

SCOPE & SEQUENCE

for

ALTERNATIVE COOPERATIVE EDUCATION (ACE)

ACE 1

**Intro to ACE
Choosing a Career
Labor Issues
Locating Employers
Phone/Email Skills
Job Applications
Resumes
Grooming
Interviewing**

ACE 3

**Intro to ACE - Resumes Briefly
Taxes Briefly
Intro to Personal Finance
Saving
Budgeting
Checks/Debit Cards
Debt
Consumer Awareness
Bargain Shopping**

ACE 2

**Paychecks
Taxes
Social Security
Communication Skills
Getting Along with Others
Keeping Your Job
Health and Wellness**

ACE 4

**Renting an Apartment
Buying a Car
Ethics
Insurance
Entrepreneurship
Investments/Retirement
Responsibilities of Citizenship
and Legal Issues
Self-Advocacy and
Using Community Resources**