

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: Vocational Preparatory Instruction (VPI)
Program Type: Adult General Education
Occupational Area: Instructional Support Services
Components: N/A

	<u>Secondary</u>	<u>PSAV</u>
Program Numbers	9001710	S990001
CIP Number	1199.0002SN	1199.0001SN
Grade Level	9-12, 30, 31	30, 31
Length	Variable, non-credit	
Certification:	ANY FIELD WHEN CERT REFLECTS BACHELOR OR HIGHER G WITH BACHELOR/HIGHER DEGREE	
Facility Code:	271	

I. **PURPOSE:** The purpose of this program is to prepare students for academic, technical and personal success. This program strives to inspire and motivate students to become productive, self-sufficient members of society. The VPI system is based upon the assessed needs of the individual and the academic and employability requirements related to Florida's comprehensive Vocational Education programs. It provides:

- 1) Career assessment designed to assist persons with special needs in identifying vocational interests, temperament, aptitudes and learning styles.
- 2) Individualized basic skills related instruction to educationally disadvantaged students (including Limited English Proficient individuals) whose basic skills deficiencies may prevent success in vocational job preparatory programs or prevent completion of licensure vocational job preparatory programs of their choice.
- 3) Employability behavior instruction for job acquisition and job retention.
- 4) Secretary's Commission on Achieving Necessary Skills (SCANS) competency training.

The program encompasses a combination of the following instructional components:

- A. CAREER ASSESSMENT AND/OR REFERRAL
- B. BASIC SKILLS RELATED INSTRUCTION
 - 1) Reading
 - 2) Language
 - 3) Mathematics
 - 4) Study and Reference Skills
- C. OTHER RELATED INSTRUCTION (as needed)
 - 1) Science
 - 2) Social Studies
 - 3) Advanced Mathematics
- D. WORKFORCE READINESS SKILLS (offered under postsecondary program number 9900070)
- E. COMPLEMENTARY SKILLS

- F. SCANS
- G. BASIC COMPUTER LITERACY
- H. VESOL (Vocational Education for Speakers of Other Language),
(offered under postsecondary course number 9900050)

II. **PROGRAM STRUCTURE:** Program procedures encompass the following:

- 1. Interviewing and goal setting.
- 2. Diagnosis of learning difficulties: basic skills assessment is performed for each student by personnel trained in VPI concepts and program procedures to identify needs in each of the instructional components. The basic skills assessment instruments are listed in Rule 6A-10.040, FAC.
- 3. Prescribing individualized instruction.
- 4. Managing learning activities.
- 5. Evaluating student progress.

III. **SPECIAL NOTE:** The VPI program is a non-graded system.

Laboratory Activities: The program is characterized by open entry/open exit, self-paced instructional modules, flexible schedules, and performance-based evaluation. As a result, a variety of multimedia resources are used in the VPI laboratory setting. Equipment used may include computers, tape recorders, cassette players, language masters, videos, CD-ROMs, interactive videos, voice synthesizers, integrated work stations, screen magnifiers, talking books, "Visipitch," etc.

SCANS Competencies: Instructional strategies for this program must include methods that require students to identify, organize, and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational, and technological systems; and to work with a variety of tools and equipment. Instructional strategies must also incorporate the methods to improve students' personal qualities and high-order thinking skills.

IV. **INTENDED OUTCOMES:** After successfully completing appropriate course(s) for each literacy completion point of this program, the student will be able to perform the following:

- 01.0 Identify vocational interest and aptitude in making career choices.
- 02.0 Demonstrate basic reading skills.
- 03.0 Demonstrate basic language skills.
- 04.0 Demonstrate basic mathematics skills.
- 05.0 Demonstrate study and reference skills.
- 06.0 Practice job acquisition and job retention skills.
- 07.0 Demonstrate awareness of complementary skills.
- 08.0 Apply SCANS competencies.
- 09.0 Demonstrate basic computer literacy.

As Needed:

- 10.0 Demonstrate basic science skills.

- 11.0 Demonstrate basic social studies skills.
- 12.0 Demonstrate advanced mathematics skills.

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Occupational Area: Instructional Support Services
 Program Title: Vocational Preparatory Instruction (VPI)
 Secondary Number: 9001710
 CIP Number: 1199.0002SN

CAREER ASSESSMENT

01.0 IDENTIFY VOCATIONAL INTEREST AND APTITUDE IN MAKING CAREER CHOICES--The student will be able to:

- 01.01 Assess his/her learning style.
- 01.02 Assess his/her occupational interest and aptitudes.
- 01.03 Relate individual interest to specific occupational areas.
- 01.04 Explore occupational careers and goals in various clusters.
- 01.05 Establish educational and career goals.

BASIC SKILLS: READING

02.0 DEMONSTRATE BASIC READING CATEGORY SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The student will be able to:

- 02.01 Identify synonyms. **W II.3**
- 02.02 Identify antonyms. **W II.3**
- 02.03 Identify homonyms. **W II.3**
- 02.04 Identify affixes. **W II.3**
- 02.05 Interpret the meaning of words in context. **R I.1.2**
- 02.06 Analyze passage details. **R I.2.1**
- 02.07 Interpret the feelings, motives, or traits of characters in a passage. **R I.2.2, I.2.5**
- 02.08 Identify the main idea. **R I.2.1**
- 02.09 Identify cause-and-effect relationships. **R I.2.2, I.2.5**
- 02.10 Interpret structural techniques of writing. **R I.2.1**
- 02.11 Differentiate between various forms of writing such as facts/opinion/fiction. **R I.2.3**

BASIC SKILLS: LANGUAGE

03.0 DEMONSTRATE BASIC LANGUAGE CATEGORY SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL PREPARATORY PROGRAM--The student will be able to:

- 03.01 Demonstrate proper usage of punctuation. **W II.1.3**
- 03.02 Identify the correct use of capital letters. **W II.1.3**
- 03.03 Demonstrate proper usage of troublesome words. **W II.1.3**
- 03.04 Demonstrate proper usage of common and proper nouns, pronouns, singular and plural forms. **W II.1.3**
- 03.05 Distinguish a complete sentence from sentence fragments and run-on sentences. **W II.1.2, II.1.3**
- 03.06 Demonstrate the correct use of various sentence types. **W II.1.2, II.1.3**
- 03.07 Demonstrate the proper usage of adjectives and adverbs. **W II.1.3**
- 03.08 Demonstrate the proper usage of regular and irregular verbs. **W II.1.3**
- 03.09 Demonstrate the ability to spell words correctly. **W II.1.3**

- 03.10 Demonstrate the proper use of other parts of speech. **W II.1.3**
- 03.11 Demonstrate appropriate word and syllable stress and intonation.
LVS III.3.1
- 03.12 Demonstrate the use of multi-media communication tools. **LVS
III.3.3, L IV.2.4, W II.2.4**
- 03.13 Develop the ability to ask and respond to questions appropriately.
LVS III.3.2
- 03.14 Distinguish between personal and professional language. **LV S
III.3.4**
- 03.15 Demonstrate proper paragraph formation. **W II.1.2**

BASIC SKILLS: MATHEMATICS

04.0 DEMONSTRATE BASIC MATHEMATICS SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL PREPARATORY PROGRAM--The student will be able to:

- 04.01 Change words to numbers. **M I.1.1**
- 04.02 Identify place value. **M I.1.4**
- 04.03 Demonstrate the ability to round numbers. **M 4.1**
- 04.04 Perform basic operations with whole numbers. **M I.1.4**
- 04.05 Perform basic operations with common fractions. **M I.1.4**
- 04.06 Perform basic operations with decimals. **M I.1.4**
- 04.07 Identify mathematics symbols and geometric forms. **M III.1.1**
- 04.08 Perform basic operations with percentages. **M I.3.1**
- 04.09 Interpret basic charts, graphs and tables. **M V.1.1**
- 04.10 Perform basic map reading techniques. **M IV.1.1**
- 04.11 Use conversion procedures in both standard and metric systems. **M
II.2.1, II.2.2**
- 04.12 Apply concepts of measurements. **M II.1.1, II.2.3**
- 04.13 Perform basic operations with signed numbers. **M IV.1.2**
- 04.14 Demonstrate the ability to solve algebraic equations. **M IV.2.1,
IV.2.2**
- 04.15 Apply basic geometric concepts. **M III.1.1**
- 04.16 Demonstrate problem-solving techniques. **M I.3.1, I.2.3**

STUDY AND REFERENCE SKILLS

05.0 DEMONSTRATE BASIC STUDY AND REFERENCE SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL PREPARATORY PROGRAM--The student will be able to:

- 05.01 Request oral and written directions. **R I.1.1, LVS III.1.1, LVS
III.1.3**
- 05.02 Follow oral and written directions. **R I.1.1, LVS III.1.1, LVS
III.1.3**
- 05.03 Identify and use a variety of resources and reference materials.
R I.2.6
- 05.04 Interpret graphs, charts, diagrams, maps and tables. **R I.1.2**
- 05.05 Develop note-taking skills. **R I.1.4**
- 05.06 Develop test-taking skills. **R I.2.7, I.2.8**
- 05.07 Develop study skills. **R I.2.6**

WORKFORCE READINESS SKILLS

06.0 DEMONSTRATE ACCEPTABLE JOB ACQUISITION/JOB RETENTION SKILLS--The instruction in employability skills is based on individual need and may

include, but is not limited to the following. The student will be able to:

- 06.01 Prepare a personal data sheet.
- 06.02 Prepare a resume.
- 06.03 Identify job announcement sources.
- 06.04 Prepare a cover letter.
- 06.05 Demonstrate the ability to correctly complete an employment application.
- 06.06 Demonstrate appropriate interviewing techniques.
- 06.07 Prepare for applicable employment tests.
- 06.08 Demonstrate the ability to complete work-related documents.
- 06.09 Demonstrate an understanding of appropriate job behaviors.
- 06.10 Interpret company policies and procedures.
- 06.11 Demonstrate knowledge of resignation procedures

COMPLEMENTARY SKILLS

07.0 DEMONSTRATE AWARENESS OF COMPLEMENTARY SKILLS--The instruction in complementary skills is based on individual need and may include, but is not limited to the following. The student will be able to:

- 07.01 Identify sources of community services agencies.
- 07.02 Demonstrate consumer awareness.
- 07.03 Identify principles of business organization and management.
- 07.04 Practice health maintenance skills.
- 07.05 Demonstrate knowledge of responsible citizenship.
- 07.06 Demonstrate a basic understanding of the governmental structure.
- 07.07 Recognize fraudulent practices.
- 07.08 Demonstrate cultural and environmental awareness.

SCANS COMPETENCIES

08.0 DEMONSTRATE ACCEPTABLE SCANS BEHAVIORS -- The instruction in workforce readiness skills is based on individual need and may include, but is not limited to the following. The student will be able to:

- 08.01 Identify, organize and use resources appropriately.
- 08.02 Work with each other cooperatively and productively.
- 08.03 Acquire and use information.
- 08.04 Understand social, organizational and technological systems.
- 08.05 Work with a variety of tools and equipment.

BASIC COMPUTER LITERACY

09.0 DEMONSTRATE BASIC COMPUTER LITERACY SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The instruction in basic computer literacy is based on individual need and may include, but is not limited to the following. The student will be able to:

- 09.01 Define computer terms.
- 09.02 List practical applications of the computer in the workplace.
- 09.03 Develop proficiency in keyboarding.
- 09.04 Demonstrate an understanding of operating systems.
- 09.05 Demonstrate an understanding of software applications.
- 09.06 Develop Internet/network literacy.

SCIENCE SKILLS

- 10.0 DEMONSTRATE BASIC SCIENCE SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The instruction in science competencies is based on individual need and may include, but is not limited to the following. The student will be able to:
- 10.01 Use the scientific method to solve problems.
 - 10.02 Relate career opportunities to the sciences.
 - 10.03 Describe how the life sciences interact with technology and society.
 - 10.04 Describe cell function and structure in healthy and diseased tissue.
 - 10.05 Identify and describe the functions of major human systems.
 - 10.06 Identify the earth's structure and describe the forces that cause change.
 - 10.07 Differentiate between and list examples of chemical and physical change.
 - 10.08 Identify various methods of measuring time.
 - 10.09 Describe the interrelationships of force, work, energy and motion.
 - 10.10 Identify the simple machine components of complex machines.
 - 10.11 Identify the laws of motion.
 - 10.12 Describe the basic characteristics of the three states of matter.
 - 10.13 Demonstrate knowledge of the periodic table.
 - 10.14 Define the properties of light and sound.
 - 10.15 Explain the differences between weight and mass, speed and velocity, and forces and motion.
 - 10.16 Explain conservation of mass.
 - 10.17 Apply the mole concept.
 - 10.18 Describe Newton's laws of motion and gravitation.
 - 10.19 Apply the First and Second Laws of Thermodynamics.
 - 10.20 Apply Joule's Law and Ohm's Law in problem solving.

SOCIAL STUDIES SKILLS

- 11.0 DEMONSTRATE BASIC SOCIAL STUDIES SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The instruction in social studies competencies is based on individual need and may include, but is not limited to the following. The student will be able to:
- 11.01 Demonstrate a basic understanding of the contemporary social issues that affect American political, economic and social systems.
 - 11.02 Explain the basic economic system.
 - 11.03 Describe how resources are allocated and income is distributed through the operation of supply and demand and through governmental policies.
 - 11.04 Describe relationships among employment, inflation, and monetary and fiscal policy and the importance of these relationships for economic stability and growth.
 - 11.05 Recognize the relationship of government, labor, and competition to the free enterprise system.
 - 11.06 Describe current and historic events from the perspective of diverse cultural and ethnic groups.
 - 11.07 Apply processes of critical and creative thinking to analyze the effects of major American traditions (political, economic, and social) on historical patterns of development in the United States.
 - 11.08 Recognize the relationship of government, labor and competition to the free enterprise system.

- 11.09 Demonstrate knowledge and proficiency in the use of maps and globes.
- 11.10 Describe the relationship between the individual and society.
- 11.11 Describe the check and balance system of the three branches of government.
- 11.12 Describe the major domestic and foreign problems facing our nation today.
- 11.13 Describe the importance of participation in community service and civic improvement in political activities.
- 11.14 Demonstrate a basic understanding of the American legal, political and economic systems and traditions.
- 11.15 Describe basic criminal law terms, criminal offenses and classifications of crimes.
- 11.16 Describe the nature of the law in a free society and the constitutional rights and safeguards of the individual.
- 11.17 Describe the differences between inherited and acquired behaviors.
- 11.18 Distinguish between normal and abnormal behavior.
- 11.19 Use appropriate vocabulary, geographical, reference/study, and critical thinking and decision-making skills.

ADVANCED MATH

- 12.0 DEMONSTRATE ADVANCED MATH SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The instruction in advanced math competencies is based on individual need and may include, but is not limited to the following. The student will be able to:
 - 12.01 Apply principles of algebra to technically related problems. **M IV.1.1, IV.1.2**
 - 12.02 Apply principles of geometry/analytic geometry to technically related problems. **M III.3.1**
 - 12.03 Apply principles of trigonometry to technically related problems. **N/A**
 - 12.04 Apply principles of calculus to technically related problems. **N/A**
 - 12.05 Demonstrate ability to operate a scientific calculator. **M I.3.3**

VESOL

- 13.0 DEMONSTRATE VESOL SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The instruction in VESOL literacy is based on individual need and may include, but is not limited to the following. The student will be able to:
 - 13.1 Demonstrate proficiency in listening components of the English language.
 - 13.2 Demonstrate proficiency in oral components of the English language.
 - 13.3 Demonstrate proficiency in reading components of the English language.
 - 13.4 Demonstrate proficiency in writing components of the English language.
 - 13.5 Develop the ability to ask and respond to questions.
 - 13.6 Demonstrate ability to follow directions, both oral and written.
 - 13.7 Demonstrate an awareness of the diversity of cultures.
 - 13.8 Demonstrate knowledge of responsible citizenship.
 - 13.9 Demonstrate appropriate workplace behaviors.

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Occupational Area: Instructional Support Services
 Program Title: Vocational Preparatory Instruction (VPI), Mathematics
 Postsecondary Number: S990001
 Course Number: S990011
 CIP Number: 1199.0001SN

Literacy Completion Point A

CAREER ASSESSMENT

01.0 IDENTIFY VOCATIONAL INTEREST AND APTITUDE IN MAKING CAREER CHOICES--The student will be able to:

- 01.01 Assess his/her learning style.
- 01.02 Assess his/her occupational interest and aptitudes.
- 01.03 Relate individual interest to specific occupational areas.
- 01.04 Explore occupational careers and goals in various clusters.
- 01.05 Establish educational and career goals.

BASIC SKILLS: MATHEMATICS

04.0 DEMONSTRATE BASIC MATHEMATICS SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL PREPARATORY PROGRAM--The student will be able to:

- 04.01 Change words to numbers. **M I.1.1**
- 04.02 Identify place value. **M I.1.4**
- 04.03 Demonstrate the ability to round numbers. **M 4.1**
- 04.04 Perform basic operations with whole numbers. **M I.1.4**
- 04.05 Perform basic operations with common fractions. **M I.1.4**
- 04.06 Perform basic operations with decimals. **M I.1.4**
- 04.07 Identify mathematics symbols and geometric forms. **M III.1.1**
- 04.08 Perform basic operations with percentages. **M I.3.1**
- 04.09 Interpret basic charts, graphs and tables. **M V.1.1**
- 04.10 Perform basic map reading techniques. **M IV.1.1**
- 04.11 Use conversion procedures in both standard and metric systems. **M II.2.1, II.2.2**
- 04.12 Apply concepts of measurements. **M II.1.1, II.2.3**
- 04.13 Perform basic operations with signed numbers. **M IV.1.2**
- 04.14 Demonstrate the ability to solve algebraic equations. **M IV.2.1, IV.2.2**
- 04.15 Apply basic geometric concepts. **M III.1.1**
- 04.16 Demonstrate problem-solving techniques. **M I.3.1, I.2.3**

ADVANCED MATH

12.0 DEMONSTRATE ADVANCED MATH SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The instruction in advanced math competencies is based on individual need and may include, but is not limited to the following. The student will be able to:

- 12.01 Apply principles of algebra to technically related problems. **M IV.1.1, IV.1.2**

- 12.02 Apply principles of geometry/analytic geometry to technically related problems. **M III.3.1**
- 12.03 Apply principles of trigonometry to technically related problems.
N/A
- 12.04 Apply principles of calculus to technically related problems. **N/A**
- 12.05 Demonstrate ability to operate a scientific calculator. **M I.3.3**

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Occupational Area: Instructional Support Services
 Program Title: Vocational Preparatory Instruction (VPI), Reading
 Postsecondary Number: S990001
 Course Number: S990031
 CIP Number: 1199.0001SN

Literacy Completion Point B

CAREER ASSESSMENT

01.0 IDENTIFY VOCATIONAL INTEREST AND APTITUDE IN MAKING CAREER CHOICES--The student will be able to:

- 01.01 Assess his/her learning style.
- 01.02 Assess his/her occupational interest and aptitudes.
- 01.03 Relate individual interest to specific occupational areas.
- 01.04 Explore occupational careers and goals in various clusters.
- 01.05 Establish educational and career goals.

BASIC SKILLS: READING

02.0 DEMONSTRATE BASIC READING CATEGORY SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The student will be able to:

- 02.01 Identify synonyms. W II.3
- 02.02 Identify antonyms. W II.3
- 02.03 Identify homonyms. W II.3
- 02.04 Identify affixes. W II.3
- 02.05 Interpret the meaning of words in context. R I.1.2
- 02.06 Analyze passage details. R I.2.1
- 02.07 Interpret the feelings, motives, or traits of characters in a passage. R I.2.2, I.2.5
- 02.08 Identify the main idea. R I.2.1
- 02.09 Identify cause-and-effect relationships. R I.2.2, I.2.5
- 02.10 Interpret structural techniques of writing. R I.2.1
- 02.11 Differentiate between various forms of writing such as facts/opinion/fiction. R I.2.3

STUDY AND REFERENCE SKILLS

05.0 DEMONSTRATE BASIC STUDY AND REFERENCE SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL PREPARATORY PROGRAM--The student will be able to:

- 05.01 Request oral and written directions. R I.1.1, LVS III.1.1, LVS III.1.3
- 05.02 Follow oral and written directions. R I.1.1, LVS III.1.1, LVS III.1.3
- 05.03 Identify and use a variety of resources and reference materials. R I.2.6
- 05.04 Interpret graphs, charts, diagrams, maps and tables. R I.1.2
- 05.05 Develop note-taking skills. R I.1.4
- 05.06 Develop test-taking skills. R I.2.7, I.2.8
- 05.07 Develop study skills. R I.2.6

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Occupational Area: Instructional Support Services
 Program Title: Vocational Preparatory Instruction (VPI), Language
 Postsecondary Number: S990001
 Course Number: S990021
 CIP Number: 1199.0001SN

Literacy Completion Point C

CAREER ASSESSMENT

01.00 IDENTIFY VOCATIONAL INTEREST AND APTITUDE IN MAKING CAREER CHOICES--The student will be able to:

- 01.01 Assess his/her learning style.
- 01.02 Assess his/her occupational interest and aptitudes.
- 01.03 Relate individual interest to specific occupational areas.
- 01.04 Explore occupational careers and goals in various clusters.
- 01.05 Establish educational and career goals.

BASIC SKILLS: LANGUAGE

03.00 DEMONSTRATE BASIC LANGUAGE CATEGORY SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL PREPARATORY PROGRAM--The student will be able to:

- 03.01 Demonstrate proper usage of punctuation. **W II.1.3**
- 03.02 Identify the correct use of capital letters. **W II.1.3**
- 03.03 Demonstrate proper usage of troublesome words. **W II.1.3**
- 03.04 Demonstrate proper usage of common and proper nouns, pronouns, singular and plural forms. **W II.1.3**
- 03.05 Distinguish a complete sentence from sentence fragments and run-on sentences. **W II.1.2, II.1.3**
- 03.06 Demonstrate the correct use of various sentence types. **W II.1.2, II.1.3**
- 03.07 Demonstrate the proper usage of adjectives and adverbs. **W II.1.3**
- 03.08 Demonstrate the proper usage of regular and irregular verbs. **W II.1.3**
- 03.09 Demonstrate the ability to spell words correctly. **W II.1.3**
- 03.10 Demonstrate the proper use of other parts of speech. **W II.1.3**
- 03.11 Demonstrate appropriate word and syllable stress and intonation. **LVS III.3.1**
- 03.12 Demonstrate the use of multi-media communication tools. **LVS III.3.3, L IV.2.4, W II.2.4**
- 03.13 Develop the ability to ask and respond to questions appropriately. **LVS III.3.2**
- 03.14 Distinguish between personal and professional language. **LVS III.3.4**
- 03.15 Demonstrate proper paragraph formation. **W II.1.2**

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Occupational Area: Instructional Support Services
 Program Title: Vocational Preparatory Instruction (VPI),
 Comprehensive
 Postsecondary Number: S990001
 Course Number: S990041
 CIP Number: 1199.0001SN

Literacy Completion Points A, B and/or C

CAREER ASSESSMENT

01.0 IDENTIFY VOCATIONAL INTEREST AND APTITUDE IN MAKING CAREER CHOICES--The student will be able to:

- 01.01 Assess his/her learning style.
- 01.02 Assess his/her occupational interest and aptitudes.
- 01.03 Relate individual interest to specific occupational areas.
- 01.04 Explore occupational careers and goals in various clusters.
- 01.05 Establish educational and career goals.

BASIC SKILLS: READING

02.0 DEMONSTRATE BASIC READING CATEGORY SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The student will be able to:

- 02.01 Identify synonyms. **W II.3**
- 02.02 Identify antonyms. **W II.3**
- 02.03 Identify homonyms. **W II.3**
- 02.04 Identify affixes. **W II.3**
- 02.05 Interpret the meaning of words in context. **R I.1.2**
- 02.06 Analyze passage details. **R I.2.1**
- 02.07 Interpret the feelings, motives, or traits of characters in a passage. **R I.2.2, I.2.5**
- 02.08 Identify the main idea. **R I.2.1**
- 02.09 Identify cause-and-effect relationships. **R I.2.2, I.2.5**
- 02.10 Interpret structural techniques of writing. **R I.2.1**
- 02.11 Differentiate between various forms of writing such as facts/opinion/fiction. **R I.2.3**

BASIC SKILLS: LANGUAGE

03.0 DEMONSTRATE BASIC LANGUAGE CATEGORY SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL PREPARATORY PROGRAM--The student will be able to:

- 03.01 Demonstrate proper usage of punctuation. **W II.1.3**
- 03.02 Identify the correct use of capital letters. **W II.1.3**
- 03.03 Demonstrate proper usage of troublesome words. **W II.1.3**
- 03.04 Demonstrate proper usage of common and proper nouns, pronouns, singular and plural forms. **W II.1.3**
- 03.05 Distinguish a complete sentence from sentence fragments and run-on sentences. **W II.1.2, II.1.3**
- 03.06 Demonstrate the correct use of various sentence types. **W II.1.2, II.1.3**

- 03.07 Demonstrate the proper usage of adjectives and adverbs. W II.1.3
- 03.08 Demonstrate the proper usage of regular and irregular verbs. W II.1.3
- 03.09 Demonstrate the ability to spell words correctly. W II.1.3
- 03.10 Demonstrate the proper use of other parts of speech. W II.1.3
- 03.11 Demonstrate appropriate word and syllable stress and intonation. LVS III.3.1
- 03.12 Demonstrate the use of multi-media communication tools. LVS III.3.3, I IV.2.4, W II.2.4
- 03.13 Develop the ability to ask and respond to questions appropriately. LVS III.3.2
- 03.14 Distinguish between personal and professional language. LV S III.3.4
- 03.15 Demonstrate proper paragraph formation. W II.1.2

BASIC SKILLS: MATHEMATICS

04.0 DEMONSTRATE BASIC MATHEMATICS SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL PREPARATORY PROGRAM--The student will be able to:

- 04.01 Change words to numbers. M I.1.1
- 04.02 Identify place value. M I.1.4
- 04.03 Demonstrate the ability to round numbers. M 4.1
- 04.04 Perform basic operations with whole numbers. M I.1.4
- 04.05 Perform basic operations with common fractions. M I.1.4
- 04.06 Perform basic operations with decimals. M I.1.4
- 04.07 Identify mathematics symbols and geometric forms. M III.1.1
- 04.08 Perform basic operations with percentages. M I.3.1
- 04.09 Interpret basic charts, graphs and tables. M V.1.1
- 04.10 Perform basic map reading techniques. M IV.1.1
- 04.11 Use conversion procedures in both standard and metric systems. M II.2.1, II.2.2
- 04.12 Apply concepts of measurements. M II.1.1, II.2.3
- 04.13 Perform basic operations with signed numbers. M IV.1.2
- 04.14 Demonstrate the ability to solve algebraic equations. M IV.2.1, IV.2.2
- 04.15 Apply basic geometric concepts. M III.1.1
- 04.16 Demonstrate problem-solving techniques. M I.3.1, I.2.3

STUDY AND REFERENCE SKILLS

05.0 DEMONSTRATE BASIC STUDY AND REFERENCE SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL PREPARATORY PROGRAM--The student will be able to:

- 05.01 Request oral and written directions. R I.1.1, LVS III.1.1, LVS III.1.3
- 05.02 Follow oral and written directions. R I.1.1, LVS III.1.1, LVS III.1.3
- 05.03 Identify and use a variety of resources and reference materials. R I.2.6
- 05.04 Interpret graphs, charts, diagrams, maps and tables. R I.1.2
- 05.05 Develop note-taking skills. R I.1.4
- 05.06 Develop test-taking skills. R I.2.7, I.2.8
- 05.07 Develop study skills. R I.2.6

WORKFORCE READINESS SKILLS

06.0 DEMONSTRATE ACCEPTABLE JOB ACQUISITION/JOB RETENTION SKILLS--The instruction in employability skills is based on individual need and may include, but is not limited to the following. The student will be able to:

- 06.01 Prepare a personal data sheet.
- 06.02 Prepare a resume.
- 06.03 Identify job announcement sources.
- 06.04 Prepare a cover letter.
- 06.05 Demonstrate the ability to correctly complete an employment application.
- 06.06 Demonstrate appropriate interviewing techniques.
- 06.07 Prepare for applicable employment tests.
- 06.08 Demonstrate the ability to complete work-related documents.
- 06.09 Demonstrate an understanding of appropriate job behaviors.
- 06.10 Interpret company policies and procedures.
- 06.11 Demonstrate knowledge of resignation procedures

COMPLEMENTARY SKILLS

07.0 DEMONSTRATE AWARENESS OF COMPLEMENTARY SKILLS--The instruction in complementary skills is based on individual need and may include, but is not limited to the following. The student will be able to:

- 07.01 Identify sources of community services agencies.
- 07.02 Demonstrate consumer awareness.
- 07.03 Identify principles of business organization and management.
- 07.04 Practice health maintenance skills.
- 07.05 Demonstrate knowledge of responsible citizenship.
- 07.06 Demonstrate a basic understanding of the governmental structure.
- 07.07 Recognize fraudulent practices.
- 07.08 Demonstrate cultural and environmental awareness.

SCANS COMPETENCIES

08.0 DEMONSTRATE ACCEPTABLE SCANS BEHAVIORS -- The instruction in workforce readiness skills is based on individual need and may include, but is not limited to the following. The student will be able to:

- 08.06 Identify, organize and use resources appropriately.
- 08.07 Work with each other cooperatively and productively.
- 08.08 Acquire and use information.
- 08.09 Understand social, organizational and technological systems.
- 08.10 Work with a variety of tools and equipment.

BASIC COMPUTER LITERACY

09.0 DEMONSTRATE BASIC COMPUTER LITERACY SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The instruction in basic computer literacy is based on individual need and may include, but is not limited to the following. The student will be able to:

- 09.01 Define computer terms.
- 09.02 List practical applications of the computer in the workplace.
- 09.03 Develop proficiency in keyboarding.
- 09.04 Demonstrate an understanding of operating systems.
- 09.05 Demonstrate an understanding of software applications.
- 09.06 Develop Internet/network literacy.

SCIENCE SKILLS

10.0 DEMONSTRATE BASIC SCIENCE SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The instruction in science competencies is based on individual need and may include, but is not limited to the following. The student will be able to:

- 10.01 Use the scientific method to solve problems.
- 10.02 Relate career opportunities to the sciences.
- 10.03 Describe how the life sciences interact with technology and society.
- 10.04 Describe cell function and structure in healthy and diseased tissue.
- 10.05 Identify and describe the functions of major human systems.
- 10.06 Identify the earth's structure and describe the forces that cause change.
- 10.07 Differentiate between and list examples of chemical and physical change.
- 10.08 Identify various methods of measuring time.
- 10.09 Describe the interrelationships of force, work, energy and motion.
- 10.10 Identify the simple machine components of complex machines.
- 10.11 Identify the laws of motion.
- 10.12 Describe the basic characteristics of the three states of matter.
- 10.13 Demonstrate knowledge of the periodic table.
- 10.14 Define the properties of light and sound.
- 10.15 Explain the differences between weight and mass, speed and velocity, and forces and motion.
- 10.16 Explain conservation of mass.
- 10.17 Apply the mole concept.
- 10.18 Describe Newton's laws of motion and gravitation.
- 10.19 Apply the First and Second Laws of Thermodynamics.
- 10.20 Apply Joule's Law and Ohm's Law in problem solving.

SOCIAL STUDIES SKILLS

11.0 DEMONSTRATE BASIC SOCIAL STUDIES SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The instruction in social studies competencies is based on individual need and may include, but is not limited to the following. The student will be able to:

- 11.01 Demonstrate a basic understanding of the contemporary social issues that affect American political, economic and social systems.
- 11.02 Explain the basic economic system.
- 11.03 Describe how resources are allocated and income is distributed through the operation of supply and demand and through governmental policies.
- 11.04 Describe relationships among employment, inflation, and monetary and fiscal policy and the importance of these relationships for economic stability and growth.
- 11.05 Recognize the relationship of government, labor, and competition to the free enterprise system.
- 11.06 Describe current and historic events from the perspective of diverse cultural and ethnic groups.
- 11.07 Apply processes of critical and creative thinking to analyze the effects of major American traditions (political, economic, and social) on historical patterns of development in the United States.

- 11.08 Recognize the relationship of government, labor and competition to the free enterprise system.
- 11.09 Demonstrate knowledge and proficiency in the use of maps and globes.
- 11.10 Describe the relationship between the individual and society.
- 11.11 Describe the check and balance system of the three branches of government.
- 11.12 Describe the major domestic and foreign problems facing our nation today.
- 11.13 Describe the importance of participation in community service and civic improvement in political activities.
- 11.14 Demonstrate a basic understanding of the American legal, political and economic systems and traditions.
- 11.15 Describe basic criminal law terms, criminal offenses and classifications of crimes.
- 11.16 Describe the nature of the law in a free society and the constitutional rights and safeguards of the individual.
- 11.17 Describe the differences between inherited and acquired behaviors.
- 11.18 Distinguish between normal and abnormal behavior.
- 11.19 Use appropriate vocabulary, geographical, reference/study, and critical thinking and decision-making skills.

ADVANCED MATH

- 12.0 DEMONSTRATE ADVANCED MATH SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The instruction in advanced math competencies is based on individual need and may include, but is not limited to the following. The student will be able to:
 - 12.01 Apply principles of algebra to technically related problems. **M IV.1.1, IV.1.2**
 - 12.02 Apply principles of geometry/analytic geometry to technically related problems. **M III.3.1**
 - 12.03 Apply principles of trigonometry to technically related problems. **N/A**
 - 12.04 Apply principles of calculus to technically related problems. **N/A**
 - 12.05 Demonstrate ability to operate a scientific calculator. **M I.3.3**

VESOL

- 13.0 DEMONSTRATE VESOL SKILLS AND SUBSKILLS APPROPRIATE TO THE VOCATIONAL JOB PREPARATORY PROGRAM--The instruction in VESOL literacy is based on individual need and may include, but is not limited to the following. The student will be able to:
 - 13.1 Demonstrate proficiency in listening components of the English language.
 - 13.2 Demonstrate proficiency in oral components of the English language.
 - 13.3 Demonstrate proficiency in reading components of the English language.
 - 13.4 Demonstrate proficiency in writing components of the English language.
 - 13.5 Develop the ability to ask and respond to questions.
 - 13.6 Demonstrate ability to follow directions, both oral and written.
 - 13.7 Demonstrate an awareness of the diversity of cultures.
 - 13.8 Demonstrate knowledge of responsible citizenship.
 - 13.9 Demonstrate appropriate workplace behaviors.