

By the end of this level, learners will have worked on and attained competency in the following areas:

1. Communication
 - a. Fill out a personal information forms for a variety of situations.
 - i. school enrollment
 - ii. training
 - iii. children's school
 - iv. financial aid
 - v. census forms
 - vi. Respond to questions in all areas
 1. name
 2. address
 3. phone number, fax number
 4. email
 5. gender
 6. ethnicity
 7. marital status
 8. household income
 9. educational background
 10. financial information
 11. disability status
 - b. Practice effective group communication.
 - i. Team building and team work
 1. team roles, positive and negative
 2. verbal and nonverbal feedback
 3. leadership
 4. consensus
 - ii. Team management skills
 1. assuming leadership role
 2. materials management
 3. setting agendas
 4. note-taking
2. Consumer Economics
 - a. Interpret information about mortgages.
 - i. Interest rates
 - ii. Payback term
 - iii. Escrow
 - iv. Down payment
 - v. Balloon payment
 - vi. Research mortgage interest rates through various sources

- b. Interpret information in a credit report.
 - i. Write a letter to correct credit information
 - c. Research information on a major purchase and compare financing options.
 - i. Research sources
 - 1. internet
 - 2. non-profit organizations
 - 3. magazines
 - 4. recommendations for others
 - ii. Compare product information
 - 1. price
 - 2. warranty
 - 3. guarantee
 - 4. service
 - 5. financing options
 - iii. Compare financing options
 - 1. term
 - 2. interest rate
 - 3. down payment
 - 4. monthly payment
 - 5. penalty for early payback
 - iv. Make a budget plan to purchase the item
 - d. Interpret information on the maintenance and repair of possessions.
 - i. Operating instructions
 - ii. Assembly instructions
 - iii. Safety instructions and warnings
 - iv. Warranties and guarantees
 - v. Repair instructions
 - e. Compare savings plans.
 - i. IRA
 - ii. pension
 - iii. 401K, 403B
 - iv. savings account
 - v. money market account
 - vi. certificate of deposit
 - vii. stocks and bonds
 - viii. government bonds
3. Community Resources
- a. Interpret information on business licensing and regulations.
 - i. Identify business types that need licensing (i.e. child care)
 - ii. Identify licensing agencies
 - iii. Complete licensing paperwork
 - b. Understand aspects of culture.
 - i. Ethnic groups
 - ii. Religion
 - iii. Social issues

- iv. Cultural groups
- v. Language groups
- 4. Health
 - a. Communicate with health care providers and insurers.
 - i. Make a complaint
 - ii. Request service
 - iii. Enroll in a plan
 - iv. Question a bill
 - b. Interpret health information.
 - i. AIDS
 - ii. Sexually transmitted diseases
 - iii. Communicable diseases
 - iv. Non communicable diseases
 - v. Conditions
 - vi. Treatment
 - c. Understand health maintenance practices.
 - i. Immunizations
 - ii. Preventive care
 - 1. physicals
 - 2. teeth cleaning
 - 3. eye exams
 - iii. Healthy diet
 - iv. Exercise
- 5. Employment
 - a. Develop a career plan.
 - i. Skills, abilities, and interests
 - ii. Training requirements
 - iii. Career availability and viability
 - b. Interpret workplace information.
 - i. Employee handbooks
 - ii. Personnel policies
 - iii. Job manuals
 - iv. Safety procedures
 - c. Understand elements of job performance and evaluation.
 - i. Job descriptions
 - ii. Performance evaluations
 - iii. Raises
 - iv. Set performance goals
 - d. Interpret information on workplace discrimination and harassment.
 - i. Sexual, gender, ethnic, religious
 - ii. Workplace reporting
 - iii. Reporting beyond the workplace
 - e. Understand common workplace technology and systems.
 - i. Filing
 - 1. alpha
 - 2. numeric

- 3. alpha-numeric
 - ii. Basic computer operation
 - 1. keyboarding
 - 2. use of common software
 - 3. keyboard and mouse commands
 - iii. Receptionist
 - 1. take messages
 - 2. answering the phone
 - 3. placing on hold
 - 4. business voice mail
 - f. Interpret machine operating and repair instructions.
 - g. Communicate effectively orally and in writing in the workplace.
 - i. Give, follow, clarify, and respond to
 - 1. Feedback
 - 2. Instructions
 - 3. Criticism
 - ii. Interpret and write
 - 1. memos
 - 2. notes
 - 3. reports
 - 4. letters
 - 5. email
 - iii. Team work
 - 1. work cooperatively
 - 2. promote effective group interaction
 - 3. take personal responsibility
 - 4. negotiation
 - h. Understand purpose and types of workplace resources.
 - i. Human resources
 - ii. On-site medical
 - iii. Employee assistance programs
 - iv. Dislocated worker services
 - v. Training programs
 - vi. Tuition assistance
6. Government and Law
- a. Locate and interpret information on special interest groups.
 - i. Funding
 - ii. Lobbying
 - iii. Political Action Committees
 - iv. Role in making laws
 - b. Understand the legislative process
 - i. Role of the legislative branch of federal and state government
 - ii. Who makes up the legislative system
 - iii. How a law is drafted and enacted

- c. Identify historical documents.
 - i. US Constitution
 - ii. Declaration of Independence
 - iii. Bill of Rights
 - d. Identify the US states, major countries, regions of the world and geographical features.
 - i. Locate the states
 - ii. Locate major countries and regions of the world
 - iii. Identify geographical features
 - e. Understand information on basic legal rights.
 - i. Basic court procedures
 - ii. Rights of the accused
 - iii. Reporting a crime
 - iv. Victim of a crime
 - f. Understand information on civic responsibilities.
 - i. Voting
 - ii. Jury duty
 - iii. Paying taxes
 - g. Interpret information on recycling.
 - i. Local process
 - ii. Why
7. Computation
- a. Calculate discounts and percent of increase and decrease.
 - i. Calculate discount
 - ii. Calculate percent of increase/decrease
 - b. Solve one- and two-step algebraic equations with one variable.
 - i. One variable
 - ii. One and two step equations
 - iii. Set-up and solve algebraic equations from word problems.
 - c. Convert between metric units.
 - i. Measure using metrics
 - ii. Convert between metric units
 - d. Solve equations with the mathematic concepts of square, square roots, parentheses, and order of operations.
 - i. Square
 - ii. Square root
 - iii. Parentheses
 - iv. Order of operations
 - e. Interpret a scale drawing.
 - i. Draw an item to scale
 - ii. Interpret a scale drawing
 - f. Know different types and relationships of angles and triangles.
 - i. Angles
 - 1. types
 - 2. degrees
 - 3. relationships

- ii. Triangles
 - 1. types
 - 2. degrees
 - 3. symmetry
 - 4. congruency
 - 5. Pythagorean relationship
 - g. Solve real world problems using probability.
 - i. Compute probability of an event
 - ii. Real world applications of probability
- 8. Learning to Learn
 - a. Set personal, educational, and workplace goals.
 - i. Personal
 - ii. Educational
 - iii. Workplace
 - b. Create a schedule.
 - i. To do lists
 - ii. Prioritizing
 - c. Demonstrate critical thinking skills.
 - i. Paraphrase
 - ii. Causal relationships
 - iii. Comparisons
 - iv. Classifications
 - v. Fact vs opinion
 - vi. Judgments
 - vii. Assumptions
 - d. Demonstrate inductive and deductive reasoning.
 - i. Hypothesize
 - ii. Predict
 - iii. Conclude
 - iv. Synthesize
 - e. Demonstrate ability to use decision making factors.
 - i. Goals
 - ii. Constraints
 - iii. Consequences
 - iv. Alternatives
 - f. Demonstrate ability to use a problem solving process.
 - i. Identify a problem and causes
 - ii. Hypothesize an outcome
 - iii. Implement a solution
 - iv. Evaluate outcome
 - v. Modify
 - g. Interpret information on personal management.
 - i. Stress management
 - ii. Self-esteem
 - iii. Values
 - iv. Self-image

- h. Analyze fiction.
 - i. Plot
 - ii. Characters
 - iii. Setting
 - iv. Figurative language
 - v. Theme
- i. Analyze drama.
 - i. Structure
 - ii. Protagonist
 - iii. Antagonist
 - iv. Stage directions
 - v. Theme
 - vi. Characterization
- j. Analyze poetry.
 - i. Rhythm and rhyme
 - ii. Figurative language
 - iii. Use of language
 - iv. Visual representation on a page
 - v. Speaker
 - vi. Theme
- k. Analyze non-fiction.
 - i. Main idea
 - ii. Support
 - 1. cause-effect
 - 2. order of importance
 - 3. problem-solution
 - iii. Author bias
 - iv. Purpose
 - v. Social studies and science topics
- l. Analyze graphic documents.
 - i. Main idea
 - ii. Factual details
 - iii. Opinions
 - iv. Author bias
 - v. Inferences
 - vi. Conclusions
- 9. Grammar and writing
 - a. Use Edited American English in all written tasks.
 - b. Follow a writing process.
 - i. Prewriting
 - 1. brainstorming
 - 2. clustering
 - 3. mapping
 - 4. outlining
 - ii. Multiple drafts

- iii. Revising
 - 1. content
 - 2. clarify
 - 3. tone
- iv. Editing
 - 1. mechanics
 - 2. usage
 - 3. grammar
- v. Publishing/sharing
- c. Write sentences correctly in a variety of structures.
 - i. Compound sentences
 - ii. Complex sentences with subordination
 - iii. Appositives
 - iv. Parallelism
 - v. Subject-verb agreement
 - vi. Pronoun-antecedent agreement
- d. Write paragraphs and essays of various types.
 - i. Narrative
 - ii. Problem-solution
 - iii. Descriptive
 - iv. Opinion
 - v. How-to
- e. Evaluate writing of others for errors and clarity.
 - i. Locating and correcting errors
 - 1. spelling
 - 2. grammar
 - 3. usage
 - 4. punctuation
 - 5. agreement
 - ii. Clarity of message
 - iii. Paragraphing