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Unit 1: INTRODUCTION

Lesson 1: Expectations

- Topic 1:** Congratulations You Made It!!
- Topic 2:** Being Prepared for Independence
- Topic 3:** Recognizing the Importance of being Happy
- Topic 4:** Parents – Letting go of the Past
- Topic 5:** Discussion – Not having all of the Answers

Unit 2: EMPLOYABILITY

Lesson 1: Time Management

- Topic 1:** On-Time Check List

Lesson 2: First Day on the Job

- Topic 1:** Being Prepared

Lesson 3: Proper Attire

- Topic 1:** Proper Attire Analysis
- Topic 2:** Creating a Resume

Lesson 4: Interviewing Skills

- Topic 1:** Questions/Answers
- Topic 2:** Interviewing Etiquette
- Topic 3:** Good Attitude
- Topic 4:** Customer Service

Lesson 5: Social Skills in the Workplace

- Topic 1:** Acting Appropriately
- Topic 2:** Getting along with Co-Workers
- Topic 3:** Sexual Behavior in the Workplace

Lesson 6: Productivity and Quality on the Job

- Topic 1:** Adapt to Change
- Topic 2:** Safety on the Job
- Topic 3:** Following the Chain of Command

Lesson 7: Field Trip Job Fair

Unit 3: Etiquette and Cooking

Lesson 1: Proper Social Skills

- Topic 1:** Social Introductions
- Topic 2:** The Art of Conversation
- Topic 3:** Sitting Pretty – Perfect Posture
- Topic 4:** Keys to Personality plus Development
- Topic 5:** Hand Shaking

Lesson 2: Table Manners

- Topic 1:** Which Fork Do I Use?
- Topic 2:** Glassware
- Topic 3:** The Napkin
- Topic 4:** Food Manners

Lesson 3: Nutrition

- Topic 1:** Healthy Habits
- Topic 2:** Everything in Moderation
- Topic 3:** Label Reading
- Topic 4:** Food Pyramid
- Topic 5:** Water/Beverage

Lesson 4: The Market/Field Trip

- Topic 1:** Learning how to Shop
- Topic 2:** Coupons
- Topic 3:** Quantity vs. Quality
- Topic 4:** Name Brands vs. Store Brands

Lesson 5: Cooking I

- Topic 1:** Meal Plans
- Topic 2:** Food Storage
- Topic 3:** Culinary Tools

Lesson 6: Cooking II

- Topic 1:** Leftovers
- Topic 2:** Easy Meals

Lesson 7: Hygiene

- Topic 1:** Importance of Soap & Water
- Topic 2:** Deodorants & Perfumes
- Topic 3:** Personal Female Etiquette
- Topic 4:** Hands & Feet
- Topic 5:** Face & Hair

Lesson 8: Clothing Etiquette

- Topic 1:** Under Garments
- Topic 2:** Hip Clothing
- Topic 3:** Dress for Success

Lesson 9: Field Trip Restaurant Dining

Lesson 10: Field Trip High Tea

Unit 4: TRANSPORTATION

Lesson 1: Using Public Transportation

Topic 1: Cost/Routes

Topic 2: Learning Your Chosen Mode of Transportation

Topic 3: Getting Appropriate Accommodations

Lesson 2: Relying on People You Know for Transportation

Lesson 3: DMV

Topic 1: The Rules of Driving – Guest Speaker

Lesson 4: Owning a Car

Topic 1: Purchasing a Car

2: Loan Calculation Chart

Topic 2: Financing a Car

3: Loan Application Information Sheet

Topic 3: Car Insurance

4: Auto Insurance Coverage

Topic 4: Other Expenses

Topic 5: Legal Issues

Lesson 5: Auto Care/Maintenance

Topic 1: Changing the Oil/Tires

Unit 5: MONEY MANAGEMENT

Lesson 1: Benefits of the Job

Topic 1: Understanding Your Pay and Paycheck

1: Check Stubs

Topic 2: Understanding Fringe Benefits

Lesson 3: Using Bank Services

Topic 2: Deposit Slips

Topic 3: Sheet of Money

Topic 4: Sheet of Checks

Topic 5: Account Ledger

Lesson 4: Understanding Credit

Lesson 5: Creating a Budget

Topic 7: Income/Expense Tracking Form

Topic 8: Income/Expense Category Form

Lesson 6: How to Protect Your Money

Topic 1: Invest

Topic 2: Insurance

Topic 3: Protect Yourself from Scams

Lesson 7: Comparative Shopping

Lesson 8: Problems with Debt

Lesson 9: Paying Bills

Lesson 10: “Respecting” Money – Guest Speaker

Unit 6: HEALTH

Lesson 1: Physical Fitness – Guest Speaker

Lesson 2: Nutrition – Guest Speaker

1 : Daily Food Intake

Lesson 3: Stress Management

2: Ways to Cope with Stress

Lesson 4: Avoid Destructive Behaviors

Lesson 5: Adopt Good Personal Health Habits

Lesson 6: Seek and Follow Appropriate Medical Advice

Lesson 7: Sexually Transmitted Diseases

Lesson 8: Using Sick Time Benefits Wisely

Unit 7: FAMILY RESPONSIBILITIES

Lesson 1: Planned Parenthood - Guest Speaker

1: Birth Control

2: STD's

3: Anatomy

4: Refusal Skills

Lesson 2: Other Family Issues

Unit 8: BASIC UNDERSTANDING OF THE LAW – Workbook

Lesson 1: Criminal Violations

Lesson 2: Laws Related to the Workplace

Lesson 3: Explaining a Criminal History to Employers

Lesson 4: Americans with Disabilities Act

Lesson 5: Hiring a Lawyer

1: Lawyer Contact Sheet

2: Lawyer Interview

Unit 9: TELEPHONE SKILLS

Lesson 1: Finding Phone Numbers

Lesson 2: Asking for Information

Lesson 3: Work Related Telephone Skills

Lesson 4: Making Long-Distance Phone Calls

Unit 10: APARTMENT HUNTING/REAL ESTATE

Lesson 1: Looking for an apartment

Lesson 2: Renter's Insurance

Lesson 3: Buying Property

Unit 11: HIGHER EDUCATION

Ranna's Power Point

Unit 12: Changing the Way You Think

Topic 1: The Secret/The Answer

Topic 2: 7 Universal Laws

Topic 3: Vision Board

Unit 13: Sewing

Topic 1: Sewing on Buttons

Topic 2: Darning Socks

Topic 3: Hemming

Unit 14: SOCIAL SKILLS

Lesson 1: Communication Skills

Topic 1: Body Language

Topic 2: Active Listening

1: Keys to Effective Listening

Topic 3: Assertiveness

2: Tips for Being Assertive

Lesson 2: Anger Management

Topic 1: Identify Feelings

3: Feelings

Topic 2: Recognizing Anger

4: Anger Journal

Topic 3: Coping Skills – relaxation

5: information on Deep Breathing Technique

Topic 4: Coping Skills – self-talk

6: Role-plays: Anger Management

7: Steps for Anger Control

Topic 5: Coping Skills – assertion training

8: Information on Assertive Behavior

Lesson 3: Conflict Resolution

9: Steps to Resolve a Conflict

Lesson 4: Friends

Topic 1: Understanding Relationships

10: How to Behave Around Strangers, Acquaintances, and Friends

Topic 2: Making Friends

11: Making Friends

Lesson 5: Getting Along with Co-workers

12: Who I Like to Work With

Lesson 6: Getting Along with Roommates

13: Things to Consider When Selecting a Roommate

14: Roommate Agreement

15: Things to Consider When Living with a Roommate

Lesson 7: Leisure Skills

Unit 15: DECISION MAKING SKILLS

Lesson 1: Solving Problems

Lesson 2: Modified Problem-Solving Procedures