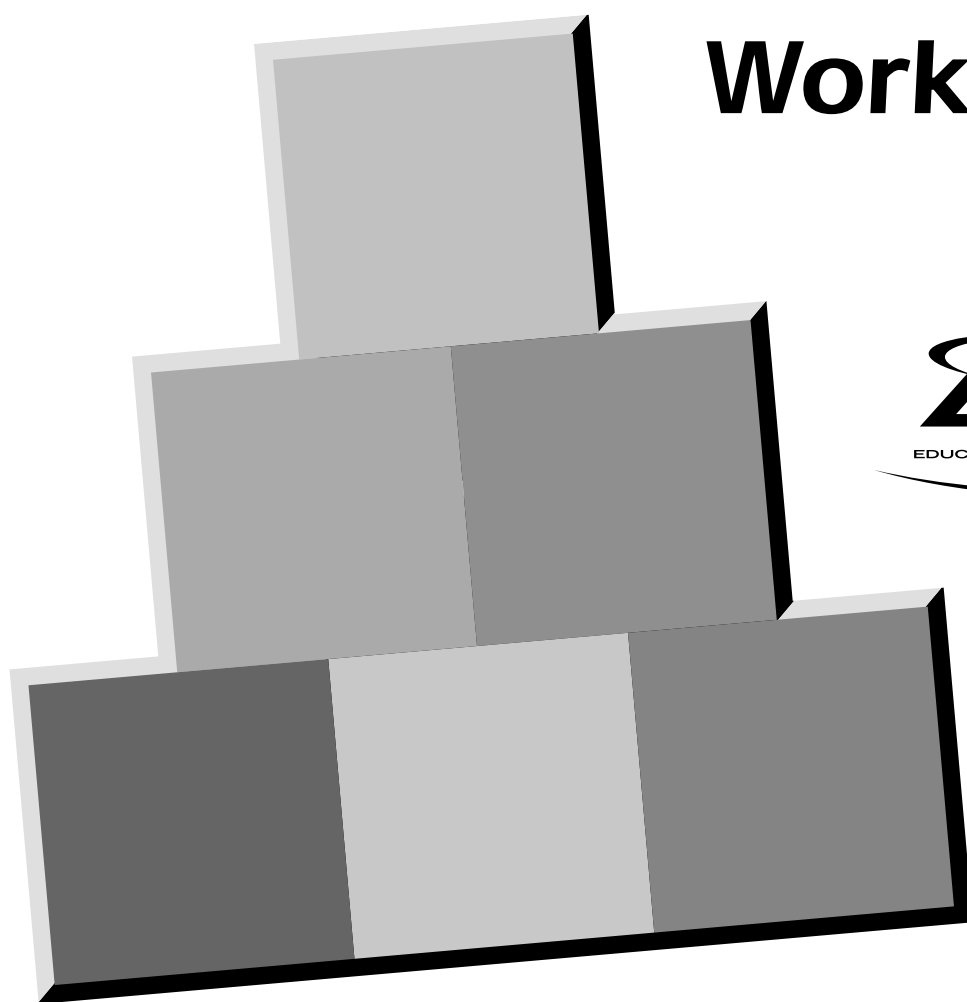


Real Software Solutions For Middle School Through Adult

REAL ACHIEVEMENT SOLUTIONS

Workplace



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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The Real Achievement Workplace Solution

The Workplace Solution is a package of nine effective software programs that address a range of applied learning and content area objectives. Together, these programs provide a unique solution for students who lack mastery of the skills necessary to be successful in a workplace environment.

The programs include:

- Reading In The Workplace: Automotive
- Reading In The Workplace: Clerical
- Reading In The Workplace: Construction
- Reading In The Workplace: Electronics
- Reading In The Workplace: Food Service
- Reading In The Workplace: Health Care
- Dilemma In The Workplace
- Math In The Workplace Series
- Getting & Keeping A Job

With the Workplace Solution you get a coordinated system of instructional software programs that provides a strong foundation for job skills, content literacy, decision making, work ethics, contextual vocabulary and applied reading and math skills.

Together, the programs in the Workplace Solution address SCANS competencies, which identify the skills people need to succeed in the world of work, as well as develop higher order thinking skills. The Workplace Solution also helps learners gain and apply fundamental skills in reading, mathematics, and problem solving.

These software programs help educators infuse into their curriculum a variety of instructional experiences to help make learning meaningful. These functional context applications promote efficiency of instruction as well as foster the school to career connection.

Scope & Sequence

A brief description and scope and sequence for each software program in the Workplace Solution follows. Complete descriptions may be found in the teacher's guide for individual programs.

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			●	●	●	◆	◆	◆	◆	◆

Scope & Sequence

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							●	●	●	◆

Scope & Sequence

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					●	●	●	◆	◆	◆

Scope & Sequence

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							●	●	●	◆

Scope & Sequence

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					●	●	●	◆	◆	◆

Scope & Sequence

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			●	●	●	♦	♦	♦	♦	♦

Scope & Sequence

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					●	●	●	◆	◆	◆

Scope & Sequence

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			●	●	●	◆	◆	◆	◆	◆

Scope & Sequence

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							●	●	●	◆

Scope & Sequence

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			●	●	●	◆	◆	◆	◆	◆

Scope & Sequence

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							●	●	●	◆

Scope & Sequence

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					●	●	◆	◆	◆	◆

Scope & Sequence

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							●	●	●	◆

Scope & Sequence

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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