



# Pace Learning Systems

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## **CORRELATION**

**Comprehensive Adult Student  
Assessment System(CASAS)**

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## Pace Learning Systems/CASAS Correlation, Key:

Pace Learning Systems Subject Areas:  
Accelerated Learning Lab

Reading	R
Language	L
Writing	W
Writing Applications	Wc
Spelling	Sp
Basic Math	BM
Advanced Math	AM
Science	Sc
Social Studies	SS

Transition Skills Lab

Workforce Development	WF
Life Skills 25	LS

At Your Own Pace

Reading	r
English	e
Math	m

## CASAS Basic Skills Content Standards – Reading

<b><sup>1</sup>R1 Beginning literacy / Phonics</b>	
<sup>2</sup> R1.1 Identify the letters of the English alphabet (upper and lower case)	
R1.2 Recognize that letters make words and words make sentences	
R1.3 Read from left to right, top to bottom, front to back	
R1.4 Relate letters to sounds	
R1.5 Relate letters to a range of possible pronunciations, including recognizing common homonyms	<b>r100, r160 Sp100, Sp110, Sp120</b>
R1.6 Use common phonological patterns to sound out unfamiliar words (e.g., man/van)	
<b>R2 Vocabulary</b>	
R2.1 Interpret common symbols (restroom signs, traffic signs)	<b>R540</b>
R2.2 Read basic sight words (e.g., the, is)	<b>r121</b>
R2.3 Interpret common high-frequency words and phrases in everyday contexts (e.g., signs, ads, labels)	<b>R535 (labels) R540 (signs)</b>
R2.4 Use capitalization as a clue to interpret words (e.g., names, place names, other proper nouns)	<b>e300, L700</b>
R2.5 Interpret contractions	<b>R325</b>
R2.6 Interpret basic abbreviations (Mr., apt., lb.)	<b>R300, 4305, R310, R315</b>
R2.7 Interpret abbreviations in specialized context (tsp., bnfts.)	<b>R305, R320 WF320</b>
R2.8 Interpret meaning from word formations (e.g., verb endings, plurals, possessives, comparative forms)	<b>e100, e115, e120</b>
R2.9 Interpret common prefixes and suffixes to determine the meaning of words (e.g., un-happy, work-er)	<b>r121, r122, r131, r132</b>
R2.10 Interpret less common prefixes and suffixes to determine word meaning (im-possible, anti-war, attend-ee)	<b><sup>3</sup>r121, r122, r131, r132 R101, R102, R103, R111, R112</b>

<sup>1</sup> CASAS Basic Skills Standards and CASAS Competencies can be found at <https://www.casas.org/product-overviews/curriculum-management-instruction/casas-basic-skills-content-standards>. "CASAS" and CASAS assessments are © 2016 by CASAS. All rights reserved.

<sup>2</sup> CASAS "R1 Beginning literacy / Phonics" (A) objectives are best taught through the Individualized Reading Instructional System (IRIS)

<sup>3</sup> See scope and sequence for a detailed listing of prefixes and suffixes covered in each lesson.

R2.11 Interpret familiar words used in a new context (e.g., enter a room, enter data on a computer)	r141, r142
R2.12 Interpret specialized vocabulary in context (e.g., consumer, work, field of interest)	R130, R125, R435 WF310, WF400
<b>R3 General reading comprehension</b>	
R3.1 Interpret common punctuation and sentence-writing conventions (e.g., capitalized first word)	e300
R3.2 Read and understand simple sentences that contain familiar vocabulary	r100
R3.3 Read and understand simple texts on familiar topics (e.g., short narratives, basic consumer materials)	r110, r200 R535
R3.4 Read and understand moderately complex texts (e.g., general informational materials, common workplace materials)	R125, R130, R201, R202, R221, R222, R223, 230, R235, R241, R242, R400, R410, R415
R3.5 Read and understand complex texts (e.g., newspaper and magazine articles, technical materials, literature)	R125, R130, R201, R202, R221, R222, R223, 230, R235, R241, R242, R260, R460, R465, R470 Sc100, Sc 110
R3.6 Interpret simple written instructions	R235
R3.7 Interpret detailed instructions (e.g., workplace procedures, operating instructions, consumer materials)	R235 WF330 LS22 LS23
R3.8 Interpret basic sentence structure and grammar (e.g., statements, questions, negatives; adjectives modifying nouns)	e100, e105, e110, e315
R3.9 Interpret complex sentence structure and grammar (e.g., relative clauses, perfect tenses)	L120, L130, L150, L200, L220 W300, W310, W320
R3.10 Follow pronoun references within a text (e.g., Ms. Smith... she)	L110 W140
R3.11 Make connections between related information across different sections of a text	R222, R223, R230, R241, R242, R260, R460, R470, R620
R3.12 Use supporting illustrations to interpret text	R440 Sc100
R3.13 Use contextual clues to determine the meaning of words and phrases (e.g., Save \$10 on your next purchase.)	r141, r142 R125, R130
R3.14 Interpret signal words as clues to the organization and content of a text (first... then; however; it's important that...)	R125, R130, R210
R3.15 Interpret idioms and collocations from context	r165 R120, R130
R3.16 Interpret figurative meanings of words from context (e.g., flooded with calls)	r165 R120, R130, R605, R625
R3.17 Interpret the connotative meaning of a word (e.g., inexpensive vs. cheap)	R130, W420
R3.18 Interpret analogies in familiar contexts	R140
R3.19 Interpret meaning of metaphors and similes in context	R130, R605
<b>R4 Text in format</b>	
R4.1 Read numbers	m100 BM100
R4.2 Read clock times	e325 (digital only) m305 (digital only) R530 (digital only)
R4.3 Read dates	e311 R435

R4.4 Read money amounts	<b>BM110</b>
R4.5 Read simple handwriting	
R4.6 Interpret simple forms (e.g., appointment sign-in sheet, class registration)	<b>R500, R505 L500 WF350</b>
R4.7 Interpret complex forms (e.g., rental, insurance, pay statements)	<b>R515, R520, R525 L510</b>
R4.8 Interpret information in charts and tables (e.g., bus schedules)	<b>R530</b>
R4.9 Interpret maps, diagrams, and graphs	<b>R440, R451, R452, BM510</b>
R4.10 Interpret written materials using formatting clues (e.g., headings, captions, bullets, print features such as bold)	<b>R201</b>
<b>R5 Reference Materials</b>	
R5.1 Find a word or number in an alphabetical, numeric, or other ordered listing (e.g., telephone directory, list of part numbers)	<b>R400, R405, R415, R422</b>
R5.2 Locate information using an index or table of contents (e.g., of a book, manual, computer application help feature)	<b>R430, R435</b>
R5.3 Locate information organized in groups or categories (e.g., in a department directory, catalog, on a web page)	<b>R405, R421, R435</b>
R5.4 Use a picture dictionary	
R5.5 Use a simplified dictionary or glossary	<sup>1</sup> <b>L900 R410</b>
R5.6 Use a standard dictionary to distinguish between multiple meanings of a word	<b>R400, R410</b>
R5.7 Use reference tools such as a print or online encyclopedia	<b>R400, R415</b>
<b>R6 Reading Strategies</b>	
R6.1 Predict the content of a text from title, pictures, type of material	<b>R201, R440</b>
R6.2 Scan simple text (e.g., ads, schedules, forms, paragraphs) to find specific information	<b>R201, R435</b>
R6.3 Scan complex or extended text (e.g., web pages, documents, narratives) to find specific information	<b>R201, R202, R430, R460, R465, R470</b>
R6.4 Skim simple text for general meaning	<b>R201, R202</b>
R6.5 Skim complex text for general meaning or to determine subject matter or organization	<b>R201, R202, R460, R470</b>
R6.6 Use appropriate reading strategy (e.g., skimming, scanning, predicting, inferring) to understand content of unfamiliar material or specialized information	<b>R201, R202, R230, R260, R430, R435, R460, R470, R605, R620</b>
R6.7 Increase reading fluency (accuracy, speed)	<b>Reading At Your Own Pace (3-6) Reading System (5+)</b>
<b>R7 Reading and thinking skills</b>	
R7.1 Identify the main idea of a simple paragraph	<b>R221, R222</b>
R7.2 Identify the main idea of a multi-paragraph text	<b>R223, R460, R470</b>
R7.3 Identify supporting points or details for a statement, position or argument on a familiar topic	<b>R221, R222, R223, R230, R241, R251, R252, R260, W240</b>
R7.4 Determine the sequence of events in a simple narrative	<b>R210</b>
R7.5 Determine the sequence of events in a complex narrative	<b>R210, R610, R625/R630/R635</b>
R7.6 Paraphrase information	<b>R202, R620</b>
R7.7 Summarize a text	<b>R202, R620, R470</b>

<sup>1</sup> All Workforce Development and Science lessons contain glossaries.

R7.8 Make inferences and draw conclusions from simple text	r215 R230, R241, R242
R7.9 Make inferences and draw conclusions from complex text	R230, R241, R242, R260, R460, R470, R625/R630/R635
R7.10 Differentiate fact from opinion in a written text	r210 R251, R252
R7.11 Identify the writer, audience, and purpose of a text	R260
R7.12 Determine a writer's point of view	R260, R600, R610, R620, R625/R630/R635
R7.13 Compare related information from various sources (e.g., consumer ads)	R251, R252, R260, R430, R435, R460, R465
R7.14 Verify and clarify facts in written information (e.g., advertising claims)	R251, R252, R260, R435
<b>R8 Academic-oriented skills</b>	
R8.1 Critique the logic of functional documents by examining the sequence of information and procedures in anticipation of possible reader misunderstandings	R260, R460, R470, R620 Sc100
R8.2 Analyze ...features and devices)	
R8.3 Critique ...pathos and emotion)	
R8.4 Generate relevant questions about readings on issues that can be researched	R460, R470 Sc100, Sc201
R8.5 Prepare a bibliography of reference materials for a report using a variety of consumer, workplace, and public documents	R430, R460, R465, R470
R8.6 Extend ideas presented in primary or secondary sources through original analysis, evaluation, and elaboration	Sc100, Sc201 R221, R222, R223, R230, R241, R242, R260, R460, R470
R8.7 Make warranted and reasonable assertions about the author's arguments by using elements of the text to defend and clarify interpretations	Sc100 R230, R241, R242, R251, R252, R260, R620, W230, W240
R8.8 Evaluate the credibility of an author's argument or defense of a claim by critiquing the relationship between generalizations and evidence, the comprehensiveness of evidence, and the way in which the author's intent affects the structure and tone of the text (e.g., professional journals, editorials, political speeches, primary source materials)	Sc100 R221, R222, R223, R230, R241, R242, R251, R252, R260, R460, R470, W240
R8.9 Analyze an author's implicit and explicit philosophical assumptions and beliefs about a subject	R251, R252, R260, R620, W240
R8.10 Synthesize the content from several sources or works by a single author dealing with a single issue; paraphrase the ideas and connect them to other sources and related topics to demonstrate comprehension	R202, R230, R260, R460, R470, R620
R8.11 Analyze the way in which clarity of meaning is affected by the patterns of organization, hierarchical structures, repetition of the main ideas, syntax, and word choice in text	R223, R201, R202, R260, R620, W230
<b>R9 Literary analysis</b>	
R9.1 Identify the story elements such as setting, character, plot, and resolution	r200 R600, R610, R615
R9.2 Draw from personal experiences ...in non-complex events and his/her own experiences)	
R9.3 Identify uncomplicated themes in reading selections	R600, R610
R9.4 Differentiate between factual and fictional elements	R600, R610

R9.5 Identify story elements including setting, plot, character, conflict, and resolution increasingly more complex fiction	<b>R600, R610, R620, R625/R630/R635</b>
R9.6 Identify the function of introductory and concluding paragraphs in an essay	<b>W520</b>
R9.7 Identify cause-and-effect relationships in literary texts	<b>R201, R202, R222, R241, R242, R610, R625/R630/R635</b>
R9.8 Identify the impact of language such as literary devices that are characteristic of an author's work	<b>R600, R605, R610, R615, R620</b>
R9.9 Respond to a work ... compare with those in his/her life	
R9.10 Identify the major theme in more complex stories	<b>R610, R625/R630/R635</b>
R9.11 Use specifics from literary passages to support his/her ideas formed from reading literary text	<b>R222, R223, R230 R620, R625/R630/R635</b>
R9.12 Identify historical and cultural perspectives in reading selections (i.e., the impact of beliefs, attitudes, and values on a literary work)	<b>R620, R625/R630/R635</b>
R9.13 Interpret ... and relate the information to contemporary experiences	
R9.14 Identify more complex elements of plot, setting, character development, conflict, and resolution	<b>R600, R610, R615 R625/R630/R635</b>
R9.15 Recognize ... tragic hero, man versus nature, triumph over adversity, coming of age)	
R9.16 Articulate ...dramatic literature (e.g., comedy, tragedy, drama, dramatic monologue)	
R9.17 Compare ... how the selection of genre shapes the theme or topic	
R9.18 Determine and articulate the relationship between the purposes and characteristics of different forms of poetry (ballad, lyric, couplet, epic, elegy, ode, sonnet)	<b>R605</b>
R9.19 Analyze interactions between main and subordinate characters in a literary text and explain the way those interactions affect the plot	<b>R610, R615, R625/R630/R635</b>
R9.20 Determine characters' traits by what the characters convey about themselves in narration, dialogue, dramatic monologue, and soliloquy	<b>R610, R615</b>
R9.21 Compare works that express a universal theme and provide evidence to support the ideas expressed in each work	<b>R635</b>
R9.22 Analyze and trace an author's development of time and sequence, including the use of complex literary devices (e.g., foreshadowing, flashbacks)	<b>R610, R615, R620</b>
R9.23 Recognize and understand the significance of various literary devices (figurative language, imagery, allegory, symbolism) and explain their appeal	<b>R605, R610, R615, R620</b>
9.24 Interpret and evaluate the impact of ambiguities, subtleties, contradictions, ironies, and incongruities in a text	<b>R610, R620, W230</b>
R9.25 Explain how voice, persona, and the choice of a narrator affect characterization and the tone, plot, credibility of a text	<b>R600, R610, R615, R620 W420</b>
R9.26 Explain how ... in dramatic literature	
R9.27 Evaluate ... (Aesthetic approach)	
R9.28 Analyze the way in which a work of literature is related to the themes and issues of its historical period (Historical approach)	<b>R625, R630, R635</b>

R9.29 Analyze a work of literature, showing how it reflects the heritage, traditions, attitudes, and beliefs of its author (Biographical approach)	<b>R620</b>
R9.30 Analyze ... and other basic genres	
R9.31 Analyze ... using textual evidence ...	
R9.32 Analyze the ways in which irony, tone, mood, the author’s style, and the “sound” of language achieve specific rhetorical or aesthetic purposes or both	<b>R252, R260, R605, R610, R620 W420</b>
R9.33 Analyze the ways in which poets use imagery, personification, figures of speech, and sounds to evoke readers’ emotions	<b>R605</b>
R9.34 Analyze recognized works of American literature representing a variety of genres and traditions	<b>R625</b>
R9.35 Analyze ... archetypes drawn from myth and tradition ...	
R9.36 Analyze recognized works of world literature from a variety of authors	<b>R635</b>
R9.37 Evaluate the philosophical, political, religious, ethical, and social influences of the historical period that shaped the characters, plots, and settings of a literary work	<b>R610, R615, R620, R625/R630/R635</b>
R9.38 Analyze ... (Political approach)	
R9.39 Analyze ... (Philosophical approach)	

### CASAS Basic Skills Content Standards – Writing

<b>W1 Beginning Literacy</b>	
<sup>1</sup> W1.1 Write the letters of the English alphabet (upper and lower case)	
W1.2 Combine letters to make words and words to make sentences	
W1.3 Write from left to right, top to bottom, front to back	
W1.4 Use letters to represent sounds	
W1.5 Spell common sound blends (diphthongs, triphthongs and simple consonant blends, e.g. <pl>, <tr> etc.)	
W1.6 Spell words in the same phonics-related word families (e.g., man/can/tan)	
W1.7 Write name and other personal and very familiar words	
W1.8 Write numbers in numerals and words	<b>m100 BM100</b>
W1.9 Complete simple forms (e.g., appointment sign-in sheet, class registration)	<b>R500, R505 L500 WF350</b>
<b>W2 Spelling and Mechanics</b>	
W2.1 Demonstrate legible handwriting	<sup>2</sup> <b>Various</b>
W2.2 Write clock times in different formats	
W2.3 Write money amounts	<b>BM100</b>
W2.4 Use capitalization and end punctuation to mark the beginning and end of sentences	<b>e300, e315 L600, L700</b>
W2.5 Use capitalization to write proper nouns (e.g., names, place names, other proper nouns)	<b>e300 L700</b>

<sup>1</sup> CASAS “W1 Beginning Literacy” (A) objectives are best taught through the Individualized Reading Instructional System (IRIS).

<sup>2</sup> Students are required to construct responses and maintain written work in all Pace lessons.

W2.6 Write dates in different formats	<b>L500, L620</b>
W2.7 Use spacing or indentation to show paragraph divisions	<b>L310 W520, W530</b>
W2.8 Write common high-frequency words and phrases in everyday contexts (e.g., signs, ads, labels)	<b>R435, R535, R540 WF320, WF440</b>
W2.9 Produce text using a word processor	
W2.10 Spell regular morphemes including plural –s, third person singular –s, possessive –’s, past –ed, gerund-ing	<b>e100, e120 Sp150, Sp160, Sp230 L100, L640</b>
W2.11 Use commas in a series	<b>e311 L610</b>
W2.12 Use commas with relative and dependent clauses, as well as other punctuation (semi-colons, colons, quotation)	<b>e312 L630, L660, L650</b>
W2.13 Write basic abbreviations (e.g., Mr., apt., lb.)	<b>L670 R310, R315</b>
W2.14 Write abbreviations in specialized contexts (tsp., bnfts.)	<b>R305, R320 WF320</b>
W2.15 Write using the appropriate prefixes and suffixes (e.g., unhappy, work-er, employ-ee, anti-war)	<b><sup>1</sup>Sp160, Sp220 r121, r122, r131, r132 R101, R102, R103, R111, R112</b>
W2.16 Spell homonyms in context (e.g., There’s a hole in the bag. / Get a whole bag.)	<b>r100, r160 R130 Sp230</b>
W2.17 Format written material (e.g., headings, captions, bullets, print features such as bold)	
W2.18 Write information for charts and tables (bus schedules)	<b>R445, R530 BM520</b>
W2.19 Write using appropriate format and structure for different purposes (e.g., outline, memo, letter, reports)	<b>L330 , L400 WF330, WF440 W510, W530, Wc2.4, Wc3.5</b>
<b>W3 Grammar and Sentence Structure</b>	
W3.1 Demonstrate knowledge of grammar (rules governing use of language)	<b>e100, e105, e110, e115, e120, e300 Language Standards: 1, Grammatically Correct Sentences 6, Punctuation Marks L700 Writing Standard 1: Grammatically Correct Writing W220</b>
W3.2 Demonstrate knowledge of syntax (grammatical arrangement of words in sentences)	<b>e200, e205, e210 Language Standard 2: Structurally Correct Sentences Writing Standard 3: Sentence Combining W110</b>
W3.3 Use basic grammar and structures with present tense verbs and modals in high-frequency usage (e.g., to be, to do, to need, to have, can)	<b>e110</b>
W3.4 Use contracted forms	<b>Sp170 R325 L640</b>

<sup>1</sup> See scope and sequence for a detailed listing of prefixes and suffixes covered in each lesson.

W3.5 Produce simple questions (e.g., WH- & yes/no) and statements	e315 L600 W110
W3.6 Use noun plurals	e100, e120 L100, L640
W3.7 Use the possessive form of nouns and pronouns	e100, e120 L100, L110, L640
W3.8 Write in complete sentences (e.g., avoiding fragments and comma splices)	e200, L210 W110
W3.9 Use imperative constructions	L130, L600 W110
W3.10 Use pronouns and follow pronouns across a statement or passage (e.g., John lives with his mother.)	e105 W120, W140 L110, L130
W3.11 Use intermediate level grammar and structures (e.g., simple past, modals, real conditional, present perfect, compound simple sentences)	<b>Language Standards:</b> <b>1, Grammatically Correct Sentences</b> <b>2, Structurally Correct Sentences</b>
W3.12 Use comparative forms of adjectives (faster, fastest)	e115 L140
W3.13 Use comparative forms of adverbs (e.g., more quickly, the most quickly)	L140
W3.14 Use signal words and cohesive devices that give clues to organization and content of message related to time, sequence, comparison, contrast, reason, choice, place, condition, cause-and-effect, purpose (e.g., first, then, however, it's important that, well, anyway, etc.)	L300, L310, L320, L660 W520, W530, W540
W3.15 Use advanced grammar and structures (e.g., complex tenses, all conditionals (real and unreal), passive voice, reported speech, compound/complex sentences)	<b>Language Standards:</b> <b>1, Grammatically Correct Sentences</b> <b>2, Structurally Correct Sentences</b> <b>6, Punctuation</b> <b>L700, L800</b> <b>Writing Standards:</b> <b>1, Grammatically Correct Sentences</b> <b>2, Clear and Concise Writing</b> <b>3, Sentence Combining</b> <b>4, Competent Writing</b> <b>W540</b>
<b>W4 Vocabulary/Word Choice</b>	
<sup>1</sup> W4.1 Use common basic vocabulary (e.g., the, is, here)	
W4.2 Use simple words and phrases from familiar contexts (e.g., boy, girl, man, woman, at home, at work)	
W4.3 Use common high-frequency words and phrases in everyday contexts	e200 L210, L330 W110
W4.4 Use simple words, phrases, and idioms drawn from functional life skill topics (e.g., shopping, housing, health, transportation, employment)	<b>BM540 (Comparative Shopping)</b> <b>R530 (Transportation Schedules)</b> <b>R535 (Product Labels)</b> <b>WF440 (Communicating at Work)</b>

<sup>1</sup> See the Individualized Reading Instructional System (IRIS) for objectives W4.1 and W4.2.

W4.5 Use specialized vocabulary (e.g., consumer, work, field of interest)	BM540 (Comparative Shopping) BM570 (Salaries, Wages, Commission) R535 (Product Labels) WF310 (Making Career Decisions) WF320 (Looking for a Job) WF400 (World of Work) WF440 (Communicating at Work) Sc201 (The World of Scientists)
W4.6 Use common prefixes and suffixes to add meaning to words (e.g., un-happy, work-er)	<sup>1</sup> Sp160, Sp220 r121, r122, r131, r132 R101, R102, R103, R111, R112
W4.7 Use words that are appropriate for informal (colloquial, slang) written discourse vs. formal written discourse	W420 WF440
W4.8 Use precise and appropriate vocabulary to convey intended meaning	<b>Writing Standard 2: Clear and Concise Writing</b>
W4.9 Use idioms and collocations appropriately	
W4.10 Use a wide range of vocabulary such as synonyms (e.g., doctor vs. physician), antonyms (e.g., concern vs. indifference), precise terminology (e.g., home vs. condominium), phrasal verbs and idioms (e.g., to be late vs. running behind schedule) on a variety of topics	R120, R260, R620 W230, W240, W410, W420 WF400, WF410
<b>W5 Organization</b>	
W5.1 Plan writing by brainstorming and/or using graphic organizers	W510
W5.2 Present information in a logical sequence	e215, e225 L300, L310, L320
W5.3 Write related sentences to form a cohesive paragraph	e215, e220 L300, L310
W5.4 Write and make connections between related information across different sections of a text	L310, L320, W240, W530
W5.5 Use signal words as clues to the organization and content of a text (e.g., first... then; however; it's important that...)	L300, L310, L320
W5.6 Organize text in paragraphs with clear beginning, middle and end	L300, L310, L320
W5.7 Use an appropriate organizational structure which unifies relevant main ideas	R221, R222, R223 L300, L310, L320 W520, W530
W5.8 Organize and summarize information using a variety of organizational patterns: list, sequence, comparison, contrast, classification, cause and effect	R201, R202, Sc100 L300, L310, L320 <sup>2</sup> Wc1.5, Wc2.2, Wc2.4, Wc3.3
W5.9 Synthesize information using a variety of organizational patterns: sequence, comparison, contrast, classification, cause and effect, chronology, hierarchy, topic	L300, L310, L320 R400, R430, R460, R470, Sc100, Sc201 Wc1.6, Wc2.8, Wc3.1, Wc3.7
<b>W6 Content</b>	
W6.1 Write simple sentences that contain familiar vocabulary	e200, w110
W6.2 Take into account the context, audience, and purpose of writing (e.g., reader's perspective, cultural influences, social norms, etc).	R260, R620, R625 W230, W240, W420, W430, W500
W6.3 Write the main idea of a simple paragraph	R221, R222

<sup>1</sup> See scope and sequence for a detailed listing of prefixes and suffixes covered in each lesson.

<sup>2</sup> "Wc1.5" = "Writing Applications Cluster 1, Activity 5."

W6.4 Write the main idea of a multi-paragraph text	<b>R223, R460, R470</b>
W6.5 Write the sequence of events in a simple narrative	<b>R210</b>
W6.6 Write the sequence of events in a complex narrative	<b>R210, Wc3.2, Wc3.3</b>
W6.7 Write simple texts on familiar topics (e.g., short narratives, basic consumer materials)	<b>Wc1.1, Wc1.5</b>
W6.8 Use details that elaborate on main ideas: examples, descriptions, personal experiences	<b>W230, W240, Wc1.8</b>
W6.9 Use a range of different styles of writing for different purposes	<b>W230, W240, W420, W430, R260 Wc1.2, Wc1.4, Wc1.5, Wc1.6, Wc1.8, Wc2.4, Wc2.7, Wc3.5, Wc3.6, Wc3.7</b>
W6.10 Use appropriate terms of address	<b>L400</b>
W6.11 Draft, review and revise a text	<b>L800, L230, L300, L310, L320, W510, W520, W530, W540 Wc1.1</b>
W6.12 Proof-read, revise for accuracy and meaning	<b>L800, L230, W540</b>
W6.13 Write supporting points or details for a statement, position or argument on a familiar topic	<b>W240, W2.3</b>
W6.14 Present information and ideas concisely, logically and persuasively	<b>L300, L310, L320, R260 W210, W230, W240, W250, W400, W500, W510, W520, W530</b>
W6.15 Use appropriate tone	<b>W420, R260 Wc2.5, Wc2.6, Wc2.7, Wc3.6</b>
W6.16 Convey humor, jokes, irony	<b>Wc2.6, R610</b>
W6.17 Identify and apply strategies used to influence audiences (e.g. pathos, logos, ethos)	
<b>W7 Writing for Varied Purposes</b>	
W7.1 Complete simple forms	<b>R500, R505 L500 WF350</b>
W7.2 Complete complex forms (e.g., rental, insurance, pay statements)	<b>R515, R520, R525 L510</b>
W7.3 Write simple instructions	<b>R235</b>
W7.4 Write detailed instructions (e.g., workplace procedures, operating instructions, consumer materials)	<b>R235 LS23</b>
W7.5 Write moderately complex texts (e.g., general informational materials, common workplace materials)	<b>R470 W510, W520, W530, W540 Wc1.4, Wc1.5, Wc1.8</b>
W7.6 Write complex texts (e.g., newspaper and magazine articles, technical materials, research reports)	<b>R470 W510, W520, W530, W540 Writing Applications Cluster 2 Writing Applications Cluster 3</b>
W7.7 Write explanations (e.g., reference information)	<b>R125, R460, R470 Wc1.4, Wc2.4, Wc2.7, Wc3.2</b>
W7.8 Write short functional texts (e.g., formal / informal letters, postcards, e-mail, notices)	<b>WF440 Wc1.1, Wc1.2, W2.1, Wc3.4</b>
W7.9 Write factual recounts (e.g., news reports, eye-witness accounts)	<b>Wc1.8, Wc2.4, Wc3.7</b>
W7.10 Write informational materials (e.g., brochures, advertisements)	<b>R435 Wc1.6, Wc1.7, Wc2.3</b>
W7.11 Write lists (e.g. to-do, action plans)	<b>LS14<sup>1</sup></b>

W7.12 Write personal recounts (e.g., oral anecdotes, diary entries)	<sup>1</sup> Wc1.2, Wc1.8, Wc2.2
W7.13 Create media messages with visual support (e.g., blogs, web pages)	
W7.14 Use media techniques to achieve a variety of purposes: special effects, music, use of language (e.g., powerpoint slides, video presentations)	
<b>W8 Academic-oriented Skills</b>	
W8.1 Paraphrase information	R202, R470
W8.2 Summarize a text	R202, R470 Wc3.2
W8.3 Write critically with evidence to put forth arguments to anticipate and address reader concerns and counterclaims (e.g., appeal to reason, to authority, to pathos and emotion)	R230, R260, R470 Sc100, Sc201 W240 Wc1.6, Wc1.7, Wc2.3
W8.4 Generate relevant research questions	R460, R470 Sc201, Sc210, Sc211
W8.5 Prepare a bibliography of reference materials for a report using a variety of consumer, workplace, and public documents	R430, R460, R465, R470
W8.6 Extend ideas presented in primary or secondary sources through original analysis, evaluation, and elaboration	Sc100, Sc201 R221, R222, R223, R230, R241, R242, R260, R460, R470
W8.7 Make warranted and reasonable assertions about the author's arguments by using elements of the text to defend and clarify interpretations	Sc100 R230, R241, R242, R251, R252, R260, R620, W230, W240
W8.8 Position the argument using appropriate structure and tone based on the intention (e.g. professional journals, editorials, political speeches, primary source materials)	W240 R260, R460, R470 Wc1.6, Wc1.7, Wc2.3, Wc2.4, Wc2.7, Wc3.2, Wc3.6, Wc3.7
W8.9 Synthesize content from several sources or works dealing with a single issue; paraphrase the ideas and connect them to other sources and related topics	R202, R435, R460, R465, R470 Sc100, Sc201

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<sup>1</sup> Life Skills 25 and Workforce Development prescribe journal activities with each lesson, which encourage the student to relate lesson objectives with personal experiences.

**CASAS Basic Skills Content Standards – Mathematics**

<b>M1.1 Read, write, order and compare rational numbers</b>	
<sup>1</sup> M1.1.1 Associate numbers with quantities	
M1.1.2 Count with whole numbers	
M1.1.3 Count by 2s, 5s, and 10s up to 100	
M1.1.4 Recognize odd and even numbers	
M1.1.5 Understand the decimal place value system: read, write, order and compare whole and decimal numbers (e.g., $0.13 > 0.013$ because $13/100 > 13/1000$ )	<b>BM110, BM130</b>
M1.1.6 Round off numbers to the nearest 10, 100, 1000 and/or to the nearest whole number, tenth, hundredth or thousandth according to the demands of the context	<b>BM120</b>
M1.1.7 Using place value, compose and decompose numbers with up to 5 digits and/or with three decimal places (e.g. $54.8 = 5 \times 10 + 4 \times 1 + 8 \times 0.1$ )	<b>BM100, BM110, BM160</b>
M1.1.8 Interpret and use a fraction in context (e.g. as a portion of a whole area or set)	<b>m200/BM200</b>
M1.1.9 Find equivalent fractions and simplify fractions to lowest terms	<b>m205/BM200</b>
M1.1.10 Use common fractions to estimate the relationship between two quantities (e.g., $31/179$ is close to $1/6$ )	<b>BM210</b>
M1.1.11 Convert between mixed numbers and improper fractions	<b>m215, m220 BM200</b>
M1.1.12 Use common fractions and their decimal equivalents interchangeably	<b>BM300</b>
M1.1.13 Read, write, order and compare positive and negative real numbers (integers, decimals, and fractions)	<b>AM100</b>
M1.1.14 Interpret and use scientific notation	<b>AM130</b>
<b>M1.2 Demonstrate understanding of the operations of addition and subtraction, their relation to each other, and their application in solving problems with rational numbers</b>	
M1.2.1 Mentally add and subtract positive whole numbers less than 20	<b>BM140<sup>2</sup></b>
M1.2.2 Add and subtract positive multi-digit numbers, including decimal numbers	<b>BM140, BM150</b>
M1.2.3 Recognize when a problem situation requires addition or subtraction with multi-digit positive integers and decimal numbers, carry out the computation and interpret the answer in context	<b>BM190</b>
M1.2.4 Use the inverse relationship between addition and subtraction to write problem statements and to check computation (e.g., add back to check subtraction)	<b>BM140, BM150</b>
M1.2.5 Use the commutative property of addition to restate problems (e.g., $34.2 + 6 = 6 + 34.2$ ) and recognize the proper order to write subtraction problems and enter them into a calculator.	<b>BM140, BM150, AM310, AM520</b>
M1.2.6 Add and subtract fractions and mixed numbers including those with unlike denominators	<b>BM220, BM230</b>

<sup>1</sup> See the Individualized Reading Instructional System (IRIS) for objectives M1.1.1, M1.1.2, M1.1.3, and M1.1.4

<sup>2</sup> BM 140, 150, 160, and 170 are associated with Addition, Subtraction, Multiplication, and Division Flashcards.

M1.2.7 Recognize when a problem situation requires adding and/or subtracting with fractions and mixed numbers, carry out the computation and interpret the answer in context	<b>BM260</b>
M1.2.8 Use estimation strategies to determine reasonable answers to addition and subtraction problems involving integers, decimal numbers and fractions	<b>BM500</b>
M1.2.9 Express the result of adding and subtracting to the level of precision indicated by the problem (e.g., as in measurements)	<b>BM500, BM620</b>
<b>M1.3 Demonstrate understanding of the operations of multiplication and division, their relation to each other and their application in solving problems with rational numbers.</b>	
M1.3.1 Mentally double all integers to 20 and halve even integers to 20	<b>BM160, BM170</b>
M1.3.2 Know multiplication facts for integers through 12 and recognize their perfect squares	<b>BM160</b>
M1.3.3 Mentally multiply and divide numbers by 10, 100, 1000	<b>BM160</b>
M1.3.4 Identify integers that are multiples of 2, 3, 4, 5, or 10	<b>BM160</b>
M1.3.5 Find factors of whole numbers to 100 (i.e. 36 is divisible by 1,2,3,4,6,9,12,18 and 37 is prime)	<b>BM200</b>
M1.3.6 Recognize when a problem situation requires multiplying and/or dividing with multi-digit positive integers and decimal numbers, carry out the computation accurately and interpret the answer in context	<b>BM190</b>
M1.3.7 Use the inverse relationship of multiplication and division to write problem statements and to check a calculation (i.e. multiply back to check division)	<b>BM160, BM170, BM250</b>
M1.3.8 Express the result of multiplying and dividing to the level of precision indicated by the problem	<b>BM160, BM180, BM500</b>
M1.3.9 Use the context to determine whether the answer to a division problem should be rounded off or if the remainder should be expressed as a fraction. (e.g. currency contexts usually do not use fractions)	<b>BM120, BM180, BM500, BM540, BM550</b>
M1.3.10 Use fractional notation to indicate division (i.e., $6 \div 11 = 6/11$ ; $12 \div 4 = 12 \times \frac{1}{4}$ )	<b>BM200</b>
M1.3.11 Find fractional parts of whole numbers and/or decimal numbers. (e.g. $\frac{1}{4}$ of the \$8.3 million budget)	<b>BM110, BM120, BM200</b>
M1.3.12 Recognize when a problem situation requires multiplying and/or dividing with fractions and mixed numbers, carry out the computation and interpret the answer in context	<b>BM260</b>
M1.3.13 Use estimation strategies to determine reasonable answers to multiplication and division problems involving integers, decimal numbers and fractions (i.e., rounding to nearest multiple, benchmark fractions, etc.)	<b>BM120, BM500</b>
M1.3.14 Use the commutative property of multiplication to restate problems (e.g., $20 \times 0.25 = \frac{1}{4} \times 20$ ) and recognize the order to write a division problem and enter it into a calculator	<b>BM160, BM170, AM310, AM520</b>
M1.3.15 Use the distributive property of multiplication over addition (e.g., $4(136) = 4(100 + 30 + 6)$ )	<b>AM170, AM310</b>
M1.3.16 Use exponential notation to indicate repeated multiplication as in squaring and cubing	<b>AM130</b>
M1.3.17 Read, write, and interpret the radical sign ( $\sqrt{\quad}$ ) for square roots and ( $\sqrt[3]{\quad}$ ) for cube roots	<b>AM140</b>

<b>M1.4 Understand the meaning of ratio, proportion and percent and use them to solve problems</b>	
M1.4.1 Recognize comparisons between quantities in situations that can be expressed as a ratio (e.g., he makes 3 out of 5 free throws) and those that can't (e.g., their final score, 11, was 4 more than the opponent's score.)	<b>BM410</b>
M1.4.2 Write and solve proportions for situations where two ratios are equal (e.g. currency conversion)	<b>BM410</b>
M1.4.3 Find the percent equivalents to fractions and decimals	<b>BM300, BM310</b>
M1.4.4 Know the percent equivalent to common benchmark fractions ( $\frac{1}{2}$ , $\frac{1}{4}$ , $\frac{3}{4}$ , $\frac{1}{10}$ , $\frac{1}{5}$ , etc) and use them interchangeably for solving problems	<b>BM300, BM310</b>
M1.4.5 Mentally find 10% and/or 1% of an integer or decimal number	<b>BM310</b>
M1.4.6 Estimate percentages of numbers by using benchmark percents (10%, 25%, 50%) or combinations of them (e.g., 31% of 89 $\approx$ 3(10% of 90) = 27)	<b>BM310, BM500</b>
M1.4.7 Calculate a missing value from a percent relationship – the percentage, the percent, or the base – using paper and pencil or a calculator	<b>BM400</b>
M1.4.8 Understand and solve problems using percents greater than 100% and less than 1%	<b>BM400</b>
M1.4.9 Calculate percent of change (increase or decrease) in a variety of situations, including those involving money	<b>BM400, BM550/BM560/BM570</b>
<b>M1.5 Use strategies and tools to solve problems.</b>	
M1.5.1 Determine when and how to split up a problem into simpler parts	<b>BM190, BM430</b>
M1.5.2 Apply strategies and results from simpler problems to more complex problems	<b>BM190, BM260, BM430, BM580</b>
M1.5.3 Use a calculator when appropriate	<b>AM510, AM520</b>
<b>M2 Algebra</b>	
<b>M2.1 Find structure and patterns in arithmetic number sequences and contextual situations</b>	
M2.1.1 Recognize the identity, commutative, associative and distributive properties for addition and multiplication as they apply in arithmetic procedures	<b>BM140, BM150, BM160, BM170, AM310</b>
M2.1.2 Use tables and algebraic expressions to generalize recurring numeric patterns (e.g .find the rule) and in contextual situations (e.g., seating at different-sized banquet tables)	
M2.1.3 Find the nth term in the sequence in a functional relationship and predict how changes in one quantity will affect another	
M2.1.4 Apply the correct order of operations	<b>AM170</b>
<b>M2.2 Use variables, simplify expressions and solve equations</b>	
M2.2.1 Use notational conventions such as parentheses and the various ways of representing multiplication	<b>AM110, AM150, AM170</b>
M2.2.2 Interpret symbols $<$ , $>$ , $\approx$ and use them to express number relationships	<b>AM100</b>
M2.2.3 Recognize and interpret the different meanings and uses of variables ( $2x + 1 = 7$ ; $y = 2x + 1$ ; $A = 1 \times w$ ; $a + -a = 0$ )	<b>AM150</b>
M2.2.4 Evaluate expressions that include unknowns by substituting specific values for variables.	<b>BM580 AM220, AM240</b>

M2.2.5 Use the distributive property and combine like terms to simplify an expression ( $5x + 3y - 2x = 3x + 3y$ ) and to factor ( $3x + 3y = 3(x + y)$ )	AM300, AM310
M2.2.6 Apply the commutative and associative properties of addition and multiplication to rewrite expressions	AM300, AM310
M2.2.7 Add, subtract, multiply and divide polynomial expressions	AM400, AM410, AM420, AM430
M2.2.8 Solve simple one-step equations with unknowns (e.g., $n - 7 = 9$ ; $3x = 24$ )	AM320
M2.2.9 Use inverse operations and properties of equality to justify steps used in simplifying and solving more complex linear equations.	AM150, AM160, AM170, AM300, AM310, AM320, AM330
M2.2.10 Solve problems involving life-skill-related and technical formulas (e.g., units x price = cost; $d = r \times t$ ; $V = l \times R$ )	BM540, BM550, BM560, BM570, BM580, AM220, AM230, AM240
2.2.11 Use substitution to check the solution of an equation	AM300
M2.2.12 Solve inequalities	AM340
M2.2.13 Solve systems of linear equations	AM390
M2.2.14 Apply the Pythagorean theorem	AM271
M2.2.15 Solve quadratic equations	AM440
<b>M2.3 Model mathematical relationships (particularly functional relationships) found in context using words, tables, graphs, as well as algebraic expressions and equations</b>	
M2.3.1 Interpret and write expressions and equations for simple contextual math situations	AM300
M2.3.2 Place positive and negative numbers on a number line, and relate them to direction and change	AM100
M2.3.3 Add, subtract, multiply and divide positive and negative numbers	AM110, AM120
M2.3.4 Use absolute value in contextual situations emphasizing a number's magnitude	
M2.3.5 Interpret and write expressions and equations representing contextual situations including those that involve fractions, decimals, percents and negative numbers	BM190, BM260, BM560, BM580, AM300
M2.3.6 Generate a table of values from an equation in two variables	
M2.3.7 Demonstrate understanding of the Cartesian coordinate system by locating and plotting points (x,y) and creating a coordinate plane by drawing the axes and establishing a scale	AM350
M2.3.8 Determine the slope of a line and relate it to the rate of change in one quantity with respect to the other	AM360
M2.3.9 Use a graph to answer questions about functional relationships between independent and dependent variables	BM510 Sc211, AM370, AM380
M2.3.10 Write the equation of a line given 2 points, or a slope and a single point	AM350, AM360, AM370, AM380
M2.3.11 Plot more than one equation on the same plane and find their intersections	AM350, AM360, AM370, AM380, AM390
M2.3.12 Graph a linear function	AM350, AM360, AM370
M2.3.13 Graph non-linear functions (quadratic, rational, exponential) and compare rates of change	

M2.3.14 Make graphs of direct and indirect proportions from contextual situations with attention to the domain and range of each	
M2.3.15 Interpret algebraic concepts and terminology used at the secondary level to solve computationally and conceptually challenging multistep problems	<b>AM150, AM160, AM170, AM300, AM310, AM320, AM330, AM450</b>
<b>M3 Geometry</b>	
<b>M3.1 Recognize, identify and describe the attributes of geometric shapes and use them in solving problems</b>	
M3.1.1 Identify lines of symmetry in two-dimensional figures	<b>AM210</b>
M3.1.2 Draw two-dimensional shapes with specific dimensions	<b>AM220</b>
M3.1.3 Identify and describe specific types of triangles based on their properties ( e.g. : right, acute, scalene, isosceles, equilateral )	<b>AM270, AM271</b>
M3.1.4 Recognize angles of a triangle have a sum of 180 degrees and use accordingly	<b>AM270</b>
M3.1.5 Identify and describe specific types of quadrilaterals based on their properties (e.g. rectangle, square, parallelogram, rhombus)	<b>AM200</b>
M3.1.6 Recognize angles of a quadrilateral have a sum of 360 degrees and use accordingly	
M3.1.7 Identify polygons of various types	<b>AM200</b>
M3.1.8 Identify elements of a circle: center, radius, diameter, arc, chord, sector	<b>AM230</b>
M3.1.9 Identify common 3-d shapes of various types	<b>AM200</b>
M3.1.10 Interpret concepts of similarity, and identify figures that are similar or congruent	<b>AM272</b>
M3.1.11 Use concepts and attributes of geometric shapes to find unknown dimensions in figures and applications	<b>AM220, AM230, AM240, AM270, AM271, AM272</b>
<b>M3.2 Recognize, identify, describe and reason about lines and angles in two dimensions</b>	
M3.2.1 Identify parallel, perpendicular and intersecting lines	<b>AM200</b>
M3.2.2 Describe characteristics of angles formed by two intersecting lines, including complementary and supplementary angles	<b>AM200, AM270</b>
M3.2.3 Describe characteristics of angles formed by a transversal intersecting parallel lines	<b>AM270</b>
M3.2.4 Demonstrate understanding of the 360-degree system of measuring angles and rotation	<b>AM205, AM270</b>
M3.2.5 Use benchmark angles of 45, 90 and 180 degrees to estimate the size of angles	
M3.2.6 Identify rotations of 90, 180, 270 and 360 degrees as $\frac{1}{4}$ , $\frac{1}{2}$ , $\frac{3}{4}$ , full	
M3.2.7 Identify angles as right, acute, obtuse	<b>AM200</b>
M3.2.8 Measure or draw an angle using a protractor	<b>AM205</b>
M3.2.9 Use reason to determine the size of unknown angles in complex drawings	<b>AM270, AM271, AM272</b>
<b>M3.3 Use spatial relationships to interpret two and three-dimensional drawings and figures</b>	
M3.3.1 Use the four main (N, S, E, W) and secondary (i.e. NW) compass directions for spatial orientation.	<b>R451/SS100</b>
M3.3.2 Use a map with a coordinate grid (e.g., C5)	<b>R451/SS100 AM350</b>

M3.3.3 Enlarge or reduce similar figures, keeping them proportional	<b>AM260</b>
M3.3.4 Combine, divide, rotate, reconfigure or transform shapes to alter figures and change their position on a coordinate grid	<b>AM210, AM450</b>
M3.3.5 Locate or position items in a two-dimensional coordinate system	<b>AM350</b>
M3.3.6 Recognize or create a three-dimensional object from two-dimensional representations (e.g. follow a pattern)	
M3.3.7 Recognize and draw two-dimensional views of three-dimensional objects from different perspectives	
<b>M4.1 Use tools and apply estimation in measuring</b>	
M4.1.1 Identify and use the appropriate units, instruments and techniques for measurement tasks	<b>Sc110 BM600, BM610, BM640, BM650</b>
M4.1.2 Read and use linear scales: a ruler, tape measure, metric rule, thermometer	<b>BM640, BM650</b>
M4.1.3 Read temperature from thermometers in degrees F/C	<b>BM650</b>
M4.1.4 Read and use analog scales: clocks, meters, gauges, (e.g. read to nearest lb., Kg, ½ lb., ½ Kg etc.)	<b>BM650</b>
M4.1.5 Read and use digital scales: digital clocks, odometers	<b>e325 m305</b>
M4.1.6 Read and use various indicators of time (e.g, place dates on time line, interpret numeric representations, compare 12- 24 hour clocks)	<b>e325 m305 Sc610</b>
M4.1.7 Use non-standard measurement methods (e.g., using an object as a measure)	
M4.1.8 Compare the measure of one object to another (this is about 3 times as long as that; about 6 of these will fit in there)	
M4.1.9 Use specialized measurement tools in contextual situations	<b>BM640, BM650</b>
M4.1.10 Make rough-estimate approximations of measurements	<b>BM500, BM640 AM250</b>
M4.1.11 Recognize level of accuracy required in a given measurement situation in terms of precision, rounding, etc.	<b>BM640 Sc110 AM250</b>
<b>M4.2 Work fluently within measurement systems and use general equivalencies between them</b>	
M4.2.1 Calculate with and convert between customary US units of linear measurement: inches, feet, yards, miles	<b>BM600</b>
M4.2.2 Calculate with and convert between metric units of linear measurement: meters, centimeters, millimeters, kilometers	<b>BM610</b>
M4.2.3 Estimate equivalents between customary US and metric units of linear measure	<b>BM500, BM600, BM610, BM620</b>
M4.2.4 Compare linear measurements, including in decimal notation (e.g., tolerances)	
M4.2.5 Calculate with and convert between customary US units of weight; ounces, pounds, tons	<b>BM600</b>
M4.2.6 Calculate with and convert between metric units of weight: grams, kilograms, milligrams	<b>BM610</b>
M4.2.7 Estimate equivalents between customary US and metric units of weight	<b>BM500, BM600, BM610, BM620</b>

M4.2.8 Calculate with and convert between customary US units of capacity: fluid ounces, cups, pints, quarts, gallons	<b>BM600</b>
M4.2.9 Calculate with and convert between metric units of capacity: liters, milliliters	<b>BM610</b>
M4.2.10 Estimate equivalents between customary US and metric units of capacity	<b>BM500, BM600, BM610, BM620</b>
M4.2.11 Calculate with and compare temperatures, including those below zero	<b>BM130 AM100</b>
M4.2.12 Estimate equivalents between Fahrenheit and Celsius temperatures	<b>BM500 Sc110</b>
M4.2.13 Calculate with and convert between units of time: seconds, minutes, hours, days, months, years	<b>BM630</b>
M4.2.14 Use decimal placement and metric prefixes to convert like units: for example; mm, cm, m or mg, g, kg	<b>BM130, BM600, BM610</b>
<b>M4.3 Calculate the measures of 2 and 3 dimensional figures.</b>	
M4.3.1 Demonstrate understanding of the concept of two and three-dimensional measurements, and square and cubic units	<b>AM220, AM240</b>
M4.3.2 Calculate perimeter of rectangles and other common figures	<b>AM220, AM230</b>
M4.3.3 Calculate circumference of a circle, using a given formula	<b>AM230</b>
M4.3.4 Calculate area of rectangles and other common figures, using a given formula	<b>AM220</b>
M4.3.5 Estimate area of curved shapes	<b>AM230, AM250</b>
M4.3.6 Calculate volume and surface area of rectangular and other common shapes, using a given formula	<b>AM240</b>
M4.3.7 Calculate area or volume of irregular or composite shapes by dividing the figure into parts	<b>AM240</b>
M4.3.8 Interpret the exponential relationship of linear measure, area and volume ( ft, sq ft, cu ft)	<b>AM220, AM240</b>
M4.3.9 Apply measurement in 3-d scale modeling	
<b>M4.4 Use proportional reasoning to measure indirectly (scale drawings)</b>	
M4.4.1 Interpret scale drawings (blueprints, maps)	<b>AM260, R451, R452</b>
M4.4.2 Interpret and use proportions in solving problems involving dimensions or scale	<b>AM260</b>
M4.4.3 Plan linear spacing in a design (e.g., the arrangement of shelves to fit in a cabinet)	
M4.4.4 Plan a layout (e.g., how many pieces of a specific shape can fit in a space)	
M4.5 Use relationships between measures to analyze change (rates)	
M4.5.1 Interpret, calculate and apply rates involving time, such as velocity (e.g., mi/hr, ft/sec, m/sec), frequency (e.g., calls/hr), consumption (e.g., cal/day, Kw/hr), flow (e.g., gal/min), change (e.g., degrees/min, inches/year)	<b>BM410, BM570, BM580</b>
M4.5.2 Interpret, calculate and apply rates (cents/min, \$/sq. ft., mi/gal)	<b>BM410, BM540, BM570, BM580</b>
M4.5.3 Use averaging in calculating rates (average speed is?)	<b>BM440, BM580</b>
M4.5.4 Demonstrate understanding and solve problems involving the interrelation of distance, time and speed	<b>BM580</b>
M4.5.5 Estimate time, distance and speed in travel situations	<b>BM500, BM580</b>
M4.5.6 Estimate equivalents between mph and km/h	

<b>M5 Statistics, Data Analysis and Probability</b>	
<b>M5.1 Collect, organize and display data</b>	
M5.1.1 Identify, count and extract relevant data in lists, tables and charts	<b>BM520</b>
M5.1.2 Collect, label, sort and order numerical information for a particular purpose (e.g., to count and list stock, keep a log, construct a schedule)	<b>BM520</b>
M5.1.3 Use a tally to record numerical information	
M5.1.4 Use or construct a table to record and present numerical information	<b>BM520</b>
M5.1.5 Use or construct a table that provides for calculation of data (e.g., units $\times$ price; totals, subtotals)	<b>BM520</b>
M5.1.6 Construct a graph or visual representation of data	
M5.1.7 Present data in different interpretations (e.g., as percentages, difference, change)	<b>BM450, BM510 Sc110</b>
M5.1.8 Demonstrate how selection and presentation of data can be oriented for audience and purpose and can influence perceptions and conclusions (e.g. changing the scale on the graph can change the perceived message)	<b>Sc211, BM510</b>
<b>M5.2 Interpret and analyze data from representations of a data set</b>	
M5.2.1 Extract and compare information from scatterplots and pictographs, as well as bar, circle and line graphs	<b>BM510</b>
M5.2.2 Compare information from multiple plottings on the same graph	<b>BM510</b>
M5.2.3 Find summary statistics of a data set, including the mean, median, mode and range and determine how changes in the extreme values affect each of them.	<b>BM440</b>
M5.2.4 Demonstrate how the spread of data is a factor in determining whether mean or median should be used as a measure of central tendency	<b>BM440</b>
M5.2.5 Interpret the language of distributions in statistics (e.g. percentiles, quartiles, standard dev) and use it to describe and communicate data	
M5.2.6 Make simple generalizations about a data set, including recognizing clusters, more/less contrasts, and trends	<b>BM510, Sc100</b>
M5.2.7 Compare different samples or groupings (e.g., age, gender) in a data set, or compare individual pieces of data to an overall set or average	<b>BM440, BM450 Sc211, Sc220</b>
M5.2.8 Express data relationships in terms of ratios, fractions or percent (e.g., 3 to 1 ratio; 3 out of 4; 75%)	<b>BM200, BM400, BM410</b>
M5.2.9 Make observations, evaluate arguments, and draw conclusions based on statistical reasoning, recognizing the distinction between causation and correlation	
M5.2.10 Identify constraints to extending data to make predictions	<b>Sc110, Sc210, Sc211 BM450</b>
M5.2.11 Use computer programs to assist in compiling and analyzing data	
M5.2.12 Recognize when data sets can be viably compared and when they cannot	
M5.2.13 Interpret the concepts and implications of sampling and randomization in surveys	<b>BM450 Sc211</b>

M5.3 Use the laws of probability to predict the likelihood of outcomes	
M5.3.1 Find all the possible outcomes (sample space) by systematically figuring the possible combinations and/or permutations of a number of elements in practical situations	<b>BM420, BM430</b>
M5.3.2 Determine the probability of certain simple events (e.g., in the results of tossing a coin or rolling a die) and express the likelihood of an occurrence as a ratio fraction or a percent	<b>BM420, BM310</b>
M5.3.3 Identify possible outcomes involving compound events and determine the probability of their occurrence by considering whether the events are independent (e.g., rolling one die multiple times) or conditional (choosing 2 aces from a deck of cards) events	<b>BM420, BM310</b>
M5.3.4 Apply the rules of probability to real-world events (e.g., risk of injury when not wearing seat belts), recognizing the importance of assumptions of randomness and independence of attributes when reading media reports	

**CASAS Competencies – Essential Life and Work Skills**

<b>0. Basic Communication</b>	
<b>0.1 Communicate in interpersonal interactions</b>	
0.1.1 Identify or use appropriate non-verbal behavior (e.g., handshaking)	WF360, WF440 LS21
0.1.2 Understand or use appropriate language or informational purposes (e.g., to identify, describe, ask for information, state needs, agree or disagree)	LS22, LS26 WF320, WF340,WF370 R260
0.1.3 Understand or use appropriate language to influence or persuade (e.g., to caution, advise, persuade, negotiate)	R260 W240
0.1.4 Understand or use appropriate language in general social situations (e.g., to greet, introduce, thank, apologize)	LS21 WF440, WF360
0.1.5 Interact effectively in the classroom	R235 LS18,LS19,LS21, LS23
0.1.6 Clarify or request clarification	R235 LS18, LS21, LS23 WF440
0.1.7 Understand, follow or give instructions, including commands and polite requests	LS22, LS23, LS19 R235 L300 WF430
0.1.8 Understand or use appropriate language to express emotions and states of being (e.g.,happy, hungry, upset)	LS4 ,LS6
<b>0.2 Communicate regarding personal information</b>	
0.2.1 Respond appropriately to common personal information questions	WF350,WF360,WF370 LS21 R500
0.2.2 Complete a personal information form	R500, R505, R510, R515, R520, R525, WF350 L500, L510, L520
0.2.3 Interpret or write a personal note, invitation, or letter	L400, L330 WF380 Wc.1.2
0.2.4 Converse about daily and leisure activities and personal interests	WF310 LS9, LS21
<b>1. Consumer Economics</b>	
<b>1.1 Use measurement and money</b>	
1.1.1 Interpret recipes	R220, R305, R235 BM600
1.1.2 See 6.0 Math, and Math Content Standards	1.1.2 See 6.0 Math, and Math Content Standards
1.1.3 See 2.2.5	1.1.3 See 2.2.5
1.1.4 Interpret, use and compute measurement for consumer-related purposes	BM600, BM610, BM620
1.1.5 See 2.3.3, 3.6.3, 6.0 Math, and Math Content Standards	1.1.5 See 2.3.3, 3.6.3, 6.0 Math, and Math Content Standards
1.1.6 Count, convert, and use coins andcurrency, and recognize symbols such as (\$) and (.)	R315, BM530

<b>1.1.7 Identify product containers and related units of measure</b>	
1.1.8 See 6.0 Math, and Math Content Standards	<b>1.1.8 See 6.0 Math, and Math Content Standards</b>
1.1.9 See 1.2.1	<b>1.1.9 See 1.2.1</b>
<b>1.2 Use information to identify and purchase goods and services</b>	
1.2.1 Interpret advertisements, labels, charts, and price tags in selecting goods and services	<b>BM520, BM540 R435, R530, R535</b>
1.2.2 Compare price, quality, and product information to determine the best buys for goods and services	<b>BM540</b>
1.2.3 Compute discounts	<b>BM550</b>
1.2.4 Interpret or compute unit pricing	<b>BM540</b>
1.2.5 Interpret letters, articles, and information about consumer-related topics	<b>R223, R435</b>
1.2.6 Identify places to purchase goods and services, including the Internet	
1.2.7 Interpret information or directions to locate merchandise	<b>R540, R235 LS22</b>
1.2.8 Identify common food items	
1.2.9 Identify common articles of clothing	
<b>1.3 Understand methods and procedures used to purchase goods and services</b>	
1.3.1 Identify, compare and use methods for purchasing goods and services, including online purchasing	
1.3.2 Interpret credit applications	<b>R515 L520 BM560</b>
1.3.3 Make returns, exchanges, and customer service requests	
1.3.4 Use catalogs and order forms to purchase goods and services	
1.3.5 Use coupons to purchase goods and services	
1.3.6 Use automated devices (e.g., ticket machines, self-checkout) to make purchases and payments	
1.3.7 See 1.2.7	<b>1.3.7 See 1.2.7</b>
1.3.8 See 1.2.8	<b>1.3.8 See 1.2.8</b>
1.3.9 See 1.2.9	<b>1.3.9 See 1.2.9</b>
<b>1.4 Understand methods and procedures to obtain housing and related services</b>	
1.4.1 Identify different kinds of housing, areas of the home, and common household items	
1.4.2 Select appropriate housing by reading ads, signs, and other information, and by making inquiries	<b>R435, R540</b>
1.4.3 Interpret lease and rental documents	<b>R525</b>
1.4.4 Interpret information to obtain, maintain, or cancel housing utilities	
1.4.5 Interpret information about tenant and landlord rights and obligations	<b>R525 L520</b>
1.4.6 Interpret information about purchasing a home, including loans and insurance	<b>R515</b>
1.4.7 Communicate maintenance needs and housing problems to a landlord or property manager	<b>R525 Wc1.8, Wc2.4, Wc2.7, Wc3.6</b>
1.4.8 Recognize home theft and fire prevention measures	

<b>1.5 Understand how to manage household finances</b>	
1.5.1 Interpret information about personal and family budgets	
1.5.2 Consider need, affordability, and long-term implications in making purchases	
1.5.3 Interpret bills	
<b>1.6 Understand consumer protection measures</b>	
1.6.1 Interpret food packaging labels such as expiration dates (see also 1.2.1, 3.5.1)	<b>R535</b>
1.6.2 Identify consumer protection resources concerning business practices and solicitations	
1.6.3 Identify procedures the consumer can follow if merchandise or service is unsatisfactory	
1.6.4 Interpret sales receipts	
1.6.5 Identify and interpret advertising, offers, junk mail and other marketing materials, including claims and disclaimers	<b>R252, R260, R435</b>
1.6.6 Interpret information about consumer privacy rights and policies	
1.6.7 Identify risks such as identity theft and ways to safeguard personal and financial information	
<b>1.7 Understand procedures for the care, maintenance, and use of personal possessions</b>	
1.7.1 Interpret product guarantees and warranties	
1.7.2 Interpret clothing care labels	
1.7.3 Interpret operating instructions, directions, or labels for consumer products (see also 3.4.1)	<b>R535, R235</b>
1.7.4 Interpret maintenance procedures for household appliances and personal possessions	
1.7.5 Interpret information to obtain repairs	
1.7.6 Place a notice or ad to sell items	<b>R435</b>
<b>1.8 Demonstrate financial literacy skills</b>	
1.8.1 Demonstrate ability to use and manage savings and checking accounts, including services such as ATMs, direct deposit, debit card purchasing, and online banking	
1.8.2 See 1.8.1	
1.8.3 Interpret information about types of bank accounts, including fees and interest	<b>R515 L520</b>
1.8.4 Interpret information about the types of loans available through lending institutions	
1.8.5 Interpret information about investments and financial planning, including type and purpose of investments	
1.8.6 Interpret information about credit and debt, including interest rates, payment terms and credit reports (see also 1.3.2)	<b>R515 BM560</b>
1.8.7 Identify and use services to send money or exchange currency	
<b>1.9 Understand how to purchase and maintain an automobile and interpret driving regulations</b>	
1.9.1 Interpret highway and traffic signs and signals, including parking information (see also 2.2.2)	<b>R540</b>
1.9.2 Identify driving regulations and procedures to obtain a driver's license	
1.9.3 Compute mileage and gasoline consumption	<b>BM580</b>

1.9.4 See 2.2.5	<b>1.9.4 See 2.2.5</b>
1.9.5 Interpret information related to the selection and purchase of a car	
1.9.6 Interpret information related to automobile maintenance	
1.9.7 Identify procedures and report information regarding automobile accidents and emergencies	
1.9.8 Interpret information about automobile insurance	
1.9.9 Identify types of vehicles and basic car parts and features, including safety equipment	
<b>2. Community Resources</b>	
<b>2.1 Use the telephone and similar communication systems</b>	
2.1.1 Use a telephone directory	<b>R400</b>
2.1.2 Identify emergency numbers and place emergency calls (see also 2.5.1)	
2.1.3 See 2.3.5	<b>2.1.3 See 2.3.5</b>
2.1.4 Interpret information related to telephone, cable, and other communications services, including plans, rates and billing	
2.1.5 Dropped	
2.1.6 Interpret information about using a pay telephone and phone cards	
2.1.7 Take, interpret, and leave telephone messages	<b>L330 WF440</b>
2.1.8 Use a telephone or similar device to make and receive calls and for other functions	
<b>2.2 Understand how to locate and use different types of transportation and interpret travel related information</b>	
2.2.1 Ask for, give, follow, or clarify directions to a place or location, including reading signs	<b>R540, R235 LS222, LS23</b>
2.2.2 Recognize and use signs related to public transportation (see also 1.9.1)	<b>R530, R540</b>
2.2.3 Identify or use different types of transportation in the community, and interpret traffic information	
2.2.4 Interpret transportation schedules, fares, and payment procedures	<b>R530 BM520</b>
2.2.5 Use maps relating to travel needs, including Internet-based map systems	<b>R451, R452 SS100</b>
2.2.6 Identify and interpret documentation requirements for travel, including applying for documents and completing forms	<b>R500, R505, R525, R530 L510</b>
2.2.7 Interpret and follow security policies and procedures, and regulations related to travel and transport	
<b>2.3 Understand concepts of time and weather</b>	
2.3.1 Interpret clock time	<b>R300, R530 L660</b>
2.3.2 Identify the months of the year and the days of the week	<b>R300 L700</b>
2.3.3 Interpret information about weather conditions	<b>Sc621</b>
2.3.4 Interpret and write dates	<b>R500 L500</b>
2.3.5 Interpret information about time zones	<b>R300</b>

<b>2.4 Use mailing and shipping services</b>	
2.4.1 Address items for mailing	<b>L400</b>
2.4.2 Identify options for mailing and shipping, and interpret rates and types of services	
2.4.3 Interpret postal service and other forms associated with mailing and shipping	<b>L310 R525</b>
2.4.4 Purchase stamps and other postal items and services	
2.4.5 Interpret procedures for tracking shipments	
2.4.6 Interpret a postal money order form	
2.4.7 Interpret postal regulations and mailing and shipping procedures and requirements	
<b>2.5 Use community agencies and services</b>	
2.5.1 Locate and utilize services of agencies that provide emergency help	
2.5.2 Access governmental social services, e.g., Social Security, Medicare, welfare programs	
2.5.3 See 3.1.3	<b>2.5.3 See 3.1.3</b>
2.5.4 See 2.2.1	<b>2.5.4 See 2.2.1</b>
2.5.5 See 2.8	<b>2.5.5 See 2.8</b>
2.5.6 Use library services	<b>R421, R422</b>
2.5.7 See 5.4.5	<b>2.5.7 See 5.4.5</b>
2.5.8 Identify community organizations and their purpose and functions	
2.5.9 Identify and use child care services in the community	
<b>2.6 Use leisure time resources and facilities</b>	
2.6.1 Interpret information about recreational and entertainment facilities and activities	<b>R435</b>
2.6.2 Locate information in TV, movie, and other entertainment listings	
2.6.3 Locate and Interpret information in order to plan for recreational activities and other events	<b>LS14</b>
2.6.4 Interpret and order from restaurant and fast food menus, and compute costs	
<b>2.7 Understand aspects of society and culture</b>	
2.7.1 Interpret information about holidays	
2.7.2 Interpret information about ethnic groups, cultural groups, and language groups	<b>R620, R635</b>
2.7.3 Interpret information about social issues	<b>SS480, SS490 R635</b>
2.7.4 Interpret information about religion	<b>SS310, SS311, SS320, SS490</b>
2.7.5 Interpret literary materials such as poetry and literature	<b>R600, R605, R610, R615, R620, R625, R630, R635</b>
2.7.6 Interpret materials related to the arts, such as fine art, music, drama, and film	<b>R610</b>
2.7.7 Obtain and interpret news from a variety of media sources (see also 7.6)	<b>R430, R435, R252, R260, R465</b>

2.7.8 Identify societal influences such as the media, popular culture, politics, and religion, and how they affect people's perceptions, attitudes, and actions (see also 7.6)	R625, R635, R252 SS320, SS361
2.7.9 Identify similarities and differences between cultures and how these affect interpersonal and social relations and adaptation to a new cultural	
<b>2.8 Understand how to access and use educational systems and services</b>	
2.8.1 Interpret information about the educational system, from early childhood to postsecondary	R510
2.8.2 Identify, evaluate, and access schools and other learning resources	
2.8.3 Locate and interpret information related to classes, schedules, programs, faculty, facilities, etc.	R510
2.8.4 Interpret policies and procedures of educational institutions regarding attendance, grades, conduct, student rights, etc.	
2.8.5 Interpret school-related forms, such as registration and application forms	R500, R510 L500
2.8.6 Interpret information from schools and communicate with school personnel	LS18, LS19
2.8.7 Interpret information about educational support services, such as counseling, accommodations, and financial aid, and identify ways to access them	
2.8.8 Interpret information related to student and school performance, and identify ways to promote change	
2.8.9 Identify ways to get involved or volunteer in an educational setting	
<b>3. Health</b>	
<b>3.1 Understand how to access and use the health care system</b>	
3.1.1 See 3.6.1, 3.6.3, 3.6.4	
3.1.2 Identify information necessary to make or keep medical and dental appointments	
3.1.3 Identify and use health care services and facilities, including interacting with staff	
3.1.4 Identify common types of medical and health practitioners and specialists	
3.1.5 Identify and access counseling services	
3.1.6 Interpret information about health care plans, insurance, and benefits	
3.1.7 Interpret information about patient rights, such as confidentiality and health care decisions	
<b>3.2 Understand forms related to health care</b>	
3.2.1 Fill out medical health history forms	
3.2.2 See 3.4.6	
3.2.3 Interpret forms associated with health insurance	
3.2.4 Interpret medical bills	
<b>3.3 Understand how to select and use medications</b>	
3.3.1 Identify and use appropriate medications, including prescription, over-the-counter, and generic medications	

3.3.2 Interpret medicine labels (see also 3.3.1)	R535
3.3.3 See 3.3.1	3.3.3 See 3.3.1
3.3.4 Interpret information on medications and their proper and safe use	R535
<b>3.4 Understand basic safety measures and health risks</b>	
3.4.1 Interpret product label directions and safety warnings (see also 1.7.3)	R535, R540
3.4.2 Identify safety measures that can prevent accidents and injuries	
3.4.3 Interpret procedures for simple first-aid	R235
3.4.4 Interpret information about AIDS and other sexually transmitted diseases (see also 3.6.3)	
3.4.5 Recognize problems related to drugs, tobacco, and alcohol and identify where treatment may be obtained	
3.4.6 Interpret immunization requirements	
3.4.7 Interpret health and danger alerts	
3.4.8 Interpret information regarding disaster preparedness	
<b>3.5 Understand basic principles of health maintenance</b>	
3.5.1 Interpret information about nutrition, including food labels (see also 1.6.1)	BM520 R535 Sc542
3.5.2 Identify a healthy diet	Sc542
3.5.3 Identify how to handle, prepare and store food safely	
3.5.4 Identify practices that promote dental health	
3.5.5 Identify practices that promote cleanliness and hygiene	WF460
3.5.6 Interpret information and identify agencies that assist with family planning (see also 3.1.3)	
3.5.7 See 2.8.2, 3.6.5	3.5.7 See 2.8.2, 3.6.5
3.5.8 Interpret information about mental health, including psychological problems and conditions, and stress management	Sc542
3.5.9 Identify practices that help maintain good health, such as regular checkups, exercise, and disease prevention measures (see also 3.5.2)	Sc542
<b>3.6 Understand basic health and medical information</b>	
3.6.1 Identify parts of the body	Sc540
3.6.2 Interpret medical-related vocabulary (e.g., X-ray, blood test)	Sc542, Sc650
3.6.3 Interpret information about illnesses, diseases, and health conditions, and their symptoms	
3.6.4 Communicate with a doctor or other medical staff regarding condition, diagnosis, treatment, concerns, etc., including clarifying instructions	
3.6.5 Interpret information on the development, care, and health and safety concerns of children	
3.6.6 Interpret information about health issues related to aging	
3.6.7 Interpret information about sexuality	
3.6.8 Interpret information about medical procedures and the considerations and risks involved	
3.6.9 Interpret and critically assess health and medical-related information from public sources such as the Internet	R465, R251, R252 W260

<b>4. Employment</b>	
<b>4.1 Understand basic principles of getting a job</b>	
4.1.2 Follow procedures for applying for a job, including interpreting and completing job applications, résumés, and letters of application	<b>R500, R505, R520 L500, L510</b>
4.1.3 Identify and use sources of information about job opportunities such as job descriptions, job ads, and online searches, and about the job market	<b>R510, R50 L500 WF320, WF330, WF340, WF350</b>
4.1.4 Identify and use information about training opportunities (see also 2.8.2)	<b>WF320, WF380, R320</b>
4.1.5 Identify how to interview appropriately for a job	<b>WF360, WF370</b>
4.1.6 Interpret general work-related vocabulary (e.g., supervisor, shift)	<b>WF360, W370</b>
4.1.7 Identify appropriate behavior and attitudes for getting a job	<b>WF400, WF410, WF420, WF440</b>
4.1.8 Identify common occupations and the skills and education required for them	
4.1.9 Identify procedures for career planning, including self-assessment	<b>WF310 LS9, LS10, LS11</b>
<b>4.2 Understand wages, benefits, employee rights, and concepts of employee organizations</b>	
4.2.1 Interpret wages, deductions, pay statements, and timekeeping forms	
4.2.2 Interpret information about employee organizations	<b>SS620</b>
4.2.3 Interpret employment contract and union agreements	
4.2.4 Interpret employee handbooks, personnel policies, and job manuals	<b>WF400</b>
4.2.5 Interpret information about employee benefits	<b>WF400</b>
4.2.6 Interpret information about legal rights of employees, including issues such as discrimination and sexual harassment	
<b>4.3 Understand work-related safety standards and procedures</b>	
4.3.1 Interpret safety signs found in the workplace	<b>R540 WF440</b>
4.3.2 Interpret safe work procedures, safety manuals, and related information such as ergonomic requirements	
4.3.3 Identify common safety equipment and safe work attire	<b>WF460</b>
4.3.4 Report unsafe working conditions and work-related accidents, injuries, and damages	
<b>4.4 Understand concepts and materials related to job performance and training</b>	
4.4.1 Identify appropriate behavior, attire, attitudes, and social interaction, and other factors that affect job retention and advancement	<b>WF400s: Keeping a Job LS15, LS21, LS23, LS25</b>
4.4.2 Identify appropriate skills and education for keeping a job and getting a promotion	
4.4.3 Interpret job-related signs, charts, diagrams, forms, and procedures, and record information on forms, charts, checklists, etc. (see also 4.3.1)	<b>R540, R235 BM520</b>
4.4.4 Interpret job responsibilities and performance reviews	<b>WF400</b>
4.4.5 Identify job training needs and set learning goals	<b>LS11</b>

4.4.6 Interpret work specifications and quality standards	<b>WF320</b>
4.4.7 Demonstrate the ability to apply or transfer skills learned in one job situation to another	
4.4.8 Interpret job-related technical information, such as from service manuals and training classes	
<b>4.5 Effectively use common workplace tools and technology</b>	
4.5.1 Identify and use common tools, equipment, machines, and materials required for one's job	
4.5.2 Demonstrate ability to enter information using keyboards, keypads, and other devices	
4.5.3 See 4.7.5	4.5.3 See 4.7.5
4.5.4 Demonstrate use of common business machines	
4.5.5 Demonstrate the ability to use a computer in performing work tasks	
4.5.6 Demonstrate ability to select, set up, and apply appropriate technology for a given task	
4.5.7 Demonstrate ability to troubleshoot and resolve problems with machines and to follow proper maintenance procedures	
<b>4.6 Communicate effectively in the workplace</b>	
4.6.1 Follow, clarify, give, or provide feedback to instructions; give and respond appropriately to criticism	<b>WF440 LS5, LS7, LS22, LS23</b>
4.6.2 Interpret and write work-related correspondence, including notes, memos, letters, and e-mail	<b>WF340, WF400 L330, L400</b>
4.6.3 Interpret written workplace announcements and notices (see also 4.4.3)	<b>WF440 L330</b>
4.6.4 Report progress on activities, status of assigned tasks, and problems and other situations affecting job completion	
4.6.5 Select and analyze work-related information for a given purpose and communicate it to others orally or in writing	<b>WF440 LS19</b>
4.7 Effectively manage workplace resources	
4.7.1 Interpret or prepare a work-related budget, including projecting costs, keeping detailed records, and tracking status of expenditures and revenue	
4.7.2 Identify or demonstrate effective management of material resources, including acquisition, storage, and distribution	
4.7.3 Identify or demonstrate effective management of human resources, including assessing skills, making appropriate work assignments, and monitoring performance	
4.7.4 Identify, secure, evaluate, process, and/or store information needed to perform tasks or keep records	
4.7.5 Demonstrate ability to use a filing system or other ordered system (e.g., coded or numbered)	
<b>4.8 Demonstrate effectiveness in working with other people</b>	
4.8.1 Demonstrate ability to work cooperatively with others as a member of a team, contributing to team efforts, maximizing the strengths of team members, promoting effective group interaction, and taking personal responsibility for accomplishing goals	<b>LS25</b>

4.8.2 Identify ways to learn from others and to help others learn job-related concepts and skills	LS18, LS25, WF440, WF450
4.8.3 Demonstrate effective communication skills in working with customers and clients	LS18, LS19 WF400, WF440
4.8.4 Demonstrate initiative and resourcefulness in meeting the needs and solving the problems of customers	WF430, WF440, WF450 LS13
4.8.5 Demonstrate leadership skills, including effectively communicating ideas or positions, motivating and respecting others, and responsibly challenging existing policies	WF440, WF450 LS5, LS13, LS20, LS21, LS25
4.8.6 Demonstrate negotiation skills in resolving differences, including presenting facts and arguments, recognizing differing points of view, offering options, and making compromises	LS5, LS20
4.8.7 Identify and use effective approaches to working within a multicultural workforce, including respecting cultural diversity, avoiding stereotypes, and recognizing concerns of members of other ethnic and gender groups	WF440, WF450 LS21
<b>4.9 Understand how organizational systems function, and operate effectively within them</b>	
4.9.1 Identify the formal organizational structure of one's work environment	WF400 LS17
4.9.2 Identify an organization's goals and priorities, and factors that affect its operation	LS17
4.9.3 Identify sources of information and assistance, and access resources within a system	LS17 WF400
4.9.4 Assess the operation of a system or organization and make recommendations for improvement, including development of new systems	LS17
<b>5. Government and Law</b>	
<b>5.1 Understand voting and the political process</b>	
5.1.1 Identify voter qualifications	SS520, SS530 L510
5.1.2 Interpret a voter registration form	L10
5.1.3 Interpret a ballot	
5.1.4 Interpret information about electoral politics, political parties, and candidates	SS520, SS530 L510
5.1.5 Interpret information about special interest groups	SS530
5.1.6 Identify, interpret, and express opinions on political and other public issues	SS520, SS620, SS490
5.1.7 Identify how to contact public officials about issues and concerns	
<b>5.2 Understand historical and geographical information</b>	
5.2.1 Interpret information about U.S. history	SS400s (U.S. History)
5.2.2 Identify or interpret U.S. historical documents	SS410, SS450, SS460, SS500
5.2.3 Interpret information about world history	SS300s (World History)
5.2.4 Interpret information about U.S. states, cities, geographical features, and points of interest	SS200, SS210
5.2.5 Interpret information about world geography	SS110, SS120, SS130
5.2.6 Identify the U.S. flag, other national symbols, and principal monuments	

<b>5.3 Understand an individual's legal rights and responsibilities and procedures for obtaining legal advice</b>	
5.3.1 Interpret common laws and ordinances, and legal forms and documents	
5.3.2 Identify individual legal and civil rights and procedures for obtaining legal advice	
5.3.3 Interpret basic court procedures	
5.3.4 See 1.6.2, 1.6.6	<b>5.3.4 See 1.6.2, 1.6.6</b>
5.3.5 See 5.3.7	<b>5.3.5 See 5.3.7</b>
5.3.6 Interpret information or identify requirements for establishing residency and/or obtaining citizenship	<b>SS530</b>
5.3.7 Identify common infractions and crimes, and legal consequences	
5.3.8 Identify procedures for reporting a crime	
5.3.9 Identify rights, responsibilities, and legal obligations in domestic relationships (e.g., parental, spousal) and how to report problems	
<b>5.4 Understand information about taxes and fees</b>	
5.4.1 Interpret and complete income tax forms	<b>R520</b>
5.4.2 Identify or compute sales tax	<b>BM550</b>
5.4.3 Interpret tax tables (see also 5.4.1)	<b>BM520 R535 Sc542</b>
5.4.4 Interpret tax information from articles and publications	
5.4.5 Interpret permit and license requirements (see also 1.9.2)	<b>R535</b>
<b>5.5 Understand the functions of government</b>	
5.5.1 Interpret information about international affairs	<b>SS360, SS361, SS362, SS480, SS490, SS520</b>
5.5.2 Interpret information about the legislative branch and its activities	<b>SS510</b>
5.5.3 Interpret information about the judicial branch and its activities	<b>SS510, SS520</b>
5.5.4 Interpret information about the executive branch and its activities	<b>SS510</b>
5.5.5 Interpret information about the military	
5.5.6 Interpret information about law enforcement	
5.5.7 Interpret information about local policymaking groups	
5.5.8 Identify local, state and federal government leaders	
5.5.9 Interpret information about the structure of government and the political system, including federal, state, and local	
<b>5.6 Understand civic responsibilities and activities</b>	
5.6.1 Interpret information about neighborhood or community problems and their solutions	
5.6.2 Interpret information about civic organizations and public service groups	
5.6.3 Identify civic responsibilities such as voting, jury duty, and paying taxes	
5.6.4 Identify ways of conserving resources, including recycling and using energy efficiently	

5.6.5 Identify volunteer agencies and opportunities in the community	
<b>5.7 Understand issues related to science and ethics</b>	
5.7.1 Interpret information related to environmental issues	Sc630, Sc640
5.7.2 Interpret information related to energy issues	Sc640
5.7.3 Interpret information about issues related to natural sciences, such as biology	Sc300s (Chemistry), Sc400s (Life Science), Sc500s (Physics), 600s (Earth and Space Science)
5.7.4 Interpret information related to technological issues	Sc140, Sc150, Sc151, Sc312, Sc603, Sc630, Sc640, Sc650
5.7.5 Interpret information about issues related to social sciences, such as psychology	
5.7.6 Interpret information related to ethical and philosophical issue	Sc650
<b>5.8 Understand concepts of economics</b>	
5.8.1 Interpret economic information and statistics	SS600, SS610
5.8.2 Interpret information on economic issues and trends	SS600, SS610, SS620
5.8.3 Interpret information on world economic systems	SS610
<b>6. Math</b>	
<b>6.0 Demonstrate pre-computation skills</b>	
6.0.1 Identify and classify numeric symbols	m100, m105, m110, m115, m120, BM100
6.0.2 Count and associate numbers with quantities, including recognizing correct number sequencing	m100 BM100
6.0.3 Identify information needed to solve a given problem	m245 BM190, BM260
6.0.4 Determine appropriate operation to apply to a given problem	BM190
6.0.5 Demonstrate use of a calculator.	AM510, AM520
<b>6.1 Compute using whole numbers</b>	
6.1.1 Add whole numbers	m110, BM140
6.1.2 Subtract whole numbers	m120, BM150
6.1.3 Multiply whole numbers	m130, Bm140
6.1.4 Divide whole numbers	m140, BM170
6.1.5 Perform multiple operations using whole numbers	BM190, AM170
<b>6.2 Compute using decimal fractions</b>	
6.2.1 Add decimal fractions	BM140
6.2.2 Subtract decimal fractions	BM150
6.2.3 Multiply decimal fractions	BM160
6.2.4 Divide decimal fractions	BM180
6.2.5 Perform multiple operations using decimal fractions	BM190, AM170
6.2.6 Convert decimal fractions to common fractions or percents	BM300, BM310
6.3 Compute using fractions	m225 BM220
6.3.1 Add common or mixed fractions	m230 BM230
6.3.2 Subtract common or mixed fractions	m235 BM240

6.3.3 Multiply common or mixed fractions	m240 BM250
6.3.4 Divide common or mixed fractions	m245 BM260, AM170
6.3.5 Perform multiple operations using common or mixed fractions	BM300, BM310
6.3.6 Convert common or mixed fractions to decimal fractions or percents	m200, m205, m215, m220 BM200
6.3.7 Identify or calculate equivalent fractions	BM400, BM550
<b>6.4 Compute with percents, rate, ratio, and proportion</b>	
6.4.1 Apply a percent to determine amount of discount	BM400, BM550
6.4.2 Apply a percent in a context not involving money	BM400, BM550
6.4.3 Calculate percents	BM310, BM400
6.4.4 Convert percents to common, mixed, or decimal fractions	BM310
6.4.5 Use rate to compute increase or decrease	BM560
6.4.6 Compute using ratio or proportion	BM410
<b>6.5 Use expressions, equations, and formulas</b>	
6.5.1 Recognize and evaluate simple consumer formulas	BM540, BM550, BM560, BM570
6.5.2 Recognize and apply simple geometric formulas	AM220, AM230, AM240, AM260, AM271
6.5.3 Recognize and apply simple algebraic formulas	AM130, AM140, AM170, AM300, AM310, AM320, AM330, AM440 BM580, BM620, BM630
6.5.4 Recognize and evaluate logical statements	AM280
<b>6.6 Demonstrate measurement skills</b>	
6.6.1 Convert units of U.S. standard measurement and metric system	Sc110 m310, m320
6.6.2 Recognize, use, and measure linear dimensions, geometric shapes, or angles	BM600, BM610, BM620
6.6.3 Measure area and volume of geometric shapes	BM640, BM650 AM200, AM205
6.6.4 Use or interpret measurement instruments, such as rulers, scales, gauges, and dials	AM220, AM230, AM240
6.6.5 Interpret diagrams, illustrations, and scale drawings	R305 BM640, BM650
6.6.6 Calculate with units of time	AM260
6.6.7 Solve measurement problems in stipulated situations	m305 BM630 R300
6.6.8 Interpret mechanical concepts or spatial relationships	BM620
6.6.9 Use or interpret switches and controls	Sc400s
<b>6.7 Interpret data from graphs and compute averages</b>	
6.7.1 Interpret data given in a line graph	R440, BM510
6.7.2 Interpret data given in a bar graph	R440 BM510
6.7.3 Interpret data given in a picture graph	R440 BM510
6.7.4 Interpret data given in a circle graph	R440 BM510

6.7.5 Compute averages, medians, or modes	m300 BM440
<b>6.8 Use statistics and probability</b>	
6.8.1 Interpret statistical information used in news reports and articles	R435, R460 BM440, BM450
6.8.2 Interpret statements of probability	BM420, BM430
<b>6.9 Use estimation and mental arithmetic</b>	
6.9.1 Use computation short cuts	BM500 AM310, AM250
6.9.2 Estimate answers	BM500 AM250
<b>7. Learning and Thinking Skills</b>	
7.1 Identify or demonstrate effective skills and practices in accomplishing goals	
7.1.1 Identify and prioritize personal, educational, and workplace goals (see also 4.4.5)	LS9, LS10, LS11, LS12, LS14, LS15, WF310, WF320
7.1.2 Demonstrate an organized approach to achieving goals, including identifying and prioritizing tasks and setting and following an effective schedule	LS9, LS10, LS11, LS14, LS15
7.1.3 Demonstrate initiative and persistence in accomplishing goals	LS11, LS12, LS13 WF310
7.1.4 Establish, maintain, and use a system of personal organization, such as paper or electronic files, calendars, and checklists (see also 4.7.5)	LS14, LS15 WF380
<b>7.2 Demonstrate ability to use critical thinking skills</b>	
7.2.1 Identify and paraphrase pertinent information	R201, R202
7.2.2 Analyze a situation, statement, or process, identifying component elements and causal and part/whole relationships	LS13, LS14, LS15, LS16, LS17 R221, R222, R223, R230, R241, R242, R470
7.2.3 Make comparisons, differentiating among, sorting, and classifying items, information, or ideas	BM500, BM540 R141, R130, R135, R140 Sc100, Sc520
7.2.4 Identify or make inferences through inductive and deductive reasoning to hypothesize, predict, conclude, and synthesize	Sc100, Sc130, Sc200, Sc201, Sc210, r215 R230, R241, R242
7.2.5 Evaluate a situation, statement, or process, assembling information and providing evidence, making judgments, examining assumptions, and identifying contradictions	r215 R230, R241, R242, R451, R452, R260, W240 Sc100, Sc130, Sc200, Sc211
7.2.6 Generate ideas using various approaches, such as brainstorming	W510, LS12, LS13 R470 Sc201, Sc210, Sc211
7.2.7 Consider factors involved in making decisions, such as goals, constraints, consequences, alternatives, and input from others	LS7, LS10, LS11, LS12, LS13, LS14 WF440, WF450
7.2.8 Demonstrate abstract thinking, such as understanding symbolism and metaphors	r165 R605 W230

<b>7.3 Demonstrate ability to use problem-solving skills</b>	
7.3.1 Identify a problem and its possible causes	LS12, LS13 , LS16 r205 R241, R242
7.3.2 Devise and implement a solution to an identified problem	LS12, LS13
7.3.3 Evaluate the outcome of an implemented solution and suggest modifications to the solution as needed	LS12, LS13
7.3.4 Use problem-solving strategies, such as breaking down the problem into component parts and generating alternative or creative solutions	LS12, LS13
<b>7.4 Demonstrate study skills</b>	
7.4.1 Identify and use effective study strategies	
7.4.2 Take notes or write a summary or an outline	W510 LS18, LS19 R201, R202
7.4.3 Identify and use strategies for remembering information	
7.4.4 Identify, evaluate and use appropriate informational resources, including the Internet (see also 4.9.3)	R400, R460, R465, R470
7.4.5 Use reference materials, such as dictionaries and encyclopedias	R400, R405, R410, R415 L900
7.4.6 Use an index or table of contents	R415, R430
7.4.7 Identify and use test-taking skills and strategies	
7.4.8 Interpret visual representations, such as symbols, blueprints, flowcharts, and schematics (see also 6.6.5)	
7.4.9 Identify personal learning style	
<b>7.5 Understand aspects of and approaches to effective personal management</b>	
7.5.1 Identify personal values, qualities, interests, abilities, and aptitudes	WF310 LS1, LS2, LS3, LS9, LS24
7.5.2 Identify or use strategies to develop a positive attitude and self-image, and self-esteem	LS1, LS2, LS3, LS4, LS7, LS8 WF400, WF450, WF460
7.5.3 Identify or use strategies to cope with negative feedback	LS7, LS8
7.5.4 Identify sources of stress, and resources for stress reduction	LS6
7.5.5 Identify personal, family, and work responsibilities, and ways to accommodate them and deal with related problems	WF310, WF410, WF420 LS5, LS10, LS12, LS13, LS15
7.5.6 Identify or use strategies for communicating more successfully	Life Skills 25 Interpersonal Skills Series WF440, WF450 R260, R620 W200s (Clear and Concise Writing), W300s (Competent Writing), W500s (Writing Process), W600s (Writing Applications Clusters)
7.5.7 Identify constructive ways of dealing with change, including showing flexibility and adaptability, and updating skills	

<b>7.6 Demonstrate the ability to view the media critically</b>	
7.6.1 Identify the different forms of media, sources and purposes of media messages, and how content is determined and shaped	<b>R251, R252, R260, R430, R435, R460, R465 Sc100</b>
7.6.2 Interpret literal and indirect media messages and the influence of factors such as popular culture and sensationalism	<b>R251, R252, R260 W240</b>
7.6.3 Distinguish fact from opinion, fiction from non-fiction, and point of view in media messages and presentations	<b>R251, R252, R260 W240</b>
7.6.4 Interpret rating systems for media content	
<b>7.7 Demonstrate the ability to use information and communication technology</b>	
7.7.1 Identify common information and communication technology and other electronic devices and their uses, and how they work together	
7.7.2 Demonstrate basic skills in using a computer, including using common software applications	
7.7.3 Demonstrate ability to use the Internet	
7.7.4 Demonstrate ability to use e-mail and other messaging	
7.7.5 Identify safe and responsible use of information and communication technology	
7.7.6 Interpret operating and maintenance procedures for information and communication equipment and devices	
<b>8. Independent Living</b>	
<b>8.1 Perform self-care skills</b>	
8.1.1 Recognize and/or demonstrate hygiene and grooming skills (see 3.5.5)	<b>WF460</b>
8.1.2 Recognize and/or demonstrate dressing skills	<b>WF360, WF460</b>
8.1.3 Recognize and/or demonstrate dining skills and manners	
8.1.4 Recognize and/or demonstrate selection and care of clothing and personal property	
<b>8.2 Perform home-care skills</b>	
8.2.1 Recognize/demonstrate meal and snack preparation tasks and activities (see 1.1.1, 3.5.2)	
8.2.2 Recognize/demonstrate dishwashing/meal clean-up activities (see 3.5.5)	
8.2.3 Recognize and/or demonstrate housekeeping and house cleaning tasks	
8.2.4 Recognize and/or demonstrate laundry skills and related clothing-care skills (see 1.7.2, 1.7.3)	
8.2.5 Recognize and/or demonstrate yard and garden tasks and activities	
8.2.6 Recognize and/or demonstrate general household repair and maintenance (see 1.4.7, 1.7.4)	
<b>8.3 Use support services to assist in maintaining independence and achieving community integration</b>	
8.3.1 Identify and interact with persons in the home environment who can provide support in achieving goals (e.g., family, friends)	
8.3.2 Identify and interact with persons in the community who can provide support in achieving goals (e.g., neighbors, contacts from human service agencies and recreation facilities)	