

## Independent Living, 8219 Family and Consumer Sciences Pacing Guide

**Workplace Readiness Skills, All Aspects of Industry, Elements of Student Life (FCCLA), and Balancing Work and Family should all be introduced at the beginning of the year and incorporated with other competencies throughout the year.**

Task Number	Tasks/Competencies	Descriptors, Examples, Enrichment, Technology, Career Correlations	Approximate Weeks on Competencies		
<b>Workplace Readiness Skills: Personal Qualities and People Skills</b>					
1	Demonstrate positive work ethic.	Introduce skills at the beginning of the year and incorporate into lessons throughout the curriculum. Lesson activities found at <a href="http://www.cteresource.com">www.cteresource.com</a>	3 weeks and integrated throughout the curriculum		
2	Demonstrate integrity.				
3	Demonstrate teamwork skills.				
4	Demonstrate self-representation skills.				
5	Demonstrate diversity awareness.				
6	Demonstrate conflict-resolution skills.				
7	Demonstrate creativity and resourcefulness.				
<b>Workplace Readiness Skills: Professional Knowledge and Skills</b>					
8	Demonstrate effective speaking and listening skills.				
9	Demonstrate effective reading and writing skills.				
10	Demonstrate critical-thinking and problem-solving skills.				
11	Demonstrate healthy behaviors and safety skills.				
12	Demonstrate an understanding of workplace organizations, systems, and climates.				
13	Demonstrate lifelong-learning skills.				
14	Demonstrate job acquisition and advancement skills.				
15	Demonstrate time-, task-, and resource-management skills.				
16	Demonstrate job-specific mathematics skills.				
17	Demonstrate customer-service skills.				
<b>Workplace Readiness Skills: Technology Knowledge and Skills</b>					
18	Demonstrate proficiency with technologies common to a specific occupation.				
19	Demonstrate information technology skills.				
20	Demonstrate an understanding of Internet use and security issues.				
21	Demonstrate telecommunications skills.				

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	<b>All Aspects of Industry</b>		
22	Examine planning at the level of both an individual business and the overall industry.	Resources found at <a href="http://www.cterresource.com">www.cterresource.com</a>	2 weeks
23	Explain management in terms of methods typically used to manage enterprises over time within the industry, as well as methods for expanding and diversifying workers' tasks and broadening worker involvement in decisions.		
24	Examine finance in regard to ongoing accounting and financial decisions and different methods for raising capital to start or expand enterprises.		
25	Describe technical and production skills that cover specific production techniques and alternative methods for organizing the production work, including methods that diversify and rotate workers' jobs.		
26	Examine the underlying principles of technology that provide an integrated study across the curriculum of the mathematical, scientific, social, and economic principles that underlie the industry's technology.		
27	Examine labor issues in terms of worker rights and responsibilities, labor unions and labor history, and methods for expanding workers' roles.		
28	Describe community issues in terms of the impact of the industry on the community and the community's impact on and involvement with the industry.		
29	Examine concepts of health, safety, and environmental issues in relation to both the workers and the larger community.		
	<b>Addressing Elements of Student Life</b>		
30	Identify the purposes and goals of the student organization.	Explore all aspects of FCCLA. Incorporate leadership activities through the year.	1 week
31	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.		
32	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.		
33	Identify Internet safety issues and procedures for complying with acceptable use standards.		

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	<b>Balancing Work and Family</b>		
34	Identify the meaning of work and the meaning of family.	Real Care baby simulation, scenarios/case studies, and role-playing.	3 weeks
35	Compare how families affect work life and how work life affects families.		
36	Identify management strategies for balancing work and family roles.		
37	Describe the interrelationship of individual and family goals and principles to work goals and principles.		
38	Analyze ways in which social, economic, and technological changes impact work and family dynamics.		
39	Develop strategies for sharing responsibilities to manage family and work.		
40	Apply problem-solving processes to individual and family problems.		
	<b>Creating and Maintaining Healthy Relationships</b>		
41	Describe caring, respectful, and responsible relationships.	Guidance Lessons, "Anti-bullying Lessons, and "FIND" Problem solving	2 weeks
42	Explain the benefits of establishing and maintaining healthy relationships.		
43	Compare strategies for successfully relating to people of different ages, abilities, gender, and cultures.		
44	Communicate individual feelings, needs, and ideas in family, social, and workplace settings.		
45	Identify conflict-resolution alternatives.		
46	Demonstrate conflict-resolution methods.		
	<b>Managing Resources to Achieve Goals</b>		
47	Identify personal values.	Set personal short term goal. Keep daily progress on goal with observation of a parent/guardian. Present goal to the class.	1 week and integrate with other competencies
48	Establish short- and long-term personal goals.		
49	Use planning processes to establish and achieve individual and group goals.		
	<b>Investigating Career Development Opportunities</b>		
50	Research career options.	Job Sources, Interviews, Resume writing, Career research, Career Assessment (VA view, VA Wizard), Career fair, and CTE bus visit.	3 weeks
51	Compare career paths.		
52	Research educational opportunities related to career choice.		
53	Set short- and long-term career goals related to career choice.		

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	<b>Making Responsible Consumer Choices</b>	Explore the buying process, Advertisement project, Comparison shopping, Consumer research, Consumer DVDs (Learning Zone), and Shopping project.	3 weeks
54	Evaluate sources of consumer information.		
55	Identify strategies for a planned buying process.		
56	Describe consumer rights and responsibilities.		
57	Evaluate factors affecting consumer decisions in a global economy.		
	<b>Managing Personal and Family Finance</b>	Incorporate Finance Park/Reality store, and utilize <i>Hands on Banking</i> electronic resources.	6 to 9 weeks
58	Evaluate the impact of the fundamental principles of economics on personal finances.		
59	Identify local, state, and federal taxes.		
60	Develop a budget or spending plan for personal money management (e.g., earning, spending, saving, and investing).		
61	Identify the impact of a credit report.		
62	Evaluate financial services.		
63	Identify procedures for opening and managing an account in a financial institution.		
64	Identify strategies for managing risk.		
65	Identify the types of personal insurance policies.		
66	Describe the borrowing process.		
67	Evaluate credit card offers.		
68	Identify strategies for debt management.		
69	Interpret legal documents related to home, personal, and family management.		
70	Identify savings and investment options.		
71	Identify the purpose of estate-planning tools.		
	<b>Creating and Maintaining a Living Environment</b>	Room design project, comparison shopping decorations/materials, floor plan layout/design, Apartment/House buying project, and Incorporate Finance Park/Reality works.	2 to 3 weeks
72	Examine rights and responsibilities of homeowners, landlords, and tenants, including the Fair Housing Act.		
73	Explain the home-seeking process.		
74	Compare housing options.		
75	Design a living environment to meet personal, family, and financial needs.		
76	Analyze home maintenance tasks with regard to individual and family resources, abilities, and standards.		

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	<b>Obtaining and Maintaining Clothing for Self and Family</b>	Clothing design/construction project, Laundry/research project (www.tide.com), and explore various laundry services.	4 weeks
77	Identify some factors to consider when selecting clothing.		
78	Describe the types of care needed when maintaining and storing clothing.		
79	Demonstrate clothing maintenance.		
	<b>Planning, Preparing, and Serving Nutritious Foods</b>	Food labs, My Plate (myplate.gov), Safety lab (fightbac.com), Meal etiquette/table setting, Food label exploration, and Menu planning project.	4 to 6 weeks
80	Analyze the role of food in society.		
81	Demonstrate food safety and sanitation procedures.		
82	Demonstrate ability to prepare and serve nutritious and aesthetically pleasing foods.		
83	Identify food-preservation methods.		
84	Identify preparation techniques for preserving nutritional value in food.		
85	Evaluate nutritional information of various foods.		
86	Identify grocery shopping strategies.		
87	Describe strategies for healthy eating outside of the home.		
<b>Review and Testing of Competencies:</b> Each course should allow time for review and testing of competencies throughout the year.			

Shaded numbers denote optional competencies.

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