

BEGINNING

Cleaning Maintenance
Filing
Greenhouse Work
Grocery Clerking
Hair Care & Styling
Mail Handling
Table Service
Child Care

INTERMEDIATE

Animal Care
Autobody Repair
Caregiver
Carpentry
Food Service
Medical Emergency Services
Medical Patient Care
Health & Nutrition
Retailing
Skin & Nail Care

ADVANCED

Construction Trades
Electricity
Law Enforcement
Small Engine Repair

INDEPENDENT LIVING SKILLS

Banking: Credit & Loans
Banking: Checking & Savings
Renting an Apartment
Skills for Buying a Car
Living on Your Own
Life Skills for the Telephone
Getting Around
Consumer Shopping
Time Management
Perimeter & Area
Customer Service
Laundry
Using Money
Kitchen Safety
Kitchen Tools
Measurements
Baking Math
Sales Tax, Discounts, & Tips
Study Skills
General Housekeeping Tips

JOB PREP & EMPLOYABILITY SKILLS

Positive Attitudes in Getting a Job
Positive Attitudes in Keeping a Job
Your Appearance in the Interview
Your Appearance on the Job
Verbal & Non-Verbal Communication
Written Communication
Planning Career Goals
Developing a Resume
Completing a Job Application
Interviewing for a Job
Expectations on the Job
Managing Your Money
Looking for a Job
Workplace Literacy
On the Job Phone Skills
Following Directions
Maintaining Regular Attendance

SELF CONFIDENCE & SOCIAL SKILLS

Cyberbullying
Bullying
Internet Safety
Problem Solving
Conflict Resolution
Self-Esteem
Friendship Basics
Teamwork
Service Learning
Social Skills
Showing Respect
Diversity Awareness
Self-Determination Workplace Bullying

HEALTH & NUTRITION

Planning Healthy Meals
Weight Control & Physical Activity
Healthy Snacks
Healthy Meals on a Budget
Food Labels
Active Recreation
Passive Recreation
Dangers of Tobacco
Basic First Aid
Basic Hygiene
Dangers of Alcohol