

PACE for Life Skills (.5 cr)

Grading Period B

Job Exploration Focus: Human Services & Education and Business, Marketing & Management

Scope and Sequence

Week	Job Exploration	Job Procurement	Job Readiness	Soft/Functional Skills	Employment
Week 1 Unit 25 Who Can I Trust?	Vocational Evaluation- Work Environment Preferences Job Interest Survey Job Exploration: Equipment Cleaner Job Skills Stories- Fifteen Answers for Five Questions Story 11- Pg. 81-87 Quizzes Vocab Quizzes Story 11- Student Reader Supplemental Activity	Applications and Interviews: Equipment Cleaner Personal Resume	Topic Story 1: Real Friends Work Attitudes 3-Way Budget Planning What's In My Wallet	Article 1: Go-To Person Article 2: Online Safety Everyday Communication Social Trivia	- Classroom Vocational Jobs Job Review Job Summary Log Evaluation - Classroom Chores - Task Box Activities <i>(keep to a minimum)</i> Employment Planner for Classroom Based Jobs
Week 2 Unit 25	Job Exploration: Medical Records Assistant Volunteer Jobs- Community Food Bank Job Skills Stories- Skills for Different Jobs Story 12- Pg. 89-95 Quizzes Vocab Quizzes Story 12- Student Reader	Applications and Interviews: Medical Records Assistant Volunteer Activity Review	Topic Story 2: Feeling Safe Problem Solving Game: I Can Handle This Time Matters Banking Basics	Article 3: Handling an Emergency Rights and Responsibilities: What Should I Do? Social Trivia	- Classroom Vocational Jobs Job Review Job Summary Log Evaluation - Classroom Chores - Task Box Activities <i>(keep to a minimum)</i> Employment Planner for Classroom Based Jobs

PACE for Life Skills (.5 cr)

Grading Period B

Job Exploration Focus: Human Services & Education and Business, Marketing & Management

	Supplemental Activity				
Week 3 Unit 26 House-keeping	Vocational Evaluation- My Interests Job Interest Survey Job Exploration: Playroom Attendant Job Skills Stories- Some Unexpected Job Skills Tips Story 13- Pg. 97-103 Quizzes Vocab Quizzes Story 13- Student Reader Supplemental Activity	Applications and Interviews: Playroom Assistant Personal Resume	Topics Story 1: The Cleaning Plan Work Attitudes 3-Way Budget Planning What's In My Wallet	Article 1: Make A Cleaning Plan Article 2: Clutter Clean Up Everyday Communication Social Trivia	- Classroom Vocational Jobs Job Review Job Summary Log Evaluation - Classroom Chores - Task Box Activities (keep to a minimum) Employment Planner for Classroom Based Jobs
Week 4 Unit 26	Job Exploration: Custodial Assistant Volunteer Jobs: Cleaning with Meaning Job Skills Stories- Job ABCs Story 14- Pg. 105-111 Quizzes Vocab Quizzes Story 14- Student Reader Supplemental Activity	Applications and Interviews: Custodial Assistant Volunteer Activity Review	Topic Story 2: Follow the Plan Problem Solving Game: Clean and Tidy Time Matters Banking Basics	Article 3: The Right Cleaning Supplies Rights and Responsibilities: Keep It Clean Social Trivia	- Classroom Vocational Jobs Job Review Job Summary Log Evaluation - Classroom Chores - Task Box Activities (keep to a minimum) Employment Planner for Classroom Based Jobs
Week	Vocational Evaluation- My	Applications and Interviews: Front Desk	Topic Story 1- Keep Trying	Article 1: Free Time, You Choose	- Classroom Vocational Jobs Job Review

PACE for Life Skills (.5 cr)

Grading Period B

Job Exploration Focus: Human Services & Education and Business, Marketing & Management

5 <u>Unit 8</u> Leisure Time	<u>Work Learning Style</u> <u>Job Interest Survey</u> <u>Job Exploration: Front Desk Receptionist</u> Job Skills Stories- Summer Job Strengths <u>Story 15- Pg. 113-119</u> <u>Quizzes</u> <u>Vocab Quizzes</u> <u>Story 15- Student Reader</u> <u>Supplemental Activity</u>	<u>Receptionist</u> <u>Personal Resume</u>	<u>Work Attitudes</u> <u>3-Way Budget Planning</u> <u>What's In My Wallet</u>	<u>Article 2: Try Something New</u> <u>Everyday Communication</u> <u>Social Trivia</u>	- o <u>Job Summary Log</u> - o <u>Evaluation</u> • Classroom Chores • Task Box Activities <i>(keep to a minimum)</i> • <u>Employment Planner for Classroom Based Jobs</u>
Week 6 Unit 8	<u>Job Exploration: Assembly Line Worker</u> <u>Volunteer Jobs: Virtual Bingo Fundraiser</u> Job Skills Stories- Work Environments <u>Story 16- Pg. 121-127</u> <u>Quizzes</u> <u>Vocab Quizzes</u> <u>Story 16- Student Reader</u> <u>Supplemental Activity</u>	<u>Applications and Interviews: Assembly Line Worker</u> <u>Volunteer Activity Review</u>	<u>Topic Story 2-A Great Plan</u> <u>Problem Solving Game: Staying Safe and Having Fun</u> <u>Time Matters</u> <u>Banking Basics</u>	<u>Article 3: Making Leisure Plans</u> <u>Rights and Responsibilities: Figuring Out Free Time</u> <u>Social Trivia</u>	• Classroom Vocational Jobs - o <u>Job Review</u> - o <u>Job Summary Log</u> - o <u>Evaluation</u> • Classroom Chores • Task Box Activities <i>(keep to a minimum)</i> • <u>Employment Planner for Classroom Based Jobs</u>
Week 7 <u>Unit 9</u> Restaurant Skills	<u>Vocational Evaluation- Positive Work Skills</u> <u>Job Interest Survey</u>	<u>Applications and Interviews: Busser</u> <u>Personal Resume</u>	<u>Topic Story 1: Fast Food Frenzy</u> <u>Work Attitudes</u> <u>3-Way Budget Planning</u>	<u>Article 1: Different Restaurants</u> <u>Article 2: Healthy and Balanced Restaurant Choices</u>	• Classroom Vocational Jobs - o <u>Job Review</u> - o <u>Job Summary Log</u> - o <u>Evaluation</u> • Classroom Chores • Task Box Activities

PACE for Life Skills (.5 cr)

Grading Period B

Job Exploration Focus: Human Services & Education and Business, Marketing & Management

	Job Exploration: Busser Job Skills Stories- Testing Your Job Skills Story 17- Pg. 129-135 Quizzes Vocab Quizzes Story 17- Student Reader Supplemental Activity		What's In My Wallet	Everyday Communication Social Trivia	<i>(keep to a minimum)</i> Employment Planner for Classroom Based Jobs
Week 8 Unit 9	Job Exploration: Cashier Volunteer Jobs: Job Sites Appreciation Banquet Job Skills Stories- Haircuts for People and Dogs Story 18- Pg. 137-143 Quizzes Vocab Quizzes Story 18- Student Reader Supplemental Activity	Applications and Interviews: Cashier Volunteer Activity Review	Topic Story 2: Dinner is Served Problem Solving Game: Restaurant Problems Time Matters Banking Basics	Article 3: Ordering What You Want Rights and Responsibilities: Getting It Right At A Restaurant Social Trivia	- Classroom Vocational Jobs Job Review Job Summary Log Evaluation - Classroom Chores - Task Box Activities <i>(keep to a minimum)</i> Employment Planner for Classroom Based Jobs
Week 9 Unit 27 Who's Calling?	Vocational Evaluation- Evaluation Summary Log Job Interest Survey Job Exploration: Oil Change Apprentice Job Skills Stories-	Applications and Interviews: Oil Change Apprentice Personal Resume	Topic Story 1- Leave A Voicemail Work Attitudes 3-Way Budget Planning What's In My Wallet	Article 1: Making and Answering Phone Calls Article 2: Cell Phone Manners Everyday Communication Social Trivia	- Classroom Vocational Jobs Job Review Job Summary Log Evaluation - Classroom Chores - Task Box Activities <i>(keep to a minimum)</i> Employment Planner for Classroom Based Jobs

PACE for Life Skills (.5 cr)

Grading Period B

Job Exploration Focus: Human Services & Education and Business, Marketing & Management

	Meeting the Demand Story 19- Pg. 145-151 Quizzes Vocab Quizzes Story 19- Student Reader Supplemental Activity				
Week 10 Unit 27	• Job Exploration: Warehouse Associate • Volunteer Jobs: Electronics Recycling Drive Job Skills Stories- Careers on Tour Story 20- Pg. 153-159 Quizzes Vocab Quizzes Story 20- Student Reader Supplemental Activity	• Applications and Interviews: Warehouse Associate • Volunteer Activity Review	• Topic Story 2- Phones Are Helpful Tools • Problem Solving Game: Phone Fumbles • Time Matters • Banking Basics	• Article 3: Being Safe With Your Phone • Rights and Responsibilities: Respecting Traditions • Social Trivia	• Classroom Vocational Jobs ○ Job Review ○ Job Summary Log ○ Evaluation • Classroom Chores • Task Box Activities <i>(keep to a minimum)</i> • Employment Planner for Classroom Based Jobs

[Click here to see Grading Period A](#)

PACE for Life Skills (.5 cr)

Grading Period B

Job Exploration Focus: Human Services & Education and Business, Marketing & Management

PACE ROTATION EXAMPLE

Based on the 2 Week Unit Rotation

Week 1 of Unit

	Monday	Tuesday	Wednesday	Thursday	Friday
Rotation 1	Vocational Evaluation	Job Interest Survey	Work Attitudes	Everyday Communication	Classroom Chores
Rotation 2	Job Exploration	Application and Interview	Personal Resume -update it as necessary and/or practice personal information	Social Trivia	Job Review, Summary Log, Evaluation
Rotation 3	Article 1	3-Way Budget	Article 2	What's in My Wallet	Finish Incomplete Work

Week 2 of Unit

	Monday	Tuesday	Wednesday	Thursday	Friday
Rotation 1	Volunteer Jobs	Volunteer Activity Review	Problem Solving Game	Vizzle or Kahoot (practice job vocabulary) or Topic Story 2	Classroom Chores
Rotation 2	Job Exploration	Application and Interview	Personal Resume -update it as necessary and/or practice personal information or Topic Story 1	Social Trivia or Topic Story 2	Job Review, Summary Log, Evaluation
Rotation 3	Article 3	Banking Basics	Rights and Responsibilities	Time Matters	Finish Incomplete Work