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Publishers of Relevant - Meaningful - Informative Curriculums for Students of All Ages

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Life Skills / Character Education - Online Virtual Education
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EDUCATION FOR THE NATION

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THE OFFICIAL LIFE SKILLS PUBLISHER

Life Skills Curriculum®
A MULTIMEDIA CURRICULUM

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Included with purchase:

- BOOKS
  - Interactive lessons with audio, colors & graphics

- CD-ROMS
  - Includes thinking and communication skills

Teacher’s Guides - Lesson Plans

LIFE SKILLS = SUCCESS IN LIFE

A REAL LIFE SKILLS CURRICULUM

A Curriculum that Equips Students with the Knowledge & Skills to Set Goals for Themselves and Make Better Personal Choices

THIS CURRICULUM CONTAINS DUPLICATABLE BOOKS AND CD-ROMS
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COST-EFFECTIVENESS – UNLIMITED DUPLICATION

UNLIMITED DUPLICATION is allowed AT THE PURCHASING SITE BUT NO OTHER SITE, after purchase. The students can keep copies of any book or portion of a book that is important to their future success. Additional books are available at reduced prices. Please call 1-800-255-9085 for more information.

Visit us at www.philliproy.com, e-mail us at info@philliproy.com or call 1-800-255-9085
THE Life Skills Curriculum®
A DUPLICATABLE MULTIMEDIA CURRICULUM

Included with purchase:
BOOKS - CD-ROMS
TEACHER’S GUIDES - LESSON PLANS - PRE/POST-TESTS

THE LIFE SKILLS CURRICULUM INCLUDE THE FOLLOWING TITLES
WHAT STUDENTS NEED AND WANT TO KNOW

EMPLOYABILITY TITLES (CLE) Duplicatable Books & CD-ROMs.................$425.00
Earning Money Now Losing a Job Silent Evaluation
Fired, Laid Off, Resigned Loyalty - To Whom? Successful Work Attitudes
First Weeks of Work Personal Pay Records Suppose I Do Something Wrong
How to Get and Hold a Job Productivity, Advancement & Raises The Interview
I’ve Been Fired Quitting a Job Unemployment
Job Information Second Job You Can Get the Job
Job Safety Self-Concept and Work You Have a Job! Now What?

SOCIAL SKILLS TITLES (CLSS) Duplicatable Books & CD-ROMs.............$425.00
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Decision Making Peer Pressure Self-Control
Group Rules and Roles Persuasion Sickness, Then Death
Important/Critical Situations Planned Ignoring Social Awareness
Interpersonal Relationships Problem Solving Social Risk Taking
Loneliness Responding Behaviors Values Clarification
Negotiation Risk Taking Verbal Communication Skills

FINANCIAL MANAGEMENT TITLES (CLFM) Duplicatable Books & CD-ROMs..$375.00
Buying a Used Car Financing a Car Mail Order Problems
Comparative Shopping Getting Consumer Help Poor Credit Rating
Consumer Fraud How to Handle Money Reading Ads
Consumer Laws I Didn’t Get What I Paid For Warranty - Any Good?
Consumerism Insurance What Am I Worth?
Establishing Credit Interest

CONSUMERISM TITLES (CLC) Duplicatable Books & CD-ROMs...........$150.00
Advertising - Believe It? Phony Returns Quality vs. Quantity
Discontinued Merchandise Pilferage Sales - Are They For Real?
Food Prices Always Up - Why? Professional Fees - Too High? Understanding Labels
High Pressure Selling Sales

STUDENT ISSUES TITLES (CLSI) Duplicatable Books & CD-ROMs............$175.00
Arrest Involved In An Accident Reading A Map
Death Lost Driver’s License You and the Law
Discrimination My Apartment’s Been Robbed

77 INTERACTIVE CD-ROMS (CLCR) Duplicatable at Purchasing Site..................$ 750.00
77 DUPLICATABLE COMPANION BOOKS (CLDB) Duplicatable at Purchasing Site..$ 750.00

LIFE SKILLS COMPLETE CURRICULUM (CLCO)
Duplicatable and Networkable Books & CD-ROMs.......................$ 1,395.00

Online School Access Available - Please contact us for more information.

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ONLINE EDUCATION

QUALITY - AFFORDABLE

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Online School Curriculum Includes

77 Interactive Life Skills Lessons
Pre/Post Tests • Teacher’s Guides • Lesson Plans • Certificates of Achievement

The Phillip Roy, Inc. Online Life Skills education addresses and solves many of the issues involved in delivering an excellent, relevant, cost-effective, proven effective program.

$150.00 One-time School Registration Fee $10.00 Per Student Per Year

1. Who operates the school?
   Your school or organization is the operator of the school.

2. What does this mean?
   You assign students their passwords and lessons. You can also manage and oversee your students’ progress along with awarding them certificates of completion.

3. Where will I get the materials I need to run the school?
   The staff of Phillip Roy, Inc. will supply you with directions on how to manage your students from assigning passwords to awarding certificates of completion. In addition, they will provide you with the course material, including lesson plans, teacher’s guides, pre/post-tests, and other important information.

4. What will it cost to start my school?
   Phillip Roy, Inc. requires a one-time school registration fee of $150.00.

5. What does this fee include?
   This fee includes all of the lessons listed on the next page. The student’s family can also use this curriculum.

6. How many students do I need to start?
   You can enroll any number of students you wish. The fee is only $10.00 per student per year. We can invoice your school once a month for your additional students. New students can take the place of drop out students.

7. Do I need a computer?
   As this course material is delivered on the computer via the Internet, you should have a computer with Internet access available or your students should have access to a computer and the Internet.

8. Do I need a teacher for the school?
   You will receive instructions to teach in the form of lesson plans and teacher’s guides, however remember all of the materials can also be used independently. Your students can study and learn any place, any time they have access to a computer and the Internet. You as the administrator/teacher can check on your students’ progress via pre/post-tests online.

9. What is the student or school fee?
   Your only requirement is to pay Phillip Roy, Inc. (after your initial fee of $150.00) $10.00 per student per year.

10. Do you have books that also teach this curriculum?
    Phillip Roy, Inc. has books and CD-ROMs that accompany the online lessons to enable you to teach in a classroom and/or at a student’s residence. The books and CD-ROMs are not necessary, but they are available at a low price. See pages 2 and 3.

11. How long will it take a student to complete the course?
    It will depend on the time the student puts into the study, the student’s background, interest and ability. It also depends on any additional assignments you may want to give to the student.

12. How long has Phillip Roy, Inc. been in business?
    Phillip Roy, Inc. has been publishing educational materials since 1987.

13. How will this course benefit my students?
    It will help them live happy productive lives in their family, community and workplace.

14. How do I register and start my school?
    Just order the Phillip Roy, Inc. Online School for $150.00. After you pay your registration fee and student fee of $10.00 per student, Phillip Roy, Inc. will send you all the information and supplies you will need.

For answers to additional questions, call us at 1-800-255-9085

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ONLINE EDUCATION

Life Skills / Character Education Curriculum

THE LIFE SKILLS / CHARACTER EDUCATION CURRICULUM INCLUDES THE FOLLOWING TITLES:

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<td>You Have a Job! Now What?</td>
<td>Verbal Communication Skills</td>
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ALL 77 CURRICULUM TITLES INCLUDED

Pre/Post Tests ● Teacher’s Guides ● Lesson Plans ● Certificates of Achievement

USED IN

STATE CURRICULUMS - PRIVATE SCHOOLS - NON PROFITS - CHARTER SCHOOLS - FEDERAL & STATE AGENCIES

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One-time School Registration Fee (SRF).........$150.00
Student Fee Per Student Per Year (SF)............$10.00

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BASIC ACADEMICS
ADULT BASIC EDUCATION - REMEDIATION

A Quality, Cost-Effective, Basic Academic Curriculum
658 Lessons On A CD-ROM

Duplicatble and Networkable!

Cost-Effective

NEVER ANOTHER CHARGE

Compentency Levels: 2 - 9

Prescriptions for 1000 Students

Curriculum Contains

✓ Comprehensive Alignments to TABE & CASAS Objectives
✓ 658 Duplicatable Lessons
✓ Report Generator

✓ Management and Scoring System for 1,000 Students
✓ Teacher’s Guide
✓ Certificates of Achievement
✓ Record Keeping Log

Duplculatable and Networkable at Purchasing Site

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MATHEMATICS

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INDIVIDUAL PRESCRIPTIONS FOR 1000 STUDENTS - USE FOR IEPs

This program will help you develop an individual prescription for each student based on TABE or CASAS scores. This prescription can be included into individual instructional plans, used for daily lesson plans, used for student management, and used for IEPs.

MANAGEMENT SYSTEM INCLUDED IN THE CURRICULUM - PROVIDES ACCOUNTABILITY

The CD-ROM includes classroom management and student management features. The program is easy to teach as it allows you to either prescribe lessons for your students or have your students use the lessons independently. This program provides the accountability you need.

INCLUDES:

- 658 Lessons on a CD-ROM
- A Management System
- A Prescription Program aligned with TABE, CASAS and State Standards
- Duplicatble and networkable for no extra charge at the purchasing site, but no other sites.

BASIC ACADEMIC CURRICULUM (BAC).......................... $350.00

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This curriculum corresponds to the Basic Skills Sequential CD-ROM Curriculum found on page 7. These materials can easily be adapted to different student levels and abilities. The lessons can be used as warm-up activities, review exercises, independent study, supplemental materials, and advanced study.

For each component the following are included:
- Teacher’s Guide
- Record Keeping Log
- Activity Sheets
- Answer Key & Explanations
- Duplicatable Lessons

DUPLICATABLE AT PURCHASING SITE
Competency Levels 2-9
This Curriculum Has 516 Lessons
Covering the Following Areas:

READING & LANGUAGE ARTS

BUILDING YOUR VOCABULARY (BBSBV) 37 LESSONS
UNDERSTANDING WHAT YOU READ (BBSR) 43 LESSONS
DEVELOPING YOUR READING POWER (BBR) 70 LESSONS
IMPROVING YOUR STUDY SKILLS (BBS) 79 LESSONS
SPELLING RULES & PRINCIPLES (BBSS) 60 LESSONS
REVIEW TOPICS IN ENGLISH (BBSE) 34 LESSONS

READING & LANGUAGE ARTS (RLA) 323 PRINT LESSONS ..................................................$ 350.00

MATHEMATICS

MATH FACTS (BBSMF) 51 LESSONS
INTERMEDIATE MATHEMATICS (BBSIM) 64 LESSONS
BASIC MATH (BBSBM) 78 LESSONS

MATHEMATICS (BBM) 193 PRINT LESSONS .............................................................................$ 200.00

DUPLICATABLE AT PURCHASING SITE

BECOMING A BETTER STUDENT CURRICULUM (BBS9) 516 LESSONS.$495.00

*SPECIAL OFFER*
Basic Academics Curriculum (658 Lessons on CD-ROM) on page 6. 350.00
Becoming a Better Student (516 Print Lessons) .......................................................... + 495.00
Regular Price .......................................................... 845.00

COMBINATION SPECIAL OFFER PRICE (CSCCBS)
1174 Lessons.............................................................................................. $750.00
HOW TO GET AND KEEP A JOB

IMPORTANT SKILLS THAT MUST BE LEARNED

NETWORKABLE INTERACTIVE CD-ROMS
DUPPLICATABLE COMPANION BOOKS

How to Get and Keep a Job consists of interactive CD-ROMs and companion books. This curriculum takes your students from job seekers to job holders. Basic employability skills must be acquired to enter the workforce. Students must learn that appropriate interpersonal relationships are a must in keeping a job. This curriculum relates to their uncertainties and gives them the confidence and knowledge needed to succeed. Pre/Post-tests assure accountability.

WHAT IS INCLUDED?
Interactive CD-ROM programs with companion books and online access includes: SOUND, GRAPHICS, Glossary of Terms, Pre/Post-Tests, Instructional Activities, Teacher’s Guide, Lesson Plans, Management and Record Keeping System, FREE DUPLICATION and NETWORKING at Purchasing Site, Aligned to CASAS, and Certificates of Achievement.

HOW TO GET AND KEEP A JOB

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HOW TO GET AND KEEP A JOB - 31 BOOKS (GKJB)............................................................................$300.00
HOW TO GET AND KEEP A JOB - 31 CD-ROMs(GKJC)......................................................................$300.00
HOW TO GET AND KEEP A JOB - 31 BOOKS & 31 CD-ROMS (GKJBC)...$550.00

EMPLOYABILITY SKILLS

Duplicatable Books

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Employability Skills (ESB) 19 Duplicatable Books..............................................................$195.00

PERSONAL CONSUMERISM

Duplicatable Books

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<td>Consumer Laws</td>
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Personal Consumerism (PCB) 21 Duplicatable Books..........................................................$195.00
This curriculum has been written to help ALL of your students learn the competencies and goals needed for work maturity and pre-employment. These competencies include:

**Pre-Employment Skills**
- Career Decision Making
- Job Applications
- Business Letter
- Labor Market Information
- Interviewing
- Resumes

**Work Maturity Skills**
- Punctuality/Attendance
- Positive Attitude/Behavior
- Appearance
- Interpersonal Relationships
- Completing Tasks

All of your students want to learn, but they have different abilities. This curriculum addresses this problem by having **three** levels of competency materials. Your students will learn on their own level.

Each of the **three** levels contains materials and information to meet competencies and goals for work maturity and pre-employment; however, the materials for each of the three levels differ in reading level, complexity, and format.

The format and difficulty of the materials advances with each level to accommodate the abilities of the students. **Audio CDs** are included in Level I and Level II to help students understand the information in each book as they develop their reading skills.

Since education is a life-long process, all the materials are duplicatable after purchase.

**This program is ideal for use in** Workforce Investment Act (WIA) Programs, Re-entry programs, Welfare to Work (WtW) Programs, One-Stop Programs, Youth Training Programs, School to Work Programs, YOCs, IEPs, and other employment/self-sufficiency programs.

**Accountability is provided by use of pre/post-tests and skills sheets.**

* **HOW THE CURRICULUM WORKS** *

  **This is a spiraling curriculum**

**Level tests and prescriptions** are provided to determine the strengths and weaknesses of your students’ knowledge and skills. The tests give you information as to what level to begin instruction along with a **prescription** to remediate your students’ weaknesses and to reinforce your students’ strengths.

Use this **unique** program for all your students. Everyone will have the same program but will use different levels. Success is assured as they progress both in knowledge and advance to higher levels.

An **answer key**, along with a **scoring grid**, is provided so that you can easily develop an individual program for each student. This saves time along with increasing your students’ chances for success.

Each book contains **pre/post-test** materials so your students can work individually. The **pre/post-tests** can be used as guides for your students to monitor their progress throughout the curriculum. Using this curriculum your students can progress at their own speed and achieve success as they master each skill.

A **teacher’s guide** is provided which explains how to use the **level tests** and the **scoring grid** to develop **prescriptions for remediation**. **Lesson plans** are provided for each book along with suggestions for different ways that the materials in the curriculum can be used. Materials come in a self-contained carrying case. **Certificates of Achievement** are also included.

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Developmental Skills For Special Education and Low Functioning Students

ENCYCLOPEDIA OF BASIC EMPLOYMENT AND DAILY LIVING SKILLS™

A Reference Encyclopedia That Includes:

- 6 curriculums covering 80 subjects with 541 lessons
- Objectives, Instructional Strategies, Assessment Tasks
- PERFECT FOR SCHOOL REFERENCE
- IDEAL FOR IEP’s
- A NEEDED TEACHER’S REFERENCE
- Duplicatable At Your School
- Developed by a large Public School District

*** Competitive Employment ***
12 subjects and 132 lessons

Competitive Employment prepares the student for competitive employment in the community setting. The student will be able to enter the job market, get a job and keep the job.

<table>
<thead>
<tr>
<th>Automotive Services (11 lessons)</th>
<th>Furniture Refinishing (4 lessons)</th>
<th>Laundry Services (12 lessons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Trades (5 lessons)</td>
<td>Homemaker Services (11 lessons)</td>
<td>Office Skills (9 lessons)</td>
</tr>
<tr>
<td>Building Maintenance (21 lessons)</td>
<td>Horticulture (9 lessons)</td>
<td>Outdoor Maintenance (11 lessons)</td>
</tr>
<tr>
<td>Food Services (5 lessons)</td>
<td>Hotel Housekeeping (15 lessons)</td>
<td>Warehousing (4 lessons)</td>
</tr>
</tbody>
</table>

*** Sheltered Employment ***
14 subjects and 81 lessons

Sheltered Employment teaches job skills to the student in need of individual or group supervision. These competencies will aid the student in becoming a productive participant in society. The student will become proficient in performing a variety of jobs.

<table>
<thead>
<tr>
<th>Assembly (3 lessons)</th>
<th>Grounds Maintenance (9 lessons)</th>
<th>Sealing (5 lessons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bagging (4 lessons)</td>
<td>Horticulture/Greenhouse (7 lessons)</td>
<td>Sorting (3 lessons)</td>
</tr>
<tr>
<td>Building Maintenance (21 lessons)</td>
<td>Inserting &amp; Folding (4 lessons)</td>
<td>Stacking (3 lessons)</td>
</tr>
<tr>
<td>Collating (5 lessons)</td>
<td>Labeling (3 lessons)</td>
<td>Stapling &amp; Paper Clipping (7 lessons)</td>
</tr>
<tr>
<td>Cutting (4 lessons)</td>
<td>Packaging (3 lessons)</td>
<td></td>
</tr>
</tbody>
</table>

*** Work Adjustment ***
14 subjects and 65 lessons

Work Adjustment teaches the student how to: respond to authority and supervision; correctly interact with peers and co-workers; and develop good work habits, behaviors and attitudes. These are the skills critical for getting and keeping a job.

<table>
<thead>
<tr>
<th>Adaptability (3 lessons)</th>
<th>Inappropriate Behavior (3 lessons)</th>
<th>Sexuality (6 lessons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attitudes (5 lessons)</td>
<td>Independence (5 lessons)</td>
<td>Social Interaction (5 lessons)</td>
</tr>
<tr>
<td>Communications (6 lessons)</td>
<td>Punctuality (5 lessons)</td>
<td>Work: Quality (5 lessons)</td>
</tr>
<tr>
<td>Compliance (3 lessons)</td>
<td>Respect (4 lessons)</td>
<td>Work: Quantity (2 lessons)</td>
</tr>
<tr>
<td>Concentration (8 lessons)</td>
<td>Safety (5 lessons)</td>
<td></td>
</tr>
</tbody>
</table>
Developmental Skills For Special Education and Low Functioning Students

*** Skills for Independence ***

Skills for Independence are the competencies required to lead an independent life. The student may need assistance, but by having daily living knowledge the student will become a vital member of the community.

<table>
<thead>
<tr>
<th>Appearance (6 lessons)</th>
<th>Money (8 lessons)</th>
<th>Telephone Use (7 lessons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing (11 lessons)</td>
<td>Paycheck (4 lessons)</td>
<td>Time (8 lessons)</td>
</tr>
<tr>
<td>Community Resources (5 lessons)</td>
<td>Personal Care (6 lessons)</td>
<td>Travel: Bus (6 lessons)</td>
</tr>
<tr>
<td>Emergency Situations (3 lessons)</td>
<td>Personal Information (2 lessons)</td>
<td>Travel: Car (4 lessons)</td>
</tr>
<tr>
<td>Food Preparation (9 lessons)</td>
<td>Reading (6 lessons)</td>
<td>Travel: Neighborhood (5 lessons)</td>
</tr>
<tr>
<td>Health (6 lessons)</td>
<td>Safety in the Community (6 lessons)</td>
<td>Travel: Prerequisites (5 lessons)</td>
</tr>
<tr>
<td>Interviewing (8 lessons)</td>
<td>Safety in the Home (7 lessons)</td>
<td>Travel: School (4 lessons)</td>
</tr>
<tr>
<td>Legal Right/Responsibilities (3 lessons)</td>
<td>Safety in the School (6 lessons)</td>
<td>Travel: Subway (6 lessons)</td>
</tr>
</tbody>
</table>

*** Basic Skills ***

Basic Skills are those skills that can be applied across many life situations. They serve as a foundation for competitive employment, sheltered employment, and independent living. Learning these skills empowers a student to function with independence in their community.

<table>
<thead>
<tr>
<th>Bathroom Care (8 lessons)</th>
<th>Kitchen Care (13 lessons)</th>
<th>Moving Objects (4 lessons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concepts (10 lessons)</td>
<td>Laundry Skills (6 lessons)</td>
<td>Sorting (5 lessons)</td>
</tr>
<tr>
<td>Floor Care (8 lessons)</td>
<td>Light Housework (11 lessons)</td>
<td>Tool Use (18 lessons)</td>
</tr>
<tr>
<td>Heavy Cleaning (7 lessons)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** Leisure Time ***

Leisure Time skills enrich the student’s life by increasing the student’s options for personal pleasure and enjoyment. The focus of these lessons is to have the student become aware of a wide range of leisure time activities that can be done throughout life.

<table>
<thead>
<tr>
<th>Active Activities (8 lessons)</th>
<th>Crafts, Hobbies, Games (5 lessons)</th>
<th>Passive Activities (5 lessons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Activities (7 lessons)</td>
<td>Lunch &amp; Break Time (4 lessons)</td>
<td>Personal Business (3 lessons)</td>
</tr>
</tbody>
</table>

Reasons to Purchase This Encyclopedia:

- It was developed by a major school system using research based, proven effective, best practices.
- Includes complete basic skills, pre-vocational, independent living, and transition to community living curriculum.
- Ideal for teaching in individual classrooms, workshops, independent living centers, rehabilitation centers and community centers.
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- Assessments for accountability.
- Flexible sequencing.
- Subjects that students need and want to learn.
- Record logs for accountability.
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Personal Data

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How to Write Checks  
What Are You Worth?

Checking Account Deposits  
Installment Loans

Credit Card  
Insurance

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#### JOB SKILLS

<table>
<thead>
<tr>
<th>Personal Skills for Life</th>
<th>Financial Skills</th>
<th>People Skills</th>
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</thead>
<tbody>
<tr>
<td>Advertising, Believe It?</td>
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<td>Cooperation in Groups</td>
<td>Death</td>
<td>Loyalty – To Whom?</td>
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<td>Double-Dipping – A Second Job</td>
<td>Mail Order Problems</td>
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<td>Featherbedding</td>
<td>Fired, Laid Off, Resigned</td>
<td>Negotiation</td>
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<tr>
<td>Food Prices Always Up – Why?</td>
<td>Group Rules and Roles</td>
<td>Peer Pressure</td>
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<td>High Pressure Selling</td>
<td>I Didn’t Get What I Paid For</td>
<td>Persuasion</td>
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<tr>
<td>I’ve Been Fired</td>
<td>Important/Critical Situations</td>
<td>Phony Returns</td>
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<td>Interpersonal Relationships</td>
<td>Involved in an Accident</td>
<td>Poor Credit Rating</td>
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<td>Professional Fees – Too High?</td>
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<td></td>
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<td>Quality vs. Quantity</td>
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#### FINANCIAL SKILLS

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<th>Job Applications</th>
<th>Preparing for &amp; Securing Employment</th>
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<td>Buying Wisely</td>
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<td>Comparative Shopping</td>
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<td>Comparison Shopping</td>
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<td>Consumer Laws</td>
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<td>Consumerism</td>
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<td>Credit</td>
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<td>Credit Laws</td>
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<td>How to Handle Money</td>
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<td>Income and Budgeting</td>
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<tr>
<td>Financial Planning</td>
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<td>Interest</td>
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<td>Financing a Car</td>
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<td>Personal Data</td>
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<tr>
<td>Forms and Applications</td>
<td>Getting Consumer Help</td>
<td>Reading Ads</td>
</tr>
<tr>
<td>Getting Consumer Help</td>
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<td>What Are You Worth?</td>
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</tbody>
</table>

#### PERSONAL KNOWLEDGE SKILLS

<table>
<thead>
<tr>
<th>Advertising</th>
<th>Credit Laws</th>
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</tr>
</thead>
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<tr>
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<td>Decision Making</td>
<td>Income and Budgeting</td>
</tr>
<tr>
<td>Bank Statements</td>
<td>Financial Planning</td>
<td>Interest</td>
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<tr>
<td>Building a Good Self-Concept</td>
<td>Financing a Car</td>
<td>Personal Data</td>
</tr>
<tr>
<td>Buyer’s Rights</td>
<td>Forms and Applications</td>
<td>Reading Ads</td>
</tr>
<tr>
<td>Checking Account Deposits</td>
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<tr>
<td>Consumer Fraud</td>
<td>Insurance</td>
<td>The Comparative Shopper</td>
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<td>Credit Card</td>
<td>Interviews</td>
<td>Understanding Labels</td>
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<td>Decision Making</td>
<td>Legal Documents</td>
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<tr>
<td>Emergencies</td>
<td>Money</td>
<td>What You Should Know About Insurance</td>
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<td>Establishing Credit</td>
<td>My Legal Rights</td>
<td>You and the Law</td>
</tr>
<tr>
<td>Finding a Job</td>
<td>On Your Own</td>
<td>Your Checking Account Balance</td>
</tr>
<tr>
<td>Finding an Apartment</td>
<td>Opening a Checking Account</td>
<td>You Have a Job! Now What?</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>MATHEMATICS</th>
<th>LANGUAGE ARTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addition</td>
<td>Complete Sentences</td>
</tr>
<tr>
<td>Subtraction</td>
<td>Punctuation</td>
</tr>
<tr>
<td>Multiplication</td>
<td>Capitalization</td>
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<tr>
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<td>Addressing an Envelope</td>
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<tr>
<td>Decimals</td>
<td>READING</td>
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<tr>
<td><strong>APPLIED MATHEMATICS I</strong></td>
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<td>Fractions</td>
<td>Context Clues</td>
</tr>
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<td>Mixed Numbers</td>
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</tr>
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<td>Percents</td>
<td>Main Ideas and Details</td>
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<tr>
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<tr>
<td>Measurement</td>
<td>Reading for Information</td>
</tr>
<tr>
<td>Tables, Charts &amp; Graphs</td>
<td></td>
</tr>
</tbody>
</table>

THE APPLIED VOCATIONAL ACADEMIC CURRICULUM (V.A.C.) CONTAINS SPECIFIC EXAMPLES AND SITUATIONS INTEGRATING ACADEMIC KNOWLEDGE INTO VOCATIONAL TRADES

Program Includes

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<table>
<thead>
<tr>
<th>Auto Mechanics &amp; Body Repair (VACA)</th>
<th>Office Clerical/Technology (VACO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$95.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>Child Care Trade (VACC)</td>
<td>Painting/Paperhanging (VACPR)</td>
</tr>
<tr>
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<tr>
<td>Construction (VACT)</td>
<td>Plumbing (VACPL)</td>
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<tr>
<td>Cosmetology (VACCS)</td>
<td>Printing/Photocopying (VACPP)</td>
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<tr>
<td>Electronics (VACE)</td>
<td>Salesperson (Retail) (VACS)</td>
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<tr>
<td>Food Service (VACF)</td>
<td>Small-Engine Repair (VACSM)</td>
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<tr>
<td>$95.00</td>
<td>$95.00</td>
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<td>Upholstery (VACY)</td>
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<td>$95.00</td>
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</tbody>
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</tr>
</thead>
<tbody>
<tr>
<td>Words of Basic Engines</td>
<td>Words of Basic Engine Parts</td>
</tr>
<tr>
<td>Words of Electrical Systems</td>
<td>Words of Chassis Parts</td>
</tr>
<tr>
<td>Words of Automotive Shop &amp; Safety</td>
<td>Words of Tools and Equipment</td>
</tr>
<tr>
<td>Mechanics Entry-Level Words (PRVVMCH - 6 books)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Food Service Entry-Level Words (PRVFDS - 5 books)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Welding Entry-Level Words (PRVWLD - 3 books)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Clerical/Office Entry-Level Words (PRVVCLO - 3 books)</td>
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</tr>
<tr>
<td>Construction Trades</td>
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<td>Child Care</td>
<td>$20.00</td>
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<tr>
<td>Vocational Books (VSB)</td>
<td>$495.00</td>
</tr>
<tr>
<td>Vocational Combination Price</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

Each vocation has its own vocabulary of terms. Your students should know these words before starting work.
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Student Issues

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2. The Answer Sheet for the Final Exam
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The grading system is:
A – 100 – 90
B – 89 – 80
C – 79 – 70
D – 69 – 60
F – 59 – Below
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- Adult Basic Competencies
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  - Applied Mathematics
  - Applied Reading
  - Personal Consumerism
  - Employability and Life Skills
  - Financial Management
    - Self-Esteem
    - Job Skills
  - Critical Thinking
  - Study Skills
  - Social Skills
  - Conflict Resolution

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