

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

1. Communication
  - a. Practice appropriate group communication skills.
    - i. Verbal and nonverbal feedback
    - ii. Consensus building
    - iii. Active listening
  - b. Initiate conversation with a single person.
2. Consumer Economics
  - a. Use banking skills.
    - i. Recognize how to apply for a loan
    - ii. Savings account interest
    - iii. Reconcile a bank statement
  - b. Write a check and deposit form.
  - c. Read and interpret housing availability through want ads and signs,
    - i. Abbreviations
    - ii. Contact information
    - iii. Match housing description to housing needs and payment abilities and evaluate specific residence as an appropriate choice
  - d. Interpret information on landlord and tenant rights,
    - i. Read and understand a lease
    - ii. Read and understand informational pamphlets on landlord/tenant rights
    - iii. Know where to file complaints
    - iv. Fair Housing
  - e. Interpret information on driving regulations.
    - i. Comprehend driver's license preparation material
    - ii. Read and interpret traffic and driving informational and directional signs and symbols
  - f. Interpret information on automobile insurance.
    - i. Fill out an automobile insurance application form
    - ii. Comprehend written material explaining automobile insurance
    - iii. Compare and contrast insurance plans
      1. what is covered
      2. cost of coverage
  - g. Interpret information on automobile maintenance.
    - i. Interpret a chart showing scheduled automobile maintenance

- ii. Interpret a bill for automobile maintenance
    - 1. estimate
    - 2. final bill
- h. Compare and contrast shopping payment options.
  - i. Credit cards
    - 1. annual percentage rate, APR
    - 2. minimum payment
    - 3. compounded interest
    - 4. in arrears
    - 5. past due
  - ii. Debit cards
    - 1. from a checking account
    - 2. no interest
    - 3. works like a check
    - 4. PIN
    - 5. ATM
  - iii. Cash
  - iv. Check
  - v. Store financing
    - 1. percentage rate
    - 2. down payment
    - 3. payment plans
- i. Interpret product ads.
  - i. Locate price
  - ii. Locate conditions of/restrictions for purchase
  - iii. Identify sales tactic
    - 1. celebrity endorsement
    - 2. going out of business sale
    - 3. limited quantity
    - 4. everybody's got it
- j. Interpret product labels.
  - i. Read and interpret instructions
    - 1. for use
    - 2. for assembly
    - 3. to prepare
  - ii. Interpret price labels
    - 1. price per ounce
    - 2. price per item
    - 3. sales tags
- k. Recognize elements of comparison shopping.
  - i. Methods to gain information about products
    - 1. manufacturer information
    - 2. reviews and reports by independent evaluators
    - 3. word of mouth

- ii. Information to compare
      - 1. price
      - 2. warranties
      - 3. guarantees
      - 4. return policies
      - 5. performance
  - I. Create a simple family budget.
    - i. Budget categories
    - ii. Income and expenses
  - m. Complete a 1040EZ tax form.
    - i. Read a W-2 form
    - ii. Read and follow instructions in a tax booklet
- 3. Community Resources
  - a. Locate information about community agencies and services.
    - i. Locate names, addresses, and phone numbers in the phone book
    - ii. Interpret information in pamphlets as to appropriateness of service for a problem
    - iii. Know the name and contact information for
      - 1. legal information
      - 2. social service information
      - 3. educational programs for children
      - 4. food shelves
      - 5. city information
      - 6. county information
      - 7. driver's license office
      - 8. library
      - 9. domestic violence shelter or hotline
      - 10. hospital
  - b. Use maps to locate places and travel directions.
    - i. Locate county
    - ii. Locate addresses of local businesses
    - iii. Identify a travel route from one location to another using a street map
    - iv. Identify a travel route from one city to another using a highway map
  - c. Interpret time zone information.
    - i. Identify time zones on a map of the US
    - ii. Figure out the time in one area of the US when it is another time in a different area
  - d. Use a thermometer to measure temperature.
    - i. Above and below zero
    - ii. Above and below freezing
    - iii. Fahrenheit and Celsius

#### 4. Health

- a. Compute dosage using a chart.
  - i. Height
  - ii. weight
- b. Interpret nutrition information.
  - i. Percentage of Recommended Daily Allowance met by a serving
  - ii. Subjective understanding if there is too much or too little of an ingredient, vitamin, or mineral
- c. Identify information on substance abuse problems.
  - i. Location of places to assist with alcohol, tobacco, or drug abuse
  - ii. Recognition of symptoms of alcohol, tobacco, or drug abuse
  - iii. Read pamphlets on abuse problems and treatment centers for information on symptoms and assistance

#### 5. Employment

- a. Identify places to obtain information about employment vacancies.
  - i. Want ads
  - ii. Networking
  - iii. Internet job search sites
  - iv. Job postings
  - v. Employment agencies
- b. Interpret job vacancy information.
  - i. Read and understand qualifications and duties of the position
  - ii. Evaluate job appropriateness
    1. qualifications match what candidate is able to do
    2. duties are of interest
    3. pay and hours meet lifestyle requirements
- c. Complete a detailed job application without assistance.
- d. Create a resume.
  - i. Objective
  - ii. Education
  - iii. Experience
  - iv. Special skills
  - v. References
- e. Write a cover letter in response to a specific job.
  - i. Formal letter format
  - ii. Specific information
  - iii. Word processed
- f. Ask and answer questions at a job interview.
  - i. Job interview format
  - ii. Practice appropriate interpersonal skills
    1. hand shake
    2. eye contact
    3. posture

- 4. active listening
      - 5. responding to the question asked
    - iii. Demonstrate job related behavior.
      - 1. punctuality
      - 2. good grooming
      - 3. hygiene
  - g. Fill out a time card or time sheet.
    - i. Enter time in appropriate manner
    - ii. Add up time
  - h. Interpret information on a pay stub.
    - i. Deductions
    - ii. Gross pay
    - iii. Net pay
    - iv. Compute net pay when given gross pay and deductions
    - v. Vacation and sick leave balances
    - vi. Overtime computations
    - vii. Calculate hourly, daily, weekly, monthly, and yearly wage rates
  - i. Compare information about benefit plans and fill out enrollment forms.
    - i. Fill out benefit enrollment forms
    - ii. Read information about benefit options
    - iii. Compare and select benefit options that meet personal needs
  - j. Fill out a productivity chart.
  - k. Locate information on a procedure chart or diagram.
6. Government and Law
- a. Know basic American history and government facts.
    - i. Constitution
    - ii. Bill of Rights
    - iii. Elected officials
      - 1. national
      - 2. state
      - 3. local
  - b. Know information on basic economic systems.
    - i. Capitalism
    - ii. Supply and demand
    - iii. Profit and loss
  - c. Know consequences for breaking the law.
    - i. Trial, trial by jury
    - ii. Probation
    - iii. Work release
    - iv. Prison/jail

## 7. Computation

- a. Know number names up to 7-digits.
  - i. Whole numbers up to 7-digits
  - ii. Associate verbal name with written name
- b. Add or subtract three or four 3-digit or 4-digit numbers with or without regrouping.
  - i. Add three or four 3-digit or 4-digit numbers with or without regrouping
  - ii. Subtract 3-, 4-, or 5-digit numbers with or without regrouping
- c. Multiply a 3-, 4-, or 5-digit number by a 1-, 2-, or 3-digit number with regrouping and with and without remainders.
  - i. Multiply a 2-digit number by a 2-digit number
  - ii. Multiply a 3-, 4-, or 5-digit number by a 1-, 2-, or 3-digit number with regrouping
  - iii. Divide a 3-, 4-, or 5-digit number by a 1-, 2-, or 3-digit number with and without remainders
- d. Associate verbal names with fraction names and numbers and write numbers as fractions.
  - i. Associate verbal names with word names and numerals
  - ii. Understand comparative size of common fractions
  - iii. Write numbers as fractions
- e. Convert mixed numbers and improper fractions, reduce fractions, and find equivalent fractions.
  - i. Convert mixed and improper fractions
  - ii. Reduce fractions
  - iii. Equivalent fractions
- f. Add and subtract fractions with common denominators and multiply proper fractions.
  - i. Add and subtract fractions with common denominators
  - ii. Multiply proper fractions
- g. Associate verbal names with decimals names and numbers and understand place value to thousandth.
  - i. Associate verbal names with word names and numbers
  - ii. Understand relative size of common decimals
  - iii. Place value to thousandths
- h. Convert decimals to fractions and fractions to decimals.
  - i. Convert decimals to fractions
  - ii. Convert fractions to decimals
- i. Add and subtract decimals to solve decimal word problems.
  - i. Add and subtract decimals
  - ii. Decimal word problems
    1. shopping
    2. banking
    3. unit pricing
    4. mileage

- j. Solve real word problems with estimation and rounding of fractions and whole numbers.
    - i. Solve real word problems with estimation
    - ii. Round fractions and mixed numbers to whole numbers
  - k. Write abbreviations for standard units of measurement, use a ruler, and add or subtract measurements.
    - i. Write abbreviations for standard units of measurement
    - ii. Use a ruler to measure to the  $\frac{1}{4}$  inch
    - iii. Add or subtract measurements with no conversions
  - l. Use the formulas for perimeter and area.
    - i. Perimeter
    - ii. Area
  - m. Describe, classify, compare, and sort geometric figures.
    - i. Two-dimensional
      - 1. circle
      - 2. triangle
      - 3. angles
      - 4. square
      - 5. rectangle
      - 6. parallelogram
      - 7. trapezoid
      - 8. pentagon
      - 9. hexagon
      - 10. octagon
    - ii. Three-dimensional
      - 1. sphere
      - 2. pyramid
      - 3. cube
      - 4. rectangular solid
      - 5. cylinder
      - 6. cone
  - n. Solve real world problems with the interest formula.
  - o. Solve real world problems with the distance formula.
  - p. Find averages.
8. Learning to Learn
- a. Spell and read words with a variety of sound patterns, accents, and syllabication patterns.
    - i. Tu, ture, ti, ci
    - ii. Schwa
    - iii. Accent
    - iv. War, wor
    - v. Open syllable V/CV
  - b. Use synonyms, antonyms, and homonyms.
    - i. Define words using synonyms and antonyms
    - ii. Differentiate between synonyms, antonyms, and homonyms
    - iii. Spell homonyms correctly

- c. Follow a reading process.
  - i. Predicting
  - ii. Pre-reading
  - iii. Questioning
  - iv. Re-reading
  - v. Summarizing
- d. Differentiate between different genres.
  - i. Fiction
  - ii. Drama
  - iii. Poetry
  - iv. Fables
  - v. Legends
  - vi. Biography
  - vii. Essay
- e. Evaluate information from graphic documents.
  - i. Pictures
  - ii. Maps
  - iii. Signs
  - iv. Diagrams
  - v. Tables
  - vi. Graphs
  - vii. Schedules
- f. Comprehend main idea, details, stated and implied cause and effect, sequence, conclusions, fact or opinion, and author's purpose.
  - i. Main idea
  - ii. Details
  - iii. Cause and effect (state and implied)
  - iv. Sequence
  - v. Conclusions
  - vi. Fact or opinion
  - vii. Author's purpose
- g. Use standard reference materials, including the internet.
  - i. Dictionary
  - ii. Encyclopedia
  - iii. Atlases
  - iv. Thesauri
  - v. Internet
- 9. Grammar and Writing
  - a. Use Edited American English.
    - i. Standard capitalization
    - ii. Standard use of commas
    - iii. Standard use of apostrophes
    - iv. Standard use of end punctuation
  - b. Follow spelling rules for adding suffixes and prefixes.

- c. Utilize a writing process.
  - i. Prewriting
  - ii. Drafting
  - iii. Revising
- d. Organize writing using organization patterns and transitions.
  - i. Organization patterns in paragraphs
    - 1. sequence
    - 2. cause-effect
  - ii. Transitions
- e. Identify parts of speech in text.
  - i. Subject
  - ii. Predicate
  - iii. Noun
  - iv. Verb
  - v. Pronoun
  - vi. Adjective
  - vii. Adverb
  - viii. Conjunction
  - ix. Preposition
  - x. Interjection
  - xi. Articles
- f. Use verbs in the present, past, and future tenses.
  - i. Present tenses
    - 1. simple present
    - 2. present continuous
    - 3. present perfect
  - ii. Past tenses
    - 1. simple past
    - 2. past continuous
    - 3. past perfect
  - iii. Future tenses
    - 1. simple future
    - 2. future continuous
    - 3. future perfect
- g. Write and identify sentences with various sentence structures.
  - i. Compound subject and predicate
  - ii. Compound sentence with conjunction
  - iii. Phrases
  - iv. Independent clauses
  - v. Dependent clauses
  - vi. Complex sentences