	●	●	◆
Center Hi-Mounted Stoplights							●	●	●	◆
Parts of a Vehicle							●	●	●	◆
The Tin Lizzie							●	●	●	◆
Pull Rods & Slide Hammers							●	●	●	◆
Customized Car Designs							●	●	●	◆
The Model T Ford							●	●	●	◆
Mechanical Measuring Tools							●	●	●	◆

Workplace Solution

Automotive Unit 3 (continued)

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Skills										
Details							●	●	●	◆
Inference/conclusion							●	●	●	◆
Main idea							●	●	●	◆
Vocabulary in context							●	●	●	◆

Clerical Unit 1

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Office Jobs			●	●	●	◆	◆	◆	◆	◆
Office Clerks			●	●	●	◆	◆	◆	◆	◆
Fax Machines			●	●	●	◆	◆	◆	◆	◆
Office Tests			●	●	●	◆	◆	◆	◆	◆
Skills			●	●	●	◆	◆	◆	◆	◆
Floppy Disks			●	●	●	◆	◆	◆	◆	◆
Flow Charts			●	●	●	◆	◆	◆	◆	◆
Getting Along			●	●	●	◆	◆	◆	◆	◆
Offices			●	●	●	◆	◆	◆	◆	◆
Office Workers			●	●	●	◆	◆	◆	◆	◆
Co-Worker Error			●	●	●	◆	◆	◆	◆	◆
Phones			●	●	●	◆	◆	◆	◆	◆
Jobs			●	●	●	◆	◆	◆	◆	◆
Newcomer			●	●	●	◆	◆	◆	◆	◆
Attitude			●	●	●	◆	◆	◆	◆	◆
Carrying Out Duties			●	●	●	◆	◆	◆	◆	◆
Skills										
Details			●	●	●	◆	◆	◆	◆	◆
Inference/conclusion			●	●	●	◆	◆	◆	◆	◆
Main idea			●	●	●	◆	◆	◆	◆	◆
Vocabulary in context			●	●	●	◆	◆	◆	◆	◆

Clerical Unit 2

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Spelling					●	●	●	◆	◆	◆
Appearance					●	●	●	◆	◆	◆
Typewriter					●	●	●	◆	◆	◆
Want Ads					●	●	●	◆	◆	◆
Confidential Information					●	●	●	◆	◆	◆

Workplace Solution

Clerical Unit 2 (continued)

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics (continued)										
Phone manners					●	●	●	◆	◆	◆
Shorthand					●	●	●	◆	◆	◆
Communication Skills					●	●	●	◆	◆	◆
New Technology					●	●	●	◆	◆	◆
Stress					●	●	●	◆	◆	◆
Getting Fired					●	●	●	◆	◆	◆
Speaking Voice					●	●	●	◆	◆	◆
Carol					●	●	●	◆	◆	◆
Interrupting					●	●	●	◆	◆	◆
Angry Caller					●	●	●	◆	◆	◆
Skills										
Details					●	●	●	◆	◆	◆
Inference/conclusion					●	●	●	◆	◆	◆
Main idea					●	●	●	◆	◆	◆
Vocabulary in context					●	●	●	◆	◆	◆

Clerical Unit 3

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Receptionists							●	●	●	◆
Secretaries							●	●	●	◆
Job Search							●	●	●	◆
Skills							●	●	●	◆
Word Processing Secretaries							●	●	●	◆
Appearance							●	●	●	◆
Computers							●	●	●	◆
Word Processing							●	●	●	◆
Clerks							●	●	●	◆
Computers							●	●	●	◆
Note Taking							●	●	●	◆
Memos							●	●	●	◆
Filing							●	●	●	◆
Temporary Help Services							●	●	●	◆
Listening Skills							●	●	●	◆
Office Conflicts							●	●	●	◆
Skills										
Details							●	●	●	◆
Inference/conclusion							●	●	●	◆
Main idea							●	●	●	◆
Vocabulary in context							●	●	●	◆

Workplace Solution

Construction Unit 1

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Red Cedar Wood			●	●	●	◆	◆	◆	◆	◆
Insulation			●	●	●	◆	◆	◆	◆	◆
Skylights			●	●	●	◆	◆	◆	◆	◆
Tool Belts			●	●	●	◆	◆	◆	◆	◆
Patching Plaster			●	●	●	◆	◆	◆	◆	◆
Roofing a House			●	●	●	◆	◆	◆	◆	◆
Brick for Building			●	●	●	◆	◆	◆	◆	◆
Cutting and Joining Wood			●	●	●	◆	◆	◆	◆	◆
Good Housekeeping			●	●	●	◆	◆	◆	◆	◆
Ladders			●	●	●	◆	◆	◆	◆	◆
Electric Circular Saws			●	●	●	◆	◆	◆	◆	◆
Hanging Kitchen Cabinets			●	●	●	◆	◆	◆	◆	◆
Construction			●	●	●	◆	◆	◆	◆	◆
Fixing a Broken Window			●	●	●	◆	◆	◆	◆	◆
Using Nails and Brads			●	●	●	◆	◆	◆	◆	◆
Cleaning Masonry Work			●	●	●	◆	◆	◆	◆	◆
Skills										
Details			●	●	●	◆	◆	◆	◆	◆
Inference/conclusion			●	●	●	◆	◆	◆	◆	◆
Main idea			●	●	●	◆	◆	◆	◆	◆
Vocabulary in context			●	●	●	◆	◆	◆	◆	◆

Construction Unit 2

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Wood					●	●	●	◆	◆	◆
Working Drawings					●	●	●	◆	◆	◆
Fireplaces					●	●	●	◆	◆	◆
Scaffolds					●	●	●	◆	◆	◆
Care of Tools					●	●	●	◆	◆	◆
Working with Electric Tools					●	●	●	◆	◆	◆
Carpentry Jobs					●	●	●	◆	◆	◆
Porches					●	●	●	◆	◆	◆
Door Construction					●	●	●	◆	◆	◆
Plumbers					●	●	●	◆	◆	◆
Plywood					●	●	●	◆	◆	◆
Masonry Work					●	●	●	◆	◆	◆
Latex Paint					●	●	●	◆	◆	◆
Practicing Job Safety					●	●	●	◆	◆	◆
Carpet Padding					●	●	●	◆	◆	◆
Pouring Concrete					●	●	●	◆	◆	◆

Workplace Solution

Construction Unit 2 (continued)

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Skills										
Details					●	●	●	◆	◆	◆
Inference/conclusion					●	●	●	◆	◆	◆
Main idea					●	●	●	◆	◆	◆
Vocabulary in context					●	●	●	◆	◆	◆

Construction Unit 3

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Fuel-Powered Tools							●	●	●	◆
Asbestos							●	●	●	◆
Mortar							●	●	●	◆
Contracting & Subcontracting							●	●	●	◆
Wiring							●	●	●	◆
The Diversity of Carpentry							●	●	●	◆
Plastic Piping							●	●	●	◆
Built-In Shelving							●	●	●	◆
Clogged Sewers							●	●	●	◆
Heat Loss							●	●	●	◆
Roof Design							●	●	●	◆
Electrically-Powered Tools							●	●	●	◆
Water Meters							●	●	●	◆
The Needs of the Disabled							●	●	●	◆
The Levels of Plumbing							●	●	●	◆
Log Cabins							●	●	●	◆
Skills										
Details							●	●	●	◆
Inference/conclusion							●	●	●	◆
Main idea							●	●	●	◆
Vocabulary in context							●	●	●	◆

Electronics Unit 1

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Troubleshooting			●	●	●	◆	◆	◆	◆	◆
Attraction			●	●	●	◆	◆	◆	◆	◆
Static Electricity			●	●	●	◆	◆	◆	◆	◆
Circuit Boards			●	●	●	◆	◆	◆	◆	◆
Binary System			●	●	●	◆	◆	◆	◆	◆

Workplace Solution

Electronics Unit 1 (continued)

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics (continued)										
Good Work Behavior			●	●	●	◆	◆	◆	◆	◆
Measuring			●	●	●	◆	◆	◆	◆	◆
Robots at Work			●	●	●	◆	◆	◆	◆	◆
Electronic Mail			●	●	●	◆	◆	◆	◆	◆
Electric Cars			●	●	●	◆	◆	◆	◆	◆
The Internet			●	●	●	◆	◆	◆	◆	◆
Symbols & Schematics			●	●	●	◆	◆	◆	◆	◆
Supercomputers			●	●	●	◆	◆	◆	◆	◆
Electronic Banking			●	●	●	◆	◆	◆	◆	◆
The Right Tools			●	●	●	◆	◆	◆	◆	◆
Video Traffic School			●	●	●	◆	◆	◆	◆	◆
Skills										
Details			●	●	●	◆	◆	◆	◆	◆
Inference/conclusion			●	●	●	◆	◆	◆	◆	◆
Main idea			●	●	●	◆	◆	◆	◆	◆
Vocabulary in context			●	●	●	◆	◆	◆	◆	◆

Electronics Unit 2

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Electrons to Electricity					●	●	●	◆	◆	◆
Magnetism					●	●	●	◆	◆	◆
Soldering					●	●	●	◆	◆	◆
Resistance					●	●	●	◆	◆	◆
Electromagnetism					●	●	●	◆	◆	◆
Electrical Safety					●	●	●	◆	◆	◆
Conductors and Insulators					●	●	●	◆	◆	◆
Electronic Hand					●	●	●	◆	◆	◆
Basic Skills in Electronics					●	●	●	◆	◆	◆
Resistors and Color Codes					●	●	●	◆	◆	◆
Electronic School Supplies					●	●	●	◆	◆	◆
Electronic Shopping					●	●	●	◆	◆	◆
Series and Parallel Circuits					●	●	●	◆	◆	◆
The First Battery					●	●	●	◆	◆	◆
Scientific Notion					●	●	●	◆	◆	◆
Electrical Wires					●	●	●	◆	◆	◆
Skills										
Details					●	●	●	◆	◆	◆
Inference/conclusion					●	●	●	◆	◆	◆
Main idea					●	●	●	◆	◆	◆
Vocabulary in context					●	●	●	◆	◆	◆

Workplace Solution

Electronics Unit 3

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
The Field of Electronics							●	●	●	◆
A Technician's Skills							●	●	●	◆
Wiring for the Future							●	●	●	◆
VCRs							●	●	●	◆
Telecommunications							●	●	●	◆
Broadcast Communications							●	●	●	◆
Portable Phones							●	●	●	◆
Automobile Computers							●	●	●	◆
Interactive Voice Response							●	●	●	◆
The World Wide Web							●	●	●	◆
Evolution of Computers							●	●	●	◆
Electronic Components							●	●	●	◆
Digital Watches							●	●	●	◆
Acronyms in Electronics							●	●	●	◆
Transformers							●	●	●	◆
Integrated Circuits							●	●	●	◆
Skills										
Details							●	●	●	◆
Inference/conclusion							●	●	●	◆
Main idea							●	●	●	◆
Vocabulary in context							●	●	●	◆

Food Services Unit 1

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Ice Cream			●	●	●	◆	◆	◆	◆	◆
Rats			●	●	●	◆	◆	◆	◆	◆
Following a Recipe			●	●	●	◆	◆	◆	◆	◆
Short-Order Cooks			●	●	●	◆	◆	◆	◆	◆
Making Bread			●	●	●	◆	◆	◆	◆	◆
Bakeries			●	●	●	◆	◆	◆	◆	◆
Kiwi Fruit			●	●	●	◆	◆	◆	◆	◆
Food Service Units			●	●	●	◆	◆	◆	◆	◆
The Importance of Food			●	●	●	◆	◆	◆	◆	◆
Please Pass the Salt			●	●	●	◆	◆	◆	◆	◆
Fat in Food			●	●	●	◆	◆	◆	◆	◆
Eggs			●	●	●	◆	◆	◆	◆	◆
Making Cheese			●	●	●	◆	◆	◆	◆	◆
Milk			●	●	●	◆	◆	◆	◆	◆
Tea			●	●	●	◆	◆	◆	◆	◆
Chewing Gum			●	●	●	◆	◆	◆	◆	◆

Workplace Solution

Food Services Unit 1 (continued)

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Skills										
Details			●	●	●	◆	◆	◆	◆	◆
Inference/conclusion			●	●	●	◆	◆	◆	◆	◆
Main idea			●	●	●	◆	◆	◆	◆	◆
Vocabulary in context			●	●	●	◆	◆	◆	◆	◆

Food Services Unit 2

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Food Laws					●	●	●	◆	◆	◆
Dishwashers					●	●	●	◆	◆	◆
Safety First					●	●	●	◆	◆	◆
Canning and Preserving					●	●	●	◆	◆	◆
Advertising Sample					●	●	●	◆	◆	◆
All About Potatoes					●	●	●	◆	◆	◆
Help Wanted					●	●	●	◆	◆	◆
Salads					●	●	●	◆	◆	◆
Special-Order Cakes					●	●	●	◆	◆	◆
You Are What You Eat					●	●	●	◆	◆	◆
Frozen Bakery Products					●	●	●	◆	◆	◆
Food Taboos					●	●	●	◆	◆	◆
Food Spoilage					●	●	●	◆	◆	◆
Baking the Dietetic Way					●	●	●	◆	◆	◆
Coffee					●	●	●	◆	◆	◆
Chocolate					●	●	●	◆	◆	◆
Skills										
Details					●	●	●	◆	◆	◆
Inference/conclusion					●	●	●	◆	◆	◆
Main idea					●	●	●	◆	◆	◆
Vocabulary in context					●	●	●	◆	◆	◆

Food Services Unit 3

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
A Gourmet Sandwich							●	●	●	◆
Product Labeling							●	●	●	◆
Neatness Counts							●	●	●	◆
Cheese Lovers, Take Heart							●	●	●	◆
The Restaurant Manager							●	●	●	◆

Workplace Solution

Food Services Unit 3 (continued)

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics (continued)										
Career Opportunities							●	●	●	◆
Eating Out the Healthy Way							●	●	●	◆
Food Poisoning							●	●	●	◆
Do You Want to Be a Chef?							●	●	●	◆
Planning for Profit							●	●	●	◆
What's on the Menu?							●	●	●	◆
Setting Standards							●	●	●	◆
The Chef's Uniform							●	●	●	◆
Caffeine							●	●	●	◆
Chemicals in Food							●	●	●	◆
Pineapples							●	●	●	◆
Skills										
Details							●	●	●	◆
Inference/conclusion							●	●	●	◆
Main idea							●	●	●	◆
Vocabulary in context							●	●	●	◆

Health Care Unit 1

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Home Health Care Aides			●	●	●	◆	◆	◆	◆	◆
Over-the-Counter Drugs			●	●	●	◆	◆	◆	◆	◆
First Aid			●	●	●	◆	◆	◆	◆	◆
First Job			●	●	●	◆	◆	◆	◆	◆
Feeding Helpless Patients			●	●	●	◆	◆	◆	◆	◆
Hospital Bed Making			●	●	●	◆	◆	◆	◆	◆
Pride in Appearance			●	●	●	◆	◆	◆	◆	◆
Crutches			●	●	●	◆	◆	◆	◆	◆
Shock			●	●	●	◆	◆	◆	◆	◆
Nurses			●	●	●	◆	◆	◆	◆	◆
Responsibilities of Aides			●	●	●	◆	◆	◆	◆	◆
Different Kinds of Burns			●	●	●	◆	◆	◆	◆	◆
Chicken Pox			●	●	●	◆	◆	◆	◆	◆
Florence Nightingale			●	●	●	◆	◆	◆	◆	◆
Aids			●	●	●	◆	◆	◆	◆	◆
Poison Ivy			●	●	●	◆	◆	◆	◆	◆
Skills										
Details			●	●	●	◆	◆	◆	◆	◆
Inference/conclusion			●	●	●	◆	◆	◆	◆	◆
Main idea			●	●	●	◆	◆	◆	◆	◆
Vocabulary in context			●	●	●	◆	◆	◆	◆	◆

Workplace Solution

Health Care Unit 2

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
The Housekeeping Staff					●	●	●	◆	◆	◆
Safety in Hospitals					●	●	●	◆	◆	◆
Job Ads					●	●	●	◆	◆	◆
Daily Hospital Routines					●	●	●	◆	◆	◆
Good Body Mechanics					●	●	●	◆	◆	◆
Health Care Workers					●	●	●	◆	◆	◆
Training to Be a Doctor					●	●	●	◆	◆	◆
CPR					●	●	●	◆	◆	◆
Giving a Shampoo					●	●	●	◆	◆	◆
Communicating					●	●	●	◆	◆	◆
Physical Therapy					●	●	●	◆	◆	◆
Diabetes					●	●	●	◆	◆	◆
Joseph Lister					●	●	●	◆	◆	◆
Specimens and Tests					●	●	●	◆	◆	◆
Children and Germs					●	●	●	◆	◆	◆
Premature Birth					●	●	●	◆	◆	◆
Skills										
Details					●	●	●	◆	◆	◆
Inference/conclusion					●	●	●	◆	◆	◆
Main idea					●	●	●	◆	◆	◆
Vocabulary in context					●	●	●	◆	◆	◆

Health Care Unit 3

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Topics										
Death and Dying							●	●	●	◆
Vital Signs							●	●	●	◆
Sniffing Inhalants							●	●	●	◆
Health Rip-offs							●	●	●	◆
Hand Washing							●	●	●	◆
Midwifery							●	●	●	◆
Safety Standards in Labs							●	●	●	◆
Interpersonal Skills							●	●	●	◆
Medical Assistants							●	●	●	◆
German Measles							●	●	●	◆
Dental Assistants							●	●	●	◆
Dietitians							●	●	●	◆
Laws About Health Care							●	●	●	◆
Smoking While Pregnant							●	●	●	◆
SIDS							●	●	●	◆
Medical Secretaries							●	●	●	◆

Workplace Solution

Health Care Unit 3 (continued)

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Skills										
Details							●	●	●	◆
Inference/conclusion							●	●	●	◆
Main idea							●	●	●	◆
Vocabulary in context							●	●	●	◆

Dilemma In The Workplace

Based on the SCANS competencies, this program offers realistic workplace scenarios and dialogue to help develop work ethics and decision making and problem solving.

Interest Level: 7.0-Adult

■ Recommended □ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Unit 1				■	■	■	□	□	□	□
Unit 2					■	■	□	□	□	□
Unit 3						■	■	□	□	□
Unit 4							■	■	□	□

Skills for all Units

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Awareness of dilemmas				●	●	●	●	●	◆	◆
Comprehension				●	●	●	●	●	◆	◆
Critical thinking skills				●	●	●	●	●	◆	◆
Decision-making				●	●	●	●	●	◆	◆
Vocabulary				●	●	●	●	●	◆	◆

Unit 1 Topics

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Reaching a conclusion based on facts				●	●	◆	◆	◆	◆	◆
Accepting appropriate responsibility				●	●	◆	◆	◆	◆	◆
Following directions and remaining alert				●	●	◆	◆	◆	◆	◆
Attitude on the job				●	●	◆	◆	◆	◆	◆

Unit 2 Topics

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Stealing					●	●	◆	◆	◆	◆
Child abuse and taking necessary action					●	●	◆	◆	◆	◆
Appropriate dress and appearance					●	●	◆	◆	◆	◆
Substance abuse					●	●	◆	◆	◆	◆

Workplace Solution

Unit 3 Topics

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Safety					●	●	◆	◆	◆	◆
Sexual harassment					●	●	◆	◆	◆	◆
Theft					●	●	◆	◆	◆	◆
Working with a difficult coworker					●	●	◆	◆	◆	◆

Unit 4 Topics

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Confrontation							●	●	◆	◆
Personal problems							●	●	◆	◆
Confidentiality							●	●	◆	◆
Job choice							●	●	◆	◆

Math In The Workplace Series

This series of interactive skills-development and tutorial programs is designed to motivate students by providing practical job-related mathematics activities..

Interest Level: 7.0-Adult

■ Recommended □ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Using Graphs, Charts, & Tables							■	■	■	□
Traditional & Metric Measuring							■	■	■	□
Working With Lines & Angles							■	■	■	□

Using Graphs, Charts, & Tables

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Choose the best type of graph to represent different situations							●	●	●	◆
Create graphs from tables of data							●	●	●	◆
Interpret and compare two sets of data from double bar and line graphs							●	●	●	◆
Read, interpret, and create various graphs							●	●	●	◆
Types of graphs: pictograph, bar, line, circle							●	●	●	◆

Measuring in Traditional and Metric Units

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Convert metric measurements into smaller or larger metric units							●	●	●	◆
Convert traditional measurements into smaller or larger traditional units							●	●	●	◆
Metric measurement units for capacity, weight, distance							●	●	●	◆
Metric prefixes and values							●	●	●	◆
Traditional measurement units for capacity, weight, distance							●	●	●	◆

Workplace Solution

Working With Lines and Angles

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Estimate the size of an angle							●	●	●	◆
Four types of angles: acute, obtuse, right, and straight							●	●	●	◆
Measure angles using a protractor							●	●	●	◆
Parallel and perpendicular lines: identify and define							●	●	●	◆
6 vocational areas							●	●	●	◆
Vocabulary: geometry terms							●	●	●	◆

Getting A Job/Keeping A Job

This program, available on videocassette or CD-ROM video, uses a game show format to introduce and develop important topics for job preparation and job retention. It's useful for both individual and whole class instruction.

Interest Level: 9.0-Adult



Recommended



Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Getting A Job										
Keeping A Job										

Getting A Job

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Appropriate clothing			●◆	●◆	●◆	●◆	●◆	●◆	●◆	●◆
Being punctual			●◆	●◆	●◆	●◆	●◆	●◆	●◆	●◆
Bringing appropriate materials			●◆	●◆	●◆	●◆	●◆	●◆	●◆	●◆
Planning for childcare			●◆	●◆	●◆	●◆	●◆	●◆	●◆	●◆
Completing an application correctly			●◆	●◆	●◆	●◆	●◆	●◆	●◆	●◆
Designing a resume			●◆	●◆	●◆	●◆	●◆	●◆	●◆	●◆
Conduct during an interview			●◆	●◆	●◆	●◆	●◆	●◆	●◆	●◆
Writing a follow-up letter			●◆	●◆	●◆	●◆	●◆	●◆	●◆	●◆

Keeping A Job

● Recommended ◆ Review & Reinforcement

Literacy Level	PP-1.5	1.5-2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10-12/Adult
Being punctual			●◆	●◆	●◆	●◆	●◆	●◆	●◆	●◆
Honesty, responsibility, discipline, attitude, communication, and organization			●◆	●◆	●◆	●◆	●◆	●◆	●◆	●◆
Following company policy			●◆	●◆	●◆	●◆	●◆	●◆	●◆	●◆
Taking pride in your work			●◆	●◆	●◆	●◆	●◆	●◆	●◆	●◆



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