

## High School Functional Skills Second Nine Weeks Pacing Guide

Teaching functional skills is on-going. As such, the objectives below should be introduced and worked on as needed through-out the year.

Functional Skills Courses	Abbreviations
CS - Comprehensive Communication Skills	Comm.
PE - Comprehensive Adaptive PE 9-12	PE
Eng. - Comprehensive English	Eng.
Eng. 9-12 - Comprehensive English 9-12	Eng. 9-12
IL - Comprehensive Independent Living Skills	IL
Comprehensive Math 9-12	Math 9-12
Comprehensive Reading	Read.
Comprehensive Recreation and Leisure	Rec.
Comprehensive Science	Sci.
Comprehensive Social Studies	SS
School Sponsored Enterprise 9-12	SSE 9-12

### **NEW** Problem Solving/Critical Thinking Toolkits:

(Problem Solving) [https://pki.nebraska.edu/studentinfo/simp/mentoring\\_guide/SODAS%20Text.pdf](https://pki.nebraska.edu/studentinfo/simp/mentoring_guide/SODAS%20Text.pdf)

(Critical Thinking) <http://www.bloomstaxonomy.org/Blooms%20Taxonomy%20questions.pdf>

### Curriculums:

- Adaptive Living Skills (ALSC)
  - Personal Living Skills (PLS)
  - Home Living Skills (HLS)
  - Community Living Skills (CLS)
  - Employment Skills (ES)
- Functional Independence Skills Handbook (FISH)
- Brigrance Transition Skills Activities
- Brigrance Transition Skills Inventory (BTSI)
- Brigrance Comprehensive Inventory of Basic Skills II Mathematics (BCIBS II)

**Assessments: Used in high school**

- Career/Interest
- Coin Careers: Learning Understanding Exploring (CLUE)
- Preference
- Pre-Vocational 2
- Pre-Vocational 3
- Brigance Transition Skills Inventory (BTSI)
- Functional Independence Skills Handbook (FISH)
- Check List of Adaptive Living Skills

## Independent Living-Personal Living Skills

### 1.1 SOCIALIZATION

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>1.1 Socialization</b>	<b>To Respond to Others</b>	Following directions	ALSC 1.1.25, p.30,	IL, REC., Read SSE 9-12, SS, Math	<b>2<sup>ND</sup> 9 WEEKS</b>
		Responding to Others	FISH -SOC 1, p. 325, SOC 2, p.326, SOC 9, p. 333	IL, REC., Read SSE 9-12, SS, Math	
		Responding to Personal Data Questions	Brigance Transition Skills Inventory – B-1, pp. 40-43	Reading, Comm, IL,Eng, SS,SSE 9-12	
	<b>To Attend to Objects in the Environment</b>	Works Independently for 5 minutes	FISH-COG 12, p.220	Comm, Eng,IL, Math, Read, Rec., Sci., SS, SSE 9-12	
	<b>To Initiate interactions with Others</b>	Reaching Out to Familiar People	ALSC 1.1.9, p. 14, FISH-SOC 4-5, pp.328-329	IL, REC., Read SSE 9-12, SS, Math	
		Choosing People with Whom to Interact	ALSC 1.1.14, p.19	IL, REC., Read Math SSE 9-12, SS,	
		Asking questions	ALSC 1.1.15, p.20	IL, REC., Read SSE 9-12, SS, Math	
		Joining others in an activity	ALSC 1.1.21, p.26,	IL, REC., Read SSE 9-12, SS, Math	
		Asking for help or information	ALSC 1.1.24, p.29	IL, REC., Read SSE 9-12, SS, Math	
	<b>To Use Appropriate Social Manners</b>	Speaking Clearly	ALSC 1.1.18,p.23	IL, REC., Read SSE 9-12,Comm	
		Taking Turns in an activity	ALSC 1.1.19, p.24	IL, REC., Read SSE 9-12	
		Obeying Rules	ALSC 1.1.22, p.27	IL, REC., Read SSE 9-12, Math, Comm	
		Staying on the topic of conversation	ALSC 1.1.26, p. 32	IL, REC., Read SSE 9-12, Math, Comm	
		Complimenting Others	ALSC 1.1.30, p.36	IL, REC., Read SSE 9-12,Comm	
		Speaking In Turn	ALSC 1.1.31, p. 38	IL, REC., Read SSE 9-12, Math, Comm	

	<b>To Use Appropriate Social Manners</b>	Display Good Social Skills	FISH-AFF 9, p.203	IL, REC., Read SSE 9-12, Math, Comm	<b>2<sup>ND</sup> 9 WEEKS</b>
		Is Cooperative	FISH-AFF 11, p.205	IL, REC., Read SSE 9-12, Math, Comm	
		Shake Hands as Appropriate	FISH-SOC 44, p. 366	IL, REC., Read SSE 9-12, , Comm, Math	

## 1.2 EATING

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>1.2 Eating</b>	<b>To Develop Basic Eating Skills</b>	Eating crisp foods	ALSC 1.2.6,p.49	Read, Eng., IL, Comm, SS,	<b>2<sup>ND</sup> 9 WEEKS</b>
		Swallowing liquids from a cup	ALSC 1.2.7,p.50	Read, Eng., IL, Comm, SS,	
		Chewing and swallowing solid foods	ALSC 1.2.11,p.56	Read, Eng., IL, Comm, SS,	
		Licking ice cream from a cone	ALSC 1.2.12, pp.57-58	Read, Eng., IL, Comm, SS,	
		Eating hand-held foods	ALSC 1.2.14,p.60	Read, Eng., IL, Comm, SS,	
		Removing wrappers from food	ALSC 1.2.19,p.67	Read, Eng., IL, Comm, SS,	
		Testing hot foods or liquids before eating or drinking them	ALSC 1.2.22, pp.71-72	Read, Eng., IL, Comm, SS,	
		Recognize & Read w/fluency Fast Food-Functional Words	Edmark Reading Program –Fast Food/Restaurant Words-Functional Words Series	Read, Eng., IL, Comm, SS,	
	<b>To Use Utensils for Eating</b>	Filling a water glass from a faucet	ALSC 1.1.19, p.67	IL, Rec, Read, SSE 9-12	
		Drinking from a bottle	ALSC 1.2.21, pp.69-70	IL, Rec, Read, SSE 9-12	
	<b>To Display Acceptable Table Manners</b>	Using a Napkin	ALSC 1.2.29,p.79	IL, Rec, Read, Comm, Eng	
		Asking for food to be passed	ALSC 1.2.33,p.84	IL, Rec, Read, Comm, Eng	

<b>1.2 Eating</b>	<b>To Display Acceptable Table Manners</b>	Read and Comprehend Food Preparation Words	Brigance Transition I – 7, p.269, Brigance Life Skills, F-7, p.104	Math, IL, Rec, Read, SS, SCI, PE, SSE 9-12	<b>2<sup>ND</sup> 9 WEEKS</b>
		Read and Comprehend Basic Recipe Directions	Brigance Transition I – 8, p.272, Brigance Life Skills, F-8, p.103	Math, IL, Rec, Read, SS, SCI, PE, SSE 9-12	

### 1.4 TOILETING

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>1.4 Toileting</b>	<b>To Establish Independent Toileting Habits</b>	Indicating discomfort with a toileting accident	ALSC 1.4.3, p.149	Comm., IL,	<b>2<sup>ND</sup> 9 WEEKS</b>
		Communicating a need for toileting assistance	ALSC 1.4.7, p.155	Comm., IL	
	<b>To Follow Bathroom Routines</b>	Pulling down clothing before toileting	ALSC 1.4.1,p.147	IL,Comm	
		Voiding when sitting on the toilet	ALSC 1.4.2., p.148	IL, Comm	
		Flushing the toilet	ALSC 1.4.9, p.158	IL, Comm	
		Adjusting clothing after toileting	ALSC 1.4.13,p. 164	IL, SSE 9-12, Comm	
		Using pants with a fly (males)	ALSC 1.4.16, p.168	IL, SSE 9-12	
		Bath Entire Body & Shower	FISH-ADT 71-71, pp.109-110	IL, Comm, PE	
Personal Clothing Sizes	Brigance Transition Skills Inventory, J-1, p.290	IL, Comm, , SSE 9-12, Read, Eng,SS			

### 1.5 DRESSING

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>1.5 Dressing</b>	<b>To Put on Clothing Items</b>	Putting on a hat or cap	ALSC 1.5.7, p. 181	IL, Eng, Read	<b>2<sup>ND</sup> 9 WEEKS</b>
		Putting on socks	ALSC 1.5.13, p.188, FISH-ADT 57, p. 95	IL, COMM, Read	
		Pulling on clothes over the head	ALSC 1.5.14, p.189	IL, COMM,	
		Putting on mittens or gloves	ALSC 1.5.17,p.192	IL, COMM, Read	
		Putting shoes on the correct feet	ALSC 1.5.18, p. 193, FISH-ADT 55, p. 93	IL, COMM, Read	
		Putting on a dress or full slip (females)	ALSC 1.5.19, p.194	IL, COMM, Read	
		Putting on a Bra (female)	ALSC 1.5.45, pp.229-230	IL, COMM, Read	
Put on Elastic Waist Pants	FISH-ADT 51, p. 89	IL, Read, COMM			

<b>1.5 Dressing</b>	<b>To Manipulate Fasteners</b>	Pulling apart Velcro fasteners on shoes	ALSC 1.5.5, p. 179	IL, REC., PE, Comm	<b>2<sup>ND</sup> 9 WEEKS</b>
		Unzipping a nonseparating zipper	ALSC 1.5.15, p.190	IL, REC., PE, Comm	
		Zippering a nonseparating zipper	ALSC 1.5.16, p.191	IL, REC., PE, Comm	
		Unzipping a separating zipper	ALSC 1.5.21, p. 197	IL, REC., PE, Comm	
		Unfastening buttons or snaps on clothing	ALSC 1.5.22, pp.198-199	IL, REC., PE, Comm	
		Buttoning or snapping clothing	ALSC 1.5.24, p.202	IL, REC., PE, Comm	
		Zippering a separating zipper	ALSC 1.5.31, p.211	IL, REC., PE, Comm	
	<b>To Select Clothing</b>	Choosing clothes for specific circumstances	ALSC 1.5.36, p. 217	IL, COMM, Read, Rec, SSE 9-12	
		Coordination an outfit	ALSC 1.5.47, pp.232-233, FISH-ADT 60, p.98	IL, COMM, Read, Rec, SSE 9-12,	
		Read Clothing Labels	Brigance Life Skills Inventory, G-2, p.116, Brigance Transition Skills Inventory, J-2, p.295	IL, COMM, Read, Rec, SSE 9-1	
		Personal Clothing Sizes	Brigance Transition Skills Inventory, J-1, p.290	IL, Comm, , SSE 9-12, Read, Eng,SS	

## 1.6 HEALTH CARE

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>1.6 Health Care</b>	<b>To Take Medications</b>	Swallowing Liquid Medicines	ALSC 1.6.1, p.244,	Comm., IL, Eng, Read., PE, SCI,	<b>2<sup>ND</sup> 9 WEEKS</b>
		Swallowing A Pill Or capsule	ALSC 1.6.2, p.245	Comm., IL, Eng, Read., PE, SCI	
		Taking own Medicines	ALSC 1.6.8, p.252	Comm., IL, Eng, Read., PE, SCI	
		Storing Medicine	ALSC 1.6.16, pp.264-265	Comm., IL, Eng, Read., PE, SCI	
		Taking medicine as directed	ALSC 1.6.18, p. 267	Comm., IL, Eng, Read., PE, SCI	
		Getting a prescription filled or refilled	ALSC 1.6.30, p.285	Comm., IL, Eng, Read., PE, SCI	

<b>1.6 Health Care</b>	<b>To Take Medications</b>	Know Emergency Telephone Use	<b>FISH-ADT</b> 142, p.181	Comm., IL, Eng, Read., PE, SCI	<b>2<sup>ND</sup> 9 WEEKS</b>
	<b>To Prevent Illness by Establishing Good Health Habits</b>	Following a specific diet	<b>ALSC</b> 1.6.19, pp.268-269	Math, IL, SCU, Read, Eng, PE, Comm	

### 1.7 SEXUALITY

<b>Unit</b>	<b>Goal</b>	<b>Objectives</b>	<b>Curriculum/Resources</b>	<b>FS/AFS Courses</b>	<b>Time Frame</b>
<b>1.7 Sexuality</b>	<b>To Understand one's body and its Function</b>	Identifying males and females	<b>ALSC</b> 1.7.1, pp.310-311	PE,Read, Comm.,IL, Sci	<b>2<sup>ND</sup> 9 WEEKS</b>
	<b>To Respond Appropriately In Social/Sexual Situation</b>	Undressing in privacy	<b>ALSC</b> 1.7.2,p.312	PE,Read, Comm.,IL, Sci	
		Masturbating on in private	<b>ALSC</b> 1.7.3,p.313	PE,Read, Comm.,IL, Sci	
		Obtaining Counseling	<b>ALSC</b> 1.7.10,p.325	PE,Read, Comm.,IL, Sci	

## Independent Living-Home Living Skills

### 2.2 MEAL PLANNING

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>2.2 Meal Planning</b>	<b>To prepare food items for cooking</b>	Cutting or chopping food	ALSC-HLS 2.2.33, p. 88 FISH-ADT 14, p. 52; FISH-SOC 38, p. 362 FISH-VOC 56, p. 452	IL/ Sci./Read. Rec.	<b>2<sup>ND</sup> 9 WEEKS</b>
		Peeling fruits or vegetables	ALSC-HLS 2.2.36, p. 91	IL/ Sci./Read. Rec.	
	<b>To cook foods using different procedures</b>	Stirring food as it cooks	ALSC-HLS 2.2.31, p. 86	IL/ Sci./Read. Rec.	
		Baking food in an oven	ALSC-HLS 2.2.38, p. 93	IL/ Sci./Read. Rec.	
		Boiling food	ALSC-HLS 2.2.44, p. 102 & 103; FISH-VOC 60, p.456	IL/ Sci./Read. Rec.	
		Frying food	ALSC-HLS 2.2.49, p. 108 & 109; FISH-VOC 61, p. 457	IL/ Sci./Read. Rec.	
		Broiling food	ALSC-HLS 2.2.50, p. 110	IL/ Sci./Read. Rec.	
		Using a food thermometer	ALSC-HLS 2.2.54, p. 114 & 115	IL/ Sci./Read. Math	
	<b>To operate kitchen appliances and equipment</b>	Using a potholder	ALSC-HLS 2.2.19, p. 71 & 72	IL/ Sci./Read.	
		Setting the oven temperature	ALSC-HLS 2.2.41, p. 97	IL/ Sci./Read. Math	
		Adjusting a stove burner	ALSC-HLS 2.2.42, p. 98; FISH-VOC 52, p. 448	IL/ Sci./Read.	
	<b>To follow recipes and directions in preparing foods</b>	Mixing ingredients with a spoon	ALSC-HLS 2.26, p. 58 FISH-ADT 11, p. 49; FISH-ADT 3 - 5, p. 41 - 43 FISH-SEN 11 - 13, p. 297 - 299; FISH-VOC 54, p. 450	IL/ Sci./Read. Math	
		Measuring Ingredient	ASLC-HLS 2.2.40, p. 95 & 96; BCIBS-II Q-12 & 13, p. 610 – 611; FISH-VOC 53, p. 449	IL/ Sci./Read. Math	
		Mixing food with a mixer or blender	ALSC-HLS 2.2.43, p. 100 & 101	IL/ Sci./Read.	
	<b>To serve a meal</b>	Setting the table	ALSC-HLS 2.2.11, p. 63; FISH-ADT 23, p. 61	IL	



<b>2.2 Meal Planning</b>	<b>To serve a meal</b>	Serving food	ALSC-HLS 2.2.20, p. 73; FISH-ADT 20, p. 58 FISH-ADT 21-22, p.59 & 60, FISH-ADT 40, P. 78	IL	<b>2<sup>ND</sup> 9 WEEKS</b>
		Placing food in serving dishes	ALSC-HLS 2.2.34, p. 89	IL	
		Putting hot dishes in trivet	ALSC-HLS 2.2.37, p. 92; FISH-ADT 50, p.88	IL	
		Using left overs	ALSC-HLS 2.2.51, p. 111	IL	
		Planning a Complete Meal	ALSC-HL 2.2.52, p. 112; BTSI I-7, p. 269	IL/Sci./Read.	
		Preparing a Complete Meal	ALSC-HLS 2.2.53, p. 113; BTSI I-10, p. 278, FISH ADT 25, p. 63 FISH-ADT 26, p. 64; BTSI I-1 – I-4, p. 251-261	IL/Sci./Read.	
		Planning a weekly meal	ALSC-HLS 2.2.55, p. 116	IL/Sci./Read.	
	<b>To clean a kitchen after a meal</b>	Putting the silverware away	ALSC-HLS 2.2.9, p. 61	IL	
		Storing leftovers	ALSC-HLS 2.2.29, p. 84	IL	
		Using a garbage disposal	ALSC-HLS 2.2.45, p. 104, FISH-SOC 7 p. 331	IL/ Sci.	

### 1.3, 1.5, 2.1 CLOTHING

<b>Unit</b>	<b>Goal</b>	<b>Objectives</b>	<b>Curriculum/Resources</b>	<b>FS/AFS Courses</b>	<b>Time Frame</b>
<b>1.3, 1.5, 2.1 Clothing</b> (Refer to Grooming for section 1.3)	<b>To dress with assistance</b>	Cooperating with assistance in dressing	ALSC-PLS 1.5.1, p. 174 &175; FISH-SOC 2, p. 326 FISH-COG 1, p. 209	Comm./IL/	<b>2<sup>ND</sup> 9 WEEKS</b>
	<b>To remove clothing items</b>	Taking off a hat	ALSC-PLS 1.5.2, p. 176; FISH-ADT 62, p. 100 FISH-SEN 12, p. 298	IL	
		Taking off socks	ALSC-PLC 1.5.3, p. 177; FISH-ADT 44, p. 82	IL	
		Taking off mittens or gloves	ALSC-PLC 1.5.4, p. 178, FISH-ADT 50, p. 88	IL	
		Taking off clothes with an elastic waistband	ALSC-PLC 1.5.6, p. 180; FISH-ADT 41, p. 79	IL	
		Removing clothing over the head	ALSC-PLC 1.5.10, p. 185; FISH-ADT 42, p. 80	IL	
		Taking off laced shoes	ALSC-PLC 1.5.11, p. 186; FISH-ADT 43, p. 81	IL	
		Taking off boots	ALSC-PLC 1.5.23, p. 200 & 201	IL	
		Taking off pantyhose (female)	ALSC-PLC 1.5.28, p. 207 & 208	IL	
	Unfastening and taking off a bra (female)	ALSC-PLC 1.5.41, p.225; FISH-ADT 47, p. 85 FISH-ADT 49, p.87	IL		
<b>To put on clothing items</b>	Putting on a hat or cap	ALSC-PLC 1.5.7, p. 181; FISH-ADT 62, p. 100	IL		
	Pulling on and taking off slip-on footwear	ALSC-PLC 1.5.8, p. 182; FISH-ADT 43, p. 81	IL		

<b>1.3, 1.5, 2.1 Clothing</b> (Refer to Grooming for section 1.3)	<b>To put on clothing          items</b>	Putting on clothes with an elastic waistband	ALSC-PLC 1.5.9, p. 183; FISH-ADT 51, p. 89	IL	<b>2<sup>ND</sup> 9 WEEKS</b>
		Putting on and fastening shoes with Velcro straps	ALSC-PLC 1.5.12, p.187	IL	
		Putting on clothes over the head	ALSC-PLC 1.5.14, p. 189, FISH-ADT 52, p. 90	IL	
		Putting on mittens or gloves	ALSC-PLC 1.5.17, p. 192, FISH-ADT 63, p. 101	IL	
		Putting on dress or full slip (female)	ALSC-PLC 1.5.19, p. 194 & 195; FISH-ADT-52, p. 90	IL	
		Putting on a one piece outfit	ALSC-PLC 1.5.29, p. 209	IL	
		Putting on boots	ALSC-PLC 1.5.30, p. 210		
		Putting on pantyhose (female)	ALSC-PLC 1.5.39, p. 222 & 223	IL	
		Putting on an athletic supporter (male)	ALSC-PLC 1.5.43, p. 227	IL	
		Putting on a bra (female)	ALSC-PLC 1.5.45, p. 229 & 230; FISH-ADT 56, p. 94	IL	
		Taking off a clip-on tie	ALSC-PLC 1.5.27, p. 206	IL	
		Opening and closing an umbrella	ALSC-PLC 1.5.37, p. 218 & 219	IL	
		Putting on and taking off a watch or jewelry	ALSC-PLC 1.5.38, p. 220 & 221	IL	
		Putting on a clip-on tie	ALSC-PLC 1.5.40, p. 224	IL	
	Untying and taking off a necktie or scarf	ALSC-PLC 1.5.42, p. 226	IL		
	Tying a necktie (male)	ALSC-PLC 1.5.51, p. 238	IL		
	<b>To manipulate          fasteners</b>	Pulling apart Velcro fasteners on shoes	ALSC-PLC 1.5.5, p. 179	IL	
		Unzipping a non-separating zipper	ALSC-PLC 1.5.15, p. 190	IL	
		Zippering a non-separating zipper	ALSC-PLC 1.1.16, p. 191	IL	
		Unzipping a separating zipper	ALSC-PLC 1.5.21, p. 197	IL	
		Unfastening buttons or snaps on clothing	ALSC-PLC 1.5.22, p. 198 & 199; FISH-ADT 45, p. 83 FISH-ADT 53, p. 91	IL	
		Buttoning or snapping clothing	ALSC-PLC 1.5.24, p. 202; FISH-ADT 45, p. 83 FISH-ADT 53, p. 91	IL	
		Zippering a separating zipper	ALSC-PLC 1.5.31, p. 211	IL	
		Opening and closing a safety pin	ALSC-PLC 1.5.44, p. 228	IL	
		Unfastening clothing in the back	ALSC-PLC 1.5.49, p. 235 & 236	IL	
	<b>To select clothing          items</b>	Choosing clothes for weather conditions	ALSC-PLC 1.5.35, p. 216; FISH-COG 74, p. 282	IL	
		Choosing clothes for specific circumstances	ALSC-PLC 1.5.36, p. 217	IL	
Coordinating an outfit		ALSC-PLC 1.5.47, p. 232 & 233, FISH-ADT 59, p. 97 FISH-ADT 60, p. 98	IL		
Choosing a fashionable outfit		ALSC-PLC 1.5.48, p. 234	IL		
Choosing clothes for a trip		ALSC-PLC 1.5.50, p. 237	IL		
Shopping for Clothes		Brigance Transition Skills Activities, p. 139-146	IL		

<b>1.3, 1.5, 2.1 Clothing</b> (Refer to Grooming for section 1.3)	<b>To store clothing          properly</b>	Storing footwear	ALSC-HLS 2.1.2, p. 6; FISH-ADT 139, p. 199	IL	<b>2<sup>ND</sup> 9 WEEKS</b>
		Hanging clothes on hangers	ALSC-HLS 2.1.3, p. 7 & 8; FISH ADT 110, p. 148 FISH ADT 111, p. 149	IL	
		Folding clean laundry	ALSC-HLS 2.1.4, p. 9; FISH ADT 108, p. 146 FISH-VOC 40, p. 436; FISH-VOC 41, p. 437	IL	
		Storing clean clothes	ALSC-HLS 2.1.5, p. 10; FISH ADT 109, p. 147 FISH-VOC 42, p. 438	IL	
		Storing out-of-season clothes	ALSC-HLS 2.1.14, p. 24	IL	
	<b>To perform laundry          tasks</b>	Placing dirty clothing in a hamper	ALSC-HLS 2.1.1, p. 5, FISH ADT 112, p. 150	IL	
		Washing clothes at a scheduled time	ALSC-HLS 2.1.9, p. 16	IL	
		Operating a washer	ALSC-HLS 2.1.10, p. 17 & 18; FISH-ADT 114, p. 152 FISH- ADT 115, p. 153	IL/ Read	
		Operating a dryer	ALSC-HLS 2.1.11, p. 19 & 20; FISH- ADT 116, p. 116	IL/Read	
		Hanging clothes on a line	ALSC-HLS 2.1.12, p. 21 & 22	IL	
		Brushing off dirt, lint, or pet hair	ALSC-HLS 2.1.13, p. 23	IL	
		Drying leather items	ALSC-HLS 2.1.15, p. 25	IL	
		Separating washable and non- washable clothes	ALSC-HLS 2.1.17, p. 28; BTSI J-2, p. 293 FISH -ADT 113, p. 151	IL/Read	
		Using coin-operated washers and dryers	ALSC-HLS 2.1.18, p. 29 & 30; FISH-ADT 144, p. 183	IL/Read	
		Removing stains	ALSC-HLS 2.1.20, p. 33 & 34	IL	
		Arranging to have clothes dry-cleaned	ALSC-HLS 2.1.22, p. 37 & 38	IL/Read	
		Washing clothes by hand	ALSC-HLS 2.1.23, p. 39	IL/Read	
		<b>To make minor          repairs to clothing</b>	Discarding clothes that cannot be repaired	ALSC-HLS 2.1.6, p. 11 & 12	
	Replacing shoelaces		ALSC-HLS 2.1.7, p. 13 & 14; FISH-ADT 139, p. 177 FISH-SEN 32, p. 318	IL	
	Removing loose threads or tags		ALSC-HLS 2.1.8, p. 15	IL	
	Polishing shoes		ALSC-HLS 2.1.16, p. 26 & 27	IL	
	Arranging to have shoes repaired		ALSC-HLS 2.1.21, p. 35 & 36	IL	
	Sewing on a button		ALSC-HLS 2.1.24, p. 40 & 41	IL	
	Arranging to have clothes repaired		ALSC-HLS 2.1.25, p. 42 & 43	IL	
	Mending minors tears by hand		ALSC-HLS 2.1.26, p. 44	IL	
	Mending tears with a sewing machine		ALSC-HLS 2.1.27, p. 45 & 46	IL	
	Hemming clothes		ALSC-HLS 2.1.28, p. 47 & 48	IL	
Taking Care of Clothing	Brigance Transition Skills Activities, p. 147-155	IL			

**2.3, 2.4, 2.5, 2.6 HOUSING/HOME CLEANING AND ORGANIZATION**

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>2.3, 2.4, 2.5, 2.6 Housing/Home Cleaning and Organization</b>	<b>To perform spontaneous cleaning tasks</b>	Putting away household items	ALSC-HLS 2.3.3, p. 123	IL/Sci.	<b>2<sup>ND</sup> 9 WEEKS</b>
		Replacing dirty dishcloths and dishtowels	ALSC-HLS 2.3.26, p. 151	IL/Sci.	
		Cleaning the laundry area	ALSC-HLS 2.3.34, p. 160	IL/Sci.	
	<b>To establish daily/weekly routines</b>	Cleaning appliances	ALSC-HLS 2.3.28, p. 154	IL/Sci.	
		Cleaning windows and mirrors	ALSC-HLS 2.3.31, p. 157	IL/Sci.	
		Scrubbing sinks, bathtubs, or showers	ALSC-HLS 2.3.32, p. 158; FISH-ADT 125, p. 163	IL/Sci.	
		Recycling paper, cans, and glass	ALSC-HLS 2.3.36, p. 162	IL/Sci./SS.	
		Mopping floors	ALSC-HLS 2.3.38, p. 164; FISH-ADT 121, p. 159 FISH-VOC 47, p. 443	IL/Sci.	
		Waxing floors	ALSC-HLS 2.3.44, p. 171 & 172	IL/Sci.	
		<b>To complete extensive cleaning activities</b>	Cleaning and organizing cupboards and cabinets	ALSC-HLS 2.3.23, p. 148	
	<b>To prevent falling and slipping on obstacles</b>	Wiping up a spill	ALSC-HLS 2.5.13, p. 238; FISH-ADT 120, p. 158	IL	
	<b>To handle sharp objects in a safe manner</b>	Carrying breakable objects	ALSC-HLS. 2.5.6, p. 231	IL/Read	
		Carrying sharp objects	ALSC-HLS. 2.5.11, p. 236	IL	
		Using a knife	ALSC-HLS. 2.5.19, p. 245	IL	
	<b>To prevent injury when cooking</b>	Turning off a stove and oven	ALSC-HLS 2.5.16, p. 242	IL/Sci./Math	
		Picking up hot pans and dishes	ALSC-HLS 2.5.17, p. 243	IL	
		Cooking on stove-top burners	ALSC-HLS 2.5.20, p. 246	IL/Sci./Math	
		Uncovering hot food	ALSC-HLS 2.5.30, p. 256	IL	
		Moving flammable objects away from stove tops	ALSC-HLS 2.5.31, p. 257	IL	
		Dressing safely for cooking	ALSC-HLS 2.5.33, p. 259	IL	
		Putting pans on a stove	ALSC-HLS 2.5.35, p. 261	IL	
	<b>To prevent and respond to fire hazards</b>	Extinguishing a fire in a pan on the stove	ALSC-HLS 2.5.41, p. 267	IL/Read./Sci.	
		Extinguishing an oven fire	ALSC-HLS 2.5.42, p. 268	IL/Read./Sci.	
	<b>To engage in solitary activities</b>	Playing a stereo, tape player, or radio	ALSC-HLS 2.6.2, p. 276 & 277	IL/Comm./Read/Rec.	

### 3.4 MONEY MANAGEMENT AND SHOPPING

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>3.4 Money Management and Shopping</b>	<b>To Purchase goods or services</b>	Purchase the best buy	ALSC 3.4.21, p.172-173 Brigance Transition Skills Inventory p.351	Math, IL	<b>2<sup>ND</sup> 9 WEEKS</b>
		Pay the for an item that costs more than \$1	ALSC 3.4.22, p.174	Math, IL	
		Make a donation	ALSC 3.4.24, p.176-177	Math, IL, SS	
	<b>To Shop For Needed Items</b>	Pay for items at a cashier's counter	ALSC 3.4.2, p.149	Math, IL, Rec. Comm.	
		Put purchases away	ALSC 3.4.3, p.150	IL, Rec	
		Locate departments within a large store	ALSC 3.4.6, p.153	IL, Read, Rec	
		Carry purchased items	ALSC 3.4.8, p.155	IL, Rec	
		Request assistance from a salesperson	ALSC 3.4.10, p.157	IL, Comm, Rec	
		Place items in a shopping cart	ALSC 3.4.11, p.158	IL, Rec	
		Locate specialty stores	ALSC 3.4.13, p.161	IL, Rec	
		Select items in sealed packages	ALSC 3.4.15, p.164	IL, Rec	
		Select items at the best price	ALSC 3.4.23, p.175	IL, Math, Rec	
		Make a shopping list	ALSC 3.4.26, p.180	IL, Math, Read	
		Read Store Signs	Brigance Transition Skills Inventory, p 491-492, 498	Read, IL, Rec	
	Reads Grocery Words	Edmark-Grocery Words	Read, IL, Rec		
<b>To Shop For Clothing</b>	Select clothes for a specific occasion	ALSC 3.4.7, p.154 Brigance Transition Skills Inventory, p 296	IL, Rec		
	Select protective clothes for different weather conditions	ALSC 3.4.9, p.156	IL, Rec		
	Buys Clothing	Brigance Transition Skills Inventory, p 295	IL, Rec, Math		

### 1.4, 1.6 HEALTH

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>1.4 , 1.6 Health</b>	<b>To establish independent toileting habits</b>	Indicating discomfort with a toileting accident	ALSC-PLC 1.4.3, p. 149	IL/Sci./ comm.	<b>2<sup>ND</sup> 9 WEEKS</b>
		Communicating a need for toileting assistance	ALSC-PLC 1.4.7, p. 155	IL/Sci./Comm.	
	<b>To follow bathroom routines</b>	Pulling down clothing before toileting	ALSC-PLS 1.4.1, p. 147	IL/Sci.	
		Voiding when sitting on the toilet	ALSC-PLC 1.4.2, p. 148	IL/Sci.	
		Flushing the toilet	ALSC-PLC 1.4.9, p. 158	IL/Sci.	
		Standing to urinate (males)	ALSC-PLC 1.4.10, p. 159 & 160	IL/Sci.	
		Adjusting clothing after toileting	ALSC-PLC 1.4.13, p. 164 & 165	IL/Sci.	

<b>1.4 , 1.6 Health</b>	<b>To take medications</b>	Swallowing liquid medicines	ALSC-PLS 1.6.1, p. 244	IL/Sci./Read.	<b>2<sup>ND</sup> 9 WEEKS</b>
		Swallowing a pill of capsule	ALSC-PLC 1.6.2 , p. 245 & 246	IL/Sci./Read.	
		Taking own medicines	ALSC-PLC 1.6.8, p. 252	IL/Sci./Read.	
		Storing medicine	ALSC-PLC 1.6.16, p. 264 & 265	IL/Sci./Read.	
		Taking medicine as directed	ALSC-PLC 1.6.18, p. 267	IL/Sci./Read.	
		Getting a prescription filled or refilled	ALSC-PLC 1.6.30, p. 285 Brigance transition Skills Activities, p. 245-253	IL/Sci./Read. Comm.	
	<b>To prevent illness by establishing good health habits</b>	Following a specific diet	ALSC-PLC 1.6.19, p. 268 & 269	IL/Sci./Read./Comm.	

## Community Involvement

### 3.1 SOCIAL INTERACTION

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>3.1 Social Interaction</b>	<b>To Use Social Courtesies</b>	Greets people by name	ALSC 3.1.4, p.8	Comm, IL	<b>2<sup>ND</sup> 9 WEEKS</b>
		Shakes hands	ALSC 3.1.35, p. 51 FISH – SOC 44, p.366	Comm, IL	
		Look at someone who is speaking	ALSC 3.1.3, p.7 FISH-COG 1, p. 207	Comm, IL	
		Knocking before entering a room	ALSC 3.1.19, p. 26	Comm, IL	
		Offering to clean up after an accident	ALSC 3.1.16, p. 23	Comm, IL	
	<b>To Develop Interpersonal Skills</b>	Accepting Criticism	ALSC 3.1.20, p.27	Comm, IL	
		Respond to undue punishment/criticism	ALSC 3.1.32, p.46-47	Comm, IL	
		Criticizing others constructively	ALSC 3.1.43, p.62	Comm, IL	
		Accepting others ideas	ALSC 3.1.31, p.45	Comm, IL, SS	
		Settling differences of opinion	ALSC 3.1.39, p.56-57	Comm, IL	
		Self Advocacy/Disability awareness/Rights under IDEA and ADA			
	<b>Initiate and Respond to Social Interactions</b>	Ask others to join an activity	ALSC 3.1.12, p. 21	Comm	
		Volunteer for projects/activities	ALSC 3.1.22, p.30	Comm. IL. SS	

### 3.2 MOBILITY AND TRAVEL

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>3.2 Mobility and Travel</b>	<b>To Enter and Move Around Within Buildings</b>	Use escalator	ALSC 3.2.6, p.72	IL, Rec	<b>2<sup>ND</sup> 9 WEEKS</b>
		Open a lock with a key	ALSC 3.2.8, p. 75	IL, Rec	
		Unlock areas/items secured w/padlock	ALSC 3.2.18, p. 85-86	IL, Rec	
		Read lobby signs	Brigance Transition Skills Inventory, p 488-489,497 FISH – COG 58. P.264	IL, Rec, Eng, Read,	
	<b>To Move Around the community</b>	Cross the street safely	FISH –ADT 137, p.175	IL, Rec	
		Walk through crowded areas	ALSC 3.2.12, p. 79	IL, Rec	
		Find familiar locations	ALSC 3.2.10, p. 77	IL, Rec	

<b>3.2 Mobility and Travel</b>	<b>To Travel on Public Transportation</b>	Arranges to ride in a car-pool	ALSC 3.2.22, p.91	IL, Rec, Comm	<b>2<sup>ND</sup> 9 WEEKS</b>
		Research and access local bus services (ie.MATA, MATA Plus) and read bus schedule	Edugoodies.com, click on transition services www.matatransit.com	IL, Read	
		Take an assigned seat on a plane, train, bus	ALSC.3.2.14, p.81	IL, Rec	
		Ride a bus or train	ALSC 3.2.26, p. 95-96 Brigance Transition Skills Inventory, 438 Brigance Transition Skills Activities, p.279	IL, Rec	
		Chooses the correct bus/train	ALSC 3.2.19, p.87-88	IL, Rec	
		Arrives at bus/train stop on time	ALSC 3.2.16, p.83	IL, Rec	
		Get off bus/train at closest stop	ALSC 3.2.17, p 84	IL, Rec	
		Uses a bus/train transfer	ALSC 3.2.21, p.90	IL, Rec	

### 3.3 Time Management

<b>Unit</b>	<b>Goal</b>	<b>Objectives</b>	<b>Curriculum/Resources</b>	<b>FS/AFS Courses</b>	<b>Time Frame</b>
<b>3.3 TIME MANAGEMENT</b>	<b>Apply General Time Concepts</b>	Makes references to morning, afternoon, and evening	ALSC 3.3.3, p.113	Math, IL, Rec	<b>2<sup>ND</sup> 9 WEEKS</b>
		Makes reference to a.m. and p.m.	FISH – ADT 95, p.133 www.worldtimezone.com	Math, IL	
		Do a task now or later	ALSC 3.3.5, p.116	Math, IL, Rec	
		Identify the seasons of the year	FISH – COG 74, p.280	Math, IL, Read	
	<b>To Use a Calendar</b>	Use a calendar	FISH – COG 75. p.281 Brigance Transition Skills Inventory, S106-107	Math, IL, Rec	
		Names months of the year	FISH - ADT 105- 106, p.143-144 Edmark-Job/Work Words Series	Math, IL, Read, Eng	
		Records events on a calendar	ALSC 3.3.22, p.141-142	Math, IL, Read, Eng	
		Adapt to seasonal changes	ALSC 3.3.8, p. 120-121 FISH-COG 74, p.280	IL, Rec	
		Discard outdated/expired materials	ALSC 3.3.21, p.140	Math, IL, Eng Read, Rec	
		<b>To Tell Time</b>	Tells Time at various intervals on analog clock	ALSC 3.3.13, P. 127-129 FISH -ADT 96-100 , p.134-138	
	Tells time on a digital clock		FISH - ADT 101. p.139	Math, IL, Rec	



### 3.4 MONEY MANAGEMENT AND SHOPPING

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>3.4 Money Management and Shopping</b>	<b>To Purchase goods or services</b>	Identify coins and bills	FISH – ADT 144, p. 182; FISH – ADT 146, p.184	Math, IL	<b>2<sup>ND</sup> 9 WEEKS</b>
		State the value of coins and bills	FISH – ADT145, p. 183; ADT -147, p. 185	Math, IL	
		Sorts money by type and coin/bill	FISH –ADT 148, p. 186	Math, IL	
		Pay for an item equal in cost to a single coin	ALSC 3.4.1, p. 137-148	Math, IL	
		Pay for an item that costs less than \$1.00	ALSC 3.4.4, p.151	Math, IL	
		Pay for an item that costs more than \$1.00	ALSC 3.4.14, p.162-163	Math, IL	
		Pay the exact amount for an item that costs less than \$1.00	ALSC 3.4.16, p. 165-166 Brigance Transition Skills Activities, p.209	Math, IL	
		Count change from a purchase costing costs less than \$1.00	ALSC 3.4.17, p.167-168 Brigance Transition Skills Activities, p.206-207 FISH- ADT 149, p.187	Math, IL	
		Purchase a meal or snack	ALSC 3.4.20, p.171	Math, IL, Rec	
		Purchase the best buy	ALSC 3.4.21, p.172-173 Brigance Transition Skills Inventory p.351 Brigance Transition Skills Activities, p.198-199	Math, IL	
		Pay the exact amount for an item that costs more than \$1.00	ALSC 3.4.22, p.174	Math, IL	
		Make a donation	ALSC 3.4.24, p.176-177	Math, IL, SS	
		Purchase with coupons	ALSC 3.4.25, p.178-179 Brigance Transition Skills Activities, p.199	Math, IL, Read	
		Add sales tax to the purchase price	ALSC 3.4.44, p.202-203	Math, IL	
	<b>To Use Banking Services</b>	Cash a paycheck	ALSC 3.4.18, p.169	Math, IL	
	<b>To Budget Money</b>	Plan purchases within a budget	ALSC 3.4.27, p.181-182	Math, IL, Rec	
		Save money	ALSC 3.4.28, p.183	Math, IL	
		Borrow money from others	ALSC 3.4.30, p.185	Math, IL	
		Write a monthly budget	ALSC 3.4.32, p.188-189 Brigance Transition Skills Activities, p175-176, 187-194	Math, IL	
		Determine cost of recreational activities	ALSC 3.4.27, p. 181-182	Math, IL	
	<b>To Shop For Needed Items</b>	Pay for items at a cashier's counter	ALSC 3.4.2, p.149 FISH- COG 15, p. 221	Math, IL, Rec	
		Put purchases away	ALSC 3.4.3, p.150	IL, Rec	
		Locate departments within a large store	ALSC 3.4.6, p.153	IL, Read, Rec	
		Carry purchased items	ALSC 3.4.8, p.155	IL, Rec	
		Request assistance from a salesperson	ALSC 3.4.10, p.157	IL, Comm, Rec	
		Place items in a shopping cart	ALSC 3.4.11, p.158	IL, Rec	

<b>3.4 Money Management and Shopping</b>	<b>To Shop For Needed Items</b>	Select items at the best price	ALSC 3.4.23, p.175	IL, Math, Rec	<b>2<sup>ND</sup> 9 WEEKS</b>
		Make a shopping list	ALSC 3.4.26, p.180	IL, Math, Read	
		Read Store Signs	Brigance Transition Skills Inventory, p 491-492, 498	Read, IL, Rec	
		Reads Grocery Words	Edmark-Grocery Words	Read, IL, Rec	
	<b>To Understand Financial Documents</b>	Read and understand a pay/check stub	Brigance Transition Skills Activities, p.192	Math, IL, Read	
	<b>To Shop for Clothing</b>	Select protective clothes for different weather conditions	ALSC 3.4.9, p.156 Brigance Transaction Skills Activities p.141	IL, Rec	
		Select clothes of the correct size	ALSC 3.4.19, p.170 Brigance Transition Skills Inventory, p. 290-291	IL, Rec	

### 3.5 COMMUNITY SAFETY

<b>Unit</b>	<b>Goal</b>	<b>Objectives</b>	<b>Curriculum/Resources</b>	<b>FS/AFS Courses</b>	<b>Time Frame</b>
<b>3.5 Community Safety</b>	<b>To Provide Personal Information</b>	States/writes phone number and address (and other personal data)	ALSC 3.5.13, p.232-33 Brigance Transition Skills Inventory, p 40-43 Brigance Transition Skills Inventory, p54-56 Edmark- Job/Work Words Series FISH- ADT 102, p.140; ADT 133-134, p.171-172	Read, Eng, IL, SS	<b>2<sup>ND</sup> 9 WEEKS</b>
	<b>To Walk Safely in Traffic Areas</b>	Look out for traffic	ALSC 3.5.2, p.220	IL, Rec	
		Look both ways when crossing street	ALSC 3.5.7, p.225 FISH- ADT 137, p.175	IL, Rec	
		Cross streets at a corner	ALSC 3.5.3, p.221	IL, Rec	
		Cross street with a signal	ALSC 3.5.8, p.226-227	IL, Rec	
		Cross street at crosswalk	ALSC 3.5.9, p.228	IL, Rec	
	<b>To Get Help When a Problem Occurs</b>	Contact a neighbor	ALSC 3.5.21, p.245	Comm, IL, Rec	
	<b>To Avoid Harm from Strangers or Unfamiliar Situations</b>	Accepting Rides from familiar persons	ALSC 3.5.11, p.230	IL, Rec	
		Walk Away from Strangers	ALSC 3.5.23, p.247-248	IL, Rec	
		Sit near the driver on a bus	ALSC 3.5.29, p.255	IL, Rec	

### 3.6 COMMUNITY LEISURE

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame	
<b>3.6 Community Leisure</b>	<b>To Develop Leisure Habits</b>	Participate in a solitary activity	ALSC 3.6.10, p.276	IL, Rec	<b>2<sup>ND</sup> 9 WEEKS</b>	
		Choose various physical activities	ALSC 3.6.13, p.280-281 FISH SOC 30, p.352	IL, Rec, PE		
		Exercise weekly	ALSC 3.6.17, p.286	IL, Rec, PE		
	<b>To Develop Specific Recreational Skills</b>					
		Take photographs with a camera	ALSC 3.6.15, p.283-284	IL, Rec		
		Identify, define and use recreational facilities – zoo, gym, theater, park, etc.	Brigance Transition Skills Inventory, p. S458-460, 462 Brigance Activities, p 312 - 318	IL, Rec, Read		
	<b>To Develop Social Interaction</b>					
		Get together with friends	ALSC 3.6. , p.274	IL, Rec, Comm		

### 3.7 COMMUNITY PARTICIPATION

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>3.7 Community Participation</b>	<b>To Use Public Restrooms  To Eat in a Restaurant</b>	Read community Signs	Brigance Diagnostic Life Skills Inventory, p.L33-34 FISH – ADT 138, P.176	IL, Read, Rec, Eng	<b>2<sup>ND</sup> 9 WEEKS</b>
		Understand types of Restaurants	Brigance Transition Skills Activities, p.132	IL, Read, Rec, Eng	
		Use a beverage dispenser	ALSC 3.7.11, p.307	IL, Read, Rec, Eng	
		Order a beverage	ALSC 3.7.15, p.312	IL, Read, Rec, Eng	
		Select a fast-food meal	ALSC 3.7.16, p.313	IL, Read, Rec, Eng	
		Order from a menu	ALSC 3.7.26, p.324 FISH- SOC 38, p.360, ADT 34-35, p.72-73 Brigance Transition Skills Activities, p.134	IL, Read, Rec, Eng	
		Reads Restaurant signs	Brigance Transition Skills Inventory p. S468-469, 493 Brigance Activities, p. 131-132	IL, Read, Rec, Eng	
		Read Restaurant vocabulary words	Brigance Life Skills Inventory, p L99 – 100, 111, Brigance Transition Skills Inventory p. S264 – 265, Brigance Activities, p 134, Edmark – Fast Food/Restaurant Words	IL, Read, Rec, Eng	
		Practice restaurant manners	Brigance Transition Skills Activities, p.133, p.136 FISH - ADT 40, p.78	IL, Read, Rec, Eng	

<b>3.7 Community Participation</b>	<b>To Use Community Services</b>	Use a library	AFSC 3.7.24, p.322	SS, IL, Rec	<b>2<sup>ND</sup> 9 WEEKS</b>
		Identify features/services of a library (library card application, rules, etc. )	Brigance Transition Skills Inventory, p. S452-456 Brigance Transition Skills Activities, 304-310	SS, IL, Rec	
		Make an appointment	ALSC 3.7.53, p.357-358	SS, IL, Comm	
	<b>To Participate in Civic Activities</b>	Understand citizenship	Brigance Transition Skills Activities, p.319-323	SS, IL	
		Discuss current events	ALSC 3.7.31, p. 331	SS, IL	
		Vote in an election	ALSC 3.7.56, p.363-364 Brigance Activities, p 328-329	SS, IL	
		Understands voter registration , register to vote	Brigance Transition Skills Inventory p. S503 Brigance Transition Skills Activities, p. 326-328	SS, IL	
		Reads and understands basic vocabulary associated with an election ballot	Brigance Transition Skills Inventory p. S500 -501, 503	SS, IL, Read	
		Identifies the features of a polling place	Brigance Transition Skills Inventory p. S502-502	SS, IL	
		Understand selective service registration	Brigance Transition Skills Inventory p. S503	SS, IL, Read	
	<b>To Use a Telephone</b>	Answer telephone calls when home alone	ALSC 3.7.27, p.325-326	Comm, IL	
		Call directory assistance	ALSC 3.7.49, p.349-50	Comm, IL	
		Find Numbers in a Directory and on the Internet	Brigance Transition Skills Activities, p.88-89		
		Use the white pages of a phone directory	ALSC 3.7.41, p.341 Brigance Transition Skills Inventory, p.237	Comm, IL, Read	
		Use yellow pages of a phone directory	ALSC 3.7.46, p.346-347 Brigance Transition Skills Inventory, p.249	Comm, IL, Read	
		Hang up on an obscene or nuisance call	ALSC 3.7.48, p.350	Comm, IL	
	<b>To Use A computer and other Technology</b>	Use e-mail	Brigance Transition Skills Inventory, p.250 Brigance Transition Skills Activities, p.96-97	Comm, IL	
		Use web navigation tools	Brigance Transition Skills Inventory, p.250 Brigance Transition Skills Activities, p.98-100	Comm, IL	
		Take and share digital photos	Brigance Transition Skills Activities, p.103-104	Comm, IL	
		Understand texting	Brigance Transition Skills Activities, p.105-106	Comm, IL, Read	

## Post-Secondary Education/Training

### JOB RELATED WRITING SKILLS

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>Job Related Writing Skills</b>	<b>Completing Government Forms</b>	Identifying personal data, recognizing that personal data must be guarded and complete a personal data form.	BTSA p.28-29 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	<b>2<sup>nd</sup> 9 WEEKS</b>
		Understand common abbreviations found on forms.	BTSA p.29 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	
		Understand the purpose of a Social Security card/number, and identify information and documents required for filing out a Social Security application.	BTSA p.29-31 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	
		Complete a Social Security card application.	BTSA p.31 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	
		Identify the purpose of and interpret directions for filing out Form I-9. Distinguish sections for Form I-9 for the employee to complete and sections for the employer to complete. Complete the employee part of Form I-9.	BTSA p.31-32 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	
		Identify the purpose of and meanings of terms for Form W-4. Interpret and follow directions for completing the bottom section of Form W-4.	BTSA p.33-34 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	
		Write dates on forms.	BTSA p.38 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	
		Fill out personal data card and understand the information needed for a personal data card.	BTSA p.38-39 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	
		Understand vocabulary used on employment forms.	BTSA p.39-40 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	
		Follow written directions and write correctly and neatly on a form.	BTSA p.40 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	
		Identify, get permission and contact information from people who can serve as references.	BTSA p.40-41 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	
		Fill out a simple employment application.	BTSA p.41-42 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	
		Fill out and understand the information that is included on a complex employment application.	BTSA p.42-43 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	
		Identify features of a sample resume and prepare a resume.	BTSA p.43 BTSI pp. 150-167	IL, Eng. 9-12, Read, SS	
		<b>Interpreting Information in Paychecks and Pay Statements</b>	Recognize that different jobs have different payment methods.	BTSA p.54, BTSI pp. 190-194	
Identify parts of a paycheck and understand terms found on pay statements.	BTSA p.55-56 BTSI pp. 190-194		IL, Read, Math 9-12		
Describe common benefits and understand deductions for benefits.	BTSA p.56, BTSI pp. 190-194		IL, Read		
Review terms about pay benefits.	BTSA p.57, BTSI pp. 190-194		IL, Read		

## Employment

### 4.3 EMPLOYEE RELATIONS

Unit	Goal	Objectives	Curriculum/Resources	FS/AFS Courses	Time Frame
<b>4.3 Employee Relations</b>	<b>Interacting with co-workers</b>	Loaning materials or equipment to a co-worker	ALSC pg.61	IL, SS	<b>2<sup>ND</sup> 9 WEEKS</b>
		Conversing with co-workers	ALSC pg.62	IL, SS	
		Cooperating on a joint task	ALSC pg.65	IL, SS	
		Explaining a task to a co-worker	ALSC pg.66	IL, SS	
		Using a co-workers materials or equipment	ALSC pg.69	IL, SS	
		Acknowledging accomplishments of others	ALSC pg.71	IL, SS	
		Resolving disagreements with co-workers	ALSC pg.73	IL, SS	
	<b>Responding to supervisors</b>	Accepting assistance	ALSC pg.58	IL, SS	
		Making eye contact	ALSC pg.59	IL, SS	
		Making changes on the job	ALSC pg.60	IL, SS	
		Asking for assistance	ALSC pg.63	IL, SS	
		Speaking positively about personal work	ALSC pg.64	IL, SS	
		Responding to criticism	ALSC pg.67	IL, SS	
		Respecting private offices or work areas	ALSC pg.68	IL, SS	
		Offering to do extra work	ALSC pg.70	IL, SS	
		Accepting negative consequences	ALSC pg.72	IL, SS	
		Discussing a complaint	ALSC pg.75	IL, SS	