

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

1. Communication
 - a. Provide appropriate verbal and nonverbal feedback in face-to-face conversations.
 - i. Use language appropriate to situations
 1. social
 2. academic
 3. employment
 - ii. Employ language sensitive to gender and cultural bias and concerns
 - b. Use responsive listening.
 - i. Paraphrase
 - ii. Summarize
 - iii. Elaborate
 - iv. Clarify
 - v. Ask relevant questions
 - vi. Make relevant comments
2. Consumer Economics
 - a. Interpret and compare information on savings plans.
 - i. Interpret charts detailing interest rates
 - ii. Compare savings plans
 - b. Create a personal and a family budget.
 - i. Create a circle graph of budget information
 - ii. Express budget amounts in percentages and fractions
 - c. Fill out an order form.
 - i. Fill out a catalog order form
 - ii. Compute sales tax
 - iii. Compute shipping and handling charges
 - d. Evaluate products through comparison shopping.
 - i. Compare unit pricing
 - ii. Evaluate products
 1. price
 2. warranty
 3. guarantee
 - e. Interpret return policies
 - i. Differentiate among return, exchange, and store credit
 - f. Complete a credit card application and interpret information on a credit card statement.
 - i. Complete a credit application

- ii. Interpret information on a credit card statement
 - 1. beginning balance
 - 2. payments
 - 3. charges
 - 4. interest
 - 5. minimum payment
 - 6. total balance
 - 7. where to send payment
 - 8. what to do if unable to pay
 - 9. when to send payment
 - 10. what to do to change address
 - g. Interpret information on a utility bill.
 - i. Information on a utility bill
 - 1. charges
 - 2. payment required
 - 3. where to send payment
 - 4. what to do if unable to pay
 - 5. when to send payment
 - ii. Determine where to call to
 - 1. start service
 - 2. discontinue service
 - 3. report a service problem
 - h. Interpret information on home safety and security and develop an emergency plan.
 - i. Read informational articles on home safety and security
 - ii. Identify potential safety hazards in a home
 - iii. Develop an emergency plan and emergency kit
 - i. Read and interpret information on consumer protection.
 - i. Read informational articles on consumer protection
 - ii. Know where and how to report unsatisfactory products or service
 - 1. Where
 - a. In store
 - b. Better Business Bureau
 - c. Internet
 - 2. How
 - a. Face to face
 - i. Store manager
 - ii. Store owner
 - b. Nonpersonal
 - i. Phone call
 - ii. Complaint letter
3. Community Resources
 - a. Communicate with a child's school and know information about children's educational programs.

- i. Write notes to a child's teacher
 - 1. explain absence
 - 2. request information about child's performance
 - ii. Children's educational programs
 - 1. before and after school care
 - 2. enrichment classes
 - 3. Early Childhood Family Education
 - 4. Special Education
 - 5. Gifted and Talented
 - 6. ESL, ELL, ESOL
 - b. Locate information on free or low cost legal information and services.
 - i. Locating
 - 1. phone book
 - 2. personal referrals
 - 3. referrals from social service counselors
 - 4. flyers, posters, business cards
 - ii. Read informational articles about legal services
 - c. Locate information on community assistance agencies.
 - i. Homeless shelters
 - ii. Food shelves
 - iii. Domestic violence shelters and hotlines
 - iv. Mental illness assistance
 - v. Child care assistance
 - vi. Housing assistance
 - d. Plan a vacation.
 - i. Budget
 - ii. Where to go
 - iii. Informational articles about places
 - iv. Maps
 - v. Request information about places
 - 1. letter
 - 2. phone
 - 3. internet
- 4. Health
 - a. Use advanced medical vocabulary to describe medical conditions, medical personnel, and body systems.
 - i. Conditions
 - 1. Cholesterol
 - 2. Hypertension
 - 3. Arthritis
 - 4. Alzheimer's
 - 5. Diabetes
 - ii. Medical personnel
 - 1. Pediatrician
 - 2. Gynecologist

- 3. Obstetrician
 - 4. Internist
 - 5. Oncologist
 - 6. Dermatologist
 - iii. Body systems
 - 1. respiratory
 - 2. circulatory
 - 3. neurological
 - 4. muscular
 - 5. skeletal
 - 6. gastro-intestinal
 - b. Interpret written medical instructions and information.
 - i. When to use a medication
 - ii. Side effects
 - iii. Physical therapy instructions
 - iv. Nutrition instructions
 - c. Interpret information on substance abuse problems.
 - i. Alcoholism
 - ii. Eating disorders
 - iii. Drug abuse
 - iv. Treatment facilities and options
 - v. Informational articles
 - 1. symptomology
 - 2. places to go for assistance
 - d. Develop a meal plan following food pyramid recommendations.
 - i. Food pyramid recommendations
 - 1. serving, serving size
 - 2. categories
 - a. protein
 - b. sweets, oil, fat
 - c. fruit, vegetables
 - d. starches, bread, grain
 - ii. Develop a meal plan to fit a certain calorie count
5. Employment
- a. Read and interpret job-related information.
 - i. Flow charts
 - ii. Organizational chart
 - iii. Procedures
 - 1. narrative
 - 2. graphic
 - iv. Forms
 - 1. accident report
 - 2. leave request
 - 3. productivity reports

- b. Interpret and compute information on time cards and pay stubs.
 - i. Compute overtime pay
 - ii. Compute deductions based on percent
 - iii. Compute yearly gross and net pay
 - c. Identify employment training opportunities.
 - i. Identify types of training for specific jobs
 - ii. Identify types of training in general
 - 1. vocational college
 - 2. community college
 - 3. 4-year university or college
 - 4. for-profit technical school
 - 5. continuing education courses
6. Government and Law
- a. Fill out a voter registration card, compare and contrast candidates for elected office, and mark a ballot.
 - i. Fill out a voter registration card
 - ii. Compare and contrast candidates for elected office
 - 1. background
 - 2. stance on issues
 - 3. other factors of interest
 - iii. Mark a ballot
 - b. Fill out federal and state tax forms.
 - i. Interpret written directions on filling out tax forms
 - ii. Fill out federal and state tax forms
 - iii. Use a tax table to determine tax
 - c. Identify issues of concern to a particular community and processes that can be used to address the issue.
 - i. Sources for issues
 - 1. neighborhood groups, block clubs
 - 2. newspaper articles
 - 3. media reports
 - ii. Identify processes that can be used to address the issue
 - 1. protesting
 - 2. petitioning
 - 3. city council
 - d. Read and interpret information on common laws and ordinances.
 - i. Read notices and posted signs
 - ii. Read and interpret information on common legal rights
 - iii. Read and interpret information on a traffic ticket
 - e. Read and discuss information about governmental activities.
 - i. International affairs
 - ii. Legislative activities
 - iii. Judicial activities
 - iv. Executive activities
 - v. Military activities
 - vi. Law enforcement activity

- vii. Local policy-making
 - 1. city, township
 - 2. school district
 - 3. county
 - f. Identify political leaders.
 - i. Identify elected officials
 - 1. president
 - 2. vice-president
 - 3. senator
 - 4. representative
 - 5. governor
 - 6. state senator
 - 7. state representative
 - 8. mayor
 - 9. council members
 - 10. school board members
 - 11. county commissioners
 - ii. Identify other political leaders
 - 1. leaders of countries in the news
 - 2. federal officials in the news
7. Computation
 - a. Use a scientific calculator.
 - b. Perform multiple operations using whole numbers and decimals.
 - i. Order of operations
 - ii. Associative and distributive properties
 - c. Sequence, add, subtract, multiply and divide decimals.
 - i. Add
 - ii. Subtract
 - iii. Multiply
 - iv. Divide
 - v. With and without regrouping
 - vi. Vertical and horizontal notations
 - vii. Sequence
 - d. Add, subtract, multiply, and divide fractions.
 - i. Add, subtract, multiply, and divide
 - ii. Proper, improper, and mixed numbers
 - iii. With and without regrouping
 - e. Convert fractions, decimals, and percents.
 - i. Convert fractions to decimals
 - ii. Convert fractions to percents
 - iii. Convert decimals to fractions
 - iv. Convert decimals to percents
 - v. Convert percents to fractions
 - vi. Convert percents to decimals

- f. Calculate percent.
 - i. Calculate for part, whole, and percent
 - ii. Calculate sales tax
 - iii. Calculate tip
 - g. Solve word problems using ratio and proportion.
 - i. Associate verbal names, written word names and standard numerals with ratios and proportions
 - ii. Understand the relationship between ratio and proportion and fractions
 - iii. Solve word problems using ratio and proportion
 - h. Solve word problems using the interest, distance, and cost formulas.
 - i. Interest formula
 - ii. Distance formula
 - iii. Cost formula
 - i. Solve geometry problems using area, perimeter, and volume formulas.
 - i. Area
 - ii. Perimeter
 - iii. Volume
 - j. Measure using various measurement tools.
 - i. Dials
 - ii. Scales
 - iii. Rulers
 - iv. Gauges
 - k. Add, subtract, multiply, and divide measurements with and without regrouping.
 - l. Compute mean, median, and mode.
8. Learning to Learn
- a. Identify unknown words through context clues.
 - b. Comprehend a variety of printed materials.
 - i. Comprehension
 - 1. main idea, stated and implied
 - 2. details
 - 3. facts
 - 4. predict outcomes
 - 5. author's point of view
 - 6. validity of information
 - ii. Types of material
 - 1. newspapers
 - 2. magazines
 - 3. directions
 - 4. fiction
 - 5. nonfiction

- c. Comprehend specific elements of fiction.
 - i. Plot
 - ii. Setting
 - iii. Characters
- d. Define and identify figurative language.
 - i. Symbolism
 - ii. Metaphor
 - iii. Simile
 - iv. Irony
- e. Use reading strategies.
 - i. Skimming and scanning
 - ii. Outlining
 - iii. SQ3R
 - iv. Note-taking
- 9. Grammar and writing
 - a. Write a multi-paragraph narrative essay.
 - i. Narrative
 - ii. Transitions
 - iii. Consistent point of view
 - iv. Consistent verb tense
 - b. Follow a writing process.
 - i. Prewriting
 - 1. brainstorming
 - 2. clustering
 - ii. Drafting
 - iii. Revising
 - c. Identify all parts of speech in a sentence.
 - d. Write compound and complex sentences.
 - i. Compound sentences
 - 1. with conjunction
 - 2. with conjunctive adverb
 - 3. with semicolon
 - ii. Complex sentences with dependent clauses
 - e. Practice self-editing skills.
 - i. Consistent verb tense
 - ii. Punctuation use
 - iii. Subject/verb agreement
 - iv. Spelling