

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Workforce/Workplace Readiness Literacy Completion Point _____

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 1 Identify ways to plan for employment	
Date: _____ Instructor: _____	
1.1	Identifies reasons people work
1.2	Describes connection between jobs (careers, family life, etc.)
1.3	Conducts own inventory of personal work experience skills
1.4	Develops a career plan
1.5	Understands the information & ability required for different careers
1.6	Compares occupation requirements & benefits associated with employment

Standard 2 Understand different ways to search for a job	
Date: _____ Instructor: _____	
2.1	Locates, selects, and processes classified ads
2.2	Identifies and locates government and private employment agencies and/or computer-assisted job search programs
2.3	Identifies and locates personal resource materials (birth certificates, diplomas, training certificates, driver's license, social security card)
2.4	Understands the importance of personal/professional job search information.
2.5	Develops a portfolio
2.6	Develops a job card file (for specific job leads, requirements, employer names, interview information, and personal notes)
2.7	Uses appropriate communication skills when using the telephone to call an employer

Standard 3 Understand how to apply for and/or applies for a job	
Date: _____ Instructor: _____	
3.1	Describes and gives examples of job interview situations, including prepared questions to ask the interviewer

3.2	Identifies behavior/attitudes for job interviews
3.3	Demonstrates skillful methods in job interviews (grooming, dress, and verbal/nonverbal communication)
3.4	Develops a personal fact sheet (personal references, work history, educational information, and other related information)
3.5	Reads, interprets, and completes job applications
3.6	Composes a resume with a cover
3.7	Writes a follow-up letter after the interview

Standard 4 Show understanding of wages, benefits, taxes, and over-all ideas of employee organizations	
Date: _____ Instructor: _____	
4.1	Interprets wages, deductions, benefits, and taxes
4.2	Interprets timekeeping forms, timecards, and timesheets
4.3	Interprets pay schedules
4.4	Identifies fringe benefits, medical insurance, and retirement plans
4.5	Understands importance of contract and union agreements
4.6	Shows knowledge of employee handbooks, personnel policies, and workers compensation

Standard 5 Understand safety standards & procedures in the workplace	
Date: _____ Instructor: _____	
5.1	Identifies safety signs found in places of employment
5.2	Identifies safe work procedures
5.3	Identifies safe work clothes
5.4	Understands the importance of reporting health and safety question to the appropriate person(s)
5.5	Understands good health rules/habits

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Standard 6 Understand relations to job training, performance, retention, promotion & changes	
Date: _____ Instructor: _____	
6.1	Discusses career job goals
6.2	Identifies different feeling that affect success at work place
6.3	Identifies opportunities for job advancement and retention
6.4	Interprets job related vocabulary
6.5	Demonstrates the ability to apply or transfer skill learned in one job situation to another
6.6	Understands job-related signs, charts, diagrams, forms, and procedures
6.7	Identifies computer skills that affect job retention and advancement
6.8	Recognizes job responsibilities
6.9	Interprets and writes work related correspondence (notes, memos, letters)
6.10	Know how to react to constructive criticism
6.11	Know how and when to make changes or resign from a job
6.12	Analyzes and solves workplace problems
6.13	Recognizes appropriate attire and hygiene standards for employment situations
6.14	Lists stress details that can happen with different jobs

Standard 7 Recognize and use common workplace technology	
Date: _____ Instructor: _____	
7.1	Identifies common tools, equipment, machines & materials required for job
7.2	Demonstrates simple keyboarding skills
7.3	Demonstrates ability to use a filing system
7.4	Identifies common business machines (fax, copier, computer)
7.5	Demonstrates basic computer skills & common software programs
7.6	Leaves messages on answering machines

7.7	Demonstrate appropriate use of the telephone in a workplace setting
7.8	Demonstrate the importance of word processing and computer skills in the workplace

Standard 8 Use common interaction techniques in employment situations	
Date: _____ Instructor: _____	
8.1	Demonstrates ability to work with others
8.2	Demonstrates communication skills in working with customers and clients
8.3	Demonstrates the process of taking action in meeting the needs and solving the problems of customers
8.4	Demonstrates effective body language and its influence on the observer
8.5	Identifies sexual harassment issues in the workplace
8.6	Identifies and uses different approaches when working within a multicultural workforce group
8.7	Identifies techniques for handling stress & time management problems on the job

Standard 9 Use the computer to improve personal, academic, vocational, & social communication	
Date: _____ Instructor: _____	
9.1	Identifies basic terminology associated with computers
9.2	Identifies the parts of a computer
9.3	Identifies hardware
9.4	Identifies software
9.5	Demonstrates appropriate use/care of computer hardware & software
9.6	Demonstrates the steps necessary to "boot up" a computer system (DOS, Windows, Macintosh)
9.7	Uses computer directories to locate files
9.8	Identifies the basic components of a computer system
9.9	Understands the possible usage of computer
9.10	Understands advantages and disadvantages of computers