

Texas Standardized Curriculum Framework

Adult Basic Skills Level

Literacy Completion Point D

Literacy Completion Point E

Literacy Completion Point F

Literacy Completion Point G

Workforce / Workplace Readiness

**8 week sessions

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Language Arts – Level 0.0 – 1.9 Literacy Completion Point D

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 1 Produce legible cursive & manuscript handwriting	
Date: _____ Instructor: _____	
1.1	Writes legible capital & lower case letters
1.2	Groups letters to form words
1.3	Spaces words to form sentences
1.4	Signs name in legible cursive handwriting
1.5	Copies printed or written material of at least one paragraph

Standard 2 Apply the beginning rules of capitalization	
Date: _____ Instructor: _____	
2.1	Capitalizes the first letter of the first word of a sentence
2.2	Capitalizes the pronoun "I"
2.3	Capitalizes proper nouns, including names, titles, places and abbreviations

Standard 3 Apply the beginning rules of punctuation	
Date: _____ Instructor: _____	
3.1	Recognizes the difference between a statement, question, and exclamation when presented orally by the teacher
3.2	Uses correct punctuation to mark a telling, asking and exclaiming sentence
3.3	Uses a period to complete abbreviations (example: Mr. Mrs., Dr., etc....)

Standard 4 Apply the basic concepts and rules of grammar	
Date: _____ Instructor: _____	
4.1	Identifies nouns and verbs
4.2	Understands how a subject, verb, noun and pronoun work within a sentence
4.3	Makes subjects and verbs agree
4.4	Understands that statements can be changed into questions/answers questions by writing complete sentences

Standard 5 Demonstrate the ability to organize information	
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Date: _____ Instructor: _____	
5.1	Arranges pictures and shapes under proper headings
5.2	Arranges pictures in proper order
5.3	Arranges up to three events in proper order
5.4	Groups words by similarities in meaning

Standard 6 Understand that writing is a form of communication	
Date: _____ Instructor: _____	
6.1	Writes and revises short, simple sentences
6.2	Writes telephone numbers and simple words spoken by the teacher
6.3	Organizes and writes a list (examples: things to do, groceries to buy)
6.4	Identifies sentences and paragraphs

Standard 7 Demonstrate the ability to speak effectively	
Date: _____ Instructor: _____	
7.1	Speaks clearly in large or small group settings
7.2	Asks questions to better understand other people's ideas
7.3	Communicates
7.4	Identifies common business machines (fax, copier, computer)

Standard 8 Familiarize themselves with computers and computer terms	
Date: _____ Instructor: _____	
8.1	Recognizes basic terms associated with computers (for example: hardware, software, mouse, monitor, boot up, disk, cursor)
8.2	Identifies the basic parts of a computer (for example: mouse, keyboard, monitor, disk drive)
8.3	Demonstrates proper use and care of computer hardware and software (examples: inserting a disk properly, using mouse to move cursor, etc.)

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Language Arts – Level 2.0 – 3.9 Literacy Completion Point E

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 9 Demonstrate beginning knowledge of the rules of standard written English	
Date: _____ Instructor: _____	
9.1	Writes short sentences spoken by the teacher
9.2	Writes dates, days of the week, months of the year, and numbers

Standard 10 Apply the rules of capitalization	
Date: _____ Instructor: _____	
10.1	Capitalizes the greeting and closing of a letter

Standard 11 Apply the rules of punctuation	
Date: _____ Instructor: _____	
11.1	Uses commas between city & state and day of the month & year
11.2	Uses a comma after the greeting & the closing of a friendly letter
11.3	Uses a comma to set off proper names in a direct address
11.4	Uses commas to separate words in a series
11.5	Uses an apostrophe to form contractions

Standard 12 Apply the basic concepts and rules of grammar	
Date: _____ Instructor: _____	
12.1	Identifies the subject and verb of a sentence
12.2	Writes the singular and plural forms of nouns
12.3	Writes a telling sentence which has a compound subject and/or verb
12.4	Writes the correct forms of common regular and irregular verbs (examples: am/is, was/were, has/have, go/went, etc.)
12.5	Makes nouns and pronouns agree
12.6	Uses "a" and "an" correctly

Standard 13 Demonstrate the ability to organize information	
Date: _____ Instructor: _____	
13.1	Assigns words to proper lists based on similarities in definition, structure or part of speech
13.2	Generates headings for words grouped by similarities
13.3	Identifies sentences and fragments
13.4	Tells an event in order

Standard 14 Write in order to communicate ideas and information	
Date: _____ Instructor: _____	
14.1	Makes a plan for writing which includes a central topic with at least two related ideas
14.2	Drafts and corrects simple writings which express ideas clearly
14.3	Writes a short letter and addresses an envelope
14.4	Completes a simple form stating personal information (for example: name, address, telephone number, date of birth, etc.)
14.5	Writes from personal experience
14.6	Writes simple set of instructions for different tasks (requiring 3 steps)

Standard 15 Demonstrate the ability to speak effectively	
Date: _____ Instructor: _____	
15.1	Uses eye contact and simple gestures to improve communications
15.2	Presents a written assignment orally

Standard 16 Demonstrate basic computer use	
Date: _____ Instructor: _____	
16.1	Opens and closes a basic computer program
16.2	Identifies and enters a web address

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Language Arts – Level 4.0 – 5.9 Literacy Completion Point F

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 17 Apply the rules of capitalization	
Date: _____ Instructor: _____	
17.1	Capitalizes proper nouns including days of the week, months of the year, countries, states, rivers, and continents
17.2	Capitalizes titles of books, magazines, poems, songs, television shows and movies

Standard 18 Apply the rules of punctuation	
Date: _____ Instructor: _____	
18.1	Uses a comma before a conjunction in a compound sentence
18.2	Uses an apostrophe to show possession

Standard 19 Demonstrate competency in spelling	
Date: _____ Instructor: _____	
19.1	Spells months of the year, days of the week, and numbers (one to one hundred twenty-one)
19.2	Spells 98% of the words on the Dolch list (primer through 3rd grade)
19.3	Uses a dictionary to spell words having phonetically regular beginnings
19.4	Applies rules for adding prefixes and suffixes

Standard 20 Recognize language errors and makes corrections	
Date: _____ Instructor: _____	
20.1	Finds and corrects spelling errors, including homonyms
20.2	Finds and corrects punctuation and capitalization errors

Standard 21 Recognize and apply the rules of structural and grammatical writing	
Date: _____ Instructor: _____	
21.1	Identifies the complete subject and the complete predicate of a statement
21.2	Identifies the complete subject and the complete predicate of question
21.3	Identifies the simple subject of a statement and a question
21.4	Identifies compound subjects and predicates
21.5	Identifies commands with an understood subject
21.6	Identifies verbs in the context of simple and compound sentences
21.7	Identifies the passive voice (examples: passive=The man bitten by the dog active=The dog bit the man)
21.8	Identifies pronouns, adjectives, adverbs, conjunctions, prepositions and interjections
21.9	Writes the appropriate forms of common and irregular verbs
21.10	Distinguishes present tenses, past tenses, and future tenses of common verbs
21.11	Uses nominative and objective cases correctly
21.12	Identifies phrases, independent clauses, and dependent clauses
21.13	Writes complex sentences
21.14	Recognizes and creates effective paragraph breaks
21.15	Indents paragraphs

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Language Arts – Level 4.0 – 5.9 Literacy Completion Point F

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 22 Communicate ideas through the writing process	
Date: _____ Instructor: _____	
22.1	Prepares for writing by brainstorming verbally and in writing, focuses on a central idea, generates and organizes ideas, and identifies the specific purpose for the writing
22.2	Demonstrates an organizational pattern which includes a beginning, middle and an end
22.3	Uses familiar words, supporting details, and transitions
22.4	Drafts, revises, and edits writing

Standard 23 Demonstrate the ability to speak effectively	
Date: _____ Instructor: _____	
23.1	Speaks clearly at an understandable rate, uses appropriate volume
23.2	Participates as a contributor and occasionally acts as a leader in a group discussion
23.3	Organizes a speech using a beginning, middle, and an end

Standard 24 Perform different computer tasks	
Date: _____ Instructor: _____	
24.1	Demonstrates the steps necessary to boot up a computer system
24.2	Utilizes computer directories to locate files
24.3	Creates and saves documents using a word processing program
24.4	Types material from a handwritten copy
24.5	Demonstrates proper keyboarding skills while using an instructional program
24.6	Retrieves, interprets and records computerized information (for example: finds and prints information from a web site)
24.7	Demonstrates good housekeeping skills at a computer workstation

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Language Arts – Level 6.0 – 8.9 Literacy Completion Point G

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 25 Compose sentences and paragraphs that are structurally and grammatically correct	
Date: _____ Instructor: _____	
25.1	Sustains a consistent point of view throughout a multiple paragraph text
25.2	Develops appropriate tense throughout a multiple paragraph text
25.3	Creates paragraph divisions in an extended text and marks them with indentation
25.4	Writes paragraphs with a stated or implied topic sentence
25.5	Writes paragraphs with clear connections between sentences
25.6	Writes paragraphs with transition sentences
25.7	Uses all forms of punctuation and capitalization correctly
25.8	Constructs agreement between subjects and verbs
25.9	Uses correct forms of irregular verbs
25.10	Applies the use of singular and plural forms of nouns
25.11	Uses nominative and objective cases of pronouns (Example: she/her)
25.12	Writes a variety of sentence types

Standard 26 Demonstrate and understand the functions of the parts of speech	
Date: _____ Instructor: _____	
26.1	Identifies all parts of speech (nouns, verbs, adjectives, adverbs)
26.2	Identifies how the parts of speech work in a particular sentence (for example: nouns used as an objective)
26.3	Identifies the parts of a sentence (complete and simple subject, complete and simple predicate)
26.4	Explores how the parts of a sentence creates meaning in a sentence (i.e.: phrases used as adverbs, subordination of independent clauses)

Standard 27 Communicate ideas through the writing process	
Date: _____ Instructor: _____	
27.1	Brainstorms ideas in writing
27.2	Organizes information before writing
27.3	Drafts and revises all types of writing so that it is <ul style="list-style-type: none"> – Focused and purposeful – Conveys a sense of completeness & is focused on a central idea – Has an organizational pattern that provides for an effective progression of ideas to include a beginning, middle, and an end – Demonstrates continuity of purpose, style, voice, and tense
27.4	Edits writing to produce final documents that are grammatically correct
27.5	Understands the difference between plagiarism and student generated text
27.6	Creates a bibliography

Standard 28 Write to communicate ideas in a variety of content areas	
Date: _____ Instructor: _____	
28.1	Writes narrative answers to a variety of content area questions
28.2	Uses the writing process to generate text about social studies, science, and/or literature (for example: reports and critiques)

Standard 29 Use the computer to enhance personal learning and performance	
Date: _____ Instructor: _____	
29.1	Creates documents using a word processing program
29.2	Saves a document to a disk
29.3	Uses computer skills for researching
29.4	Demonstrates keyboarding skills necessary for increased productivity

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Mathematics – Level 0.0 – 1.9 Literacy Completion Point D

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 1	
Understand pre-math skills	
Date: _____ Instructor: _____	
1.1	Identifies and writes numbers 0-100
1.2	Reads words for numbers 1-20
1.3	Counts numbers in sequence
1.4	Understands basic math vocabulary (more, less, same as, above, below, between, in, out, over, and under)
1.5	Locates numbers on a number line
1.6	Identifies simple patterns
1.7	Identifies simple number schemes

Standard 2	
Understand different ways numbers are used in the real world	
Date: _____ Instructor: _____	
2.1	Uses ordinal numbers 1 st -10 th
2.2	Understands and is able to count by 2's, 5's, 10's

Standard 3	
Solve problems using addition and subtraction	
Date: _____ Instructor: _____	
3.1	Understands the concept of addition
3.2	Solves 1 and 2 digit addition problems (vertical or horizontal notation)
3.3	Understands the concept of subtraction
3.4	Solves 1 and 2 digit subtraction problems (vertical or horizontal)
3.5	Selects the right operation to solve addition and subtraction problems
3.6	Solves real world problems using different addition methods (manipulatives, mental mathematics, paper and pencil)
3.7	Adds three one digit numbers
3.8	Recalls addition facts
3.9	Recalls subtraction facts

Standard 4	
Solve real world measurement problems	
Date: _____ Instructor: _____	
4.1	Uses U.S. units such as inches, pounds, degrees, and cups to measure quantities
4.2	Uses and describes basic U.S. measurement concepts
4.3	Selects appropriate units of measure
4.4	Writes today's date (month, day, year)
4.5	Tells time

Standard 5	
Identify two and three dimensional shapes	
Date: _____ Instructor: _____	
5.1	Identifies a square, circle, sphere, rectangle, cube, and triangle

Standard 6	
Solve money problems	
Date: _____ Instructor: _____	
6.1	Identifies coins and currency of different values
6.2	Identifies sets of coins equivalent to \$.25 or less
6.3	Reads and writes numerals for money
6.4	Uses addition to solve real world money problems less than \$1
6.5	Recognizes monetary symbols

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Mathematics – Level 2.0 – 3.9 Literacy Completion Point E

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 7	
Understand how whole numbers are used in the real world	
Date: _____ Instructor: _____	
7.1	Knows the names, numbers & words for whole numbers less than 100
7.2	Understands the relative size of whole numbers between 0 & 100
7.3	Uses objects to represent whole numbers, commonly used fractions, or mixed numbers and relates these numbers to real world situations (1/4 pizza, 1/2 sandwich, 1/2 pie)

Standard 8	
Understand number systems	
Date: _____ Instructor: _____	
8.1	Understands and is able to count by 2, 3, 5, 10, 25 and 50
8.2	Understands place value for ones, tens, hundreds, tenths, and hundredths
8.3	Identifies numbers as even or odd

Standard 9	
Solve addition and subtraction problems	
Date: _____ Instructor: _____	
9.1	Understands that addition and subtraction are opposite operations
9.2	Solves real world problems using different addition methods (manipulatives, mental mathematics, paper and pencil)
9.3	Solves real world problems using different subtraction methods (manipulatives, mental mathematics, paper and pencil)

Standard 10	
Solve multiplication and division problems	
Date: _____ Instructor: _____	
10.1	Understands the concept of multiplication
10.2	Identifies multiplication vocabulary and symbol
10.3	Recalls multiplication facts
10.4	Multiplies two digit number by a one digit number; multiplies three one digit numbers
10.5	Understands the concept of division
10.6	Identifies division vocabulary and symbol
10.7	Understands that multiplication & division are opposite operations
10.8	Recalls division facts
10.9	Divides a two digit number by a one digit number with and without remainders

Standard 11	
Use math skills in word problems	
Date: _____ Instructor: _____	
11.1	Recognizes key words in choosing operations to solve problems (add, plus, total, sum, subtract, difference, left, remaining, multiply, times, several, divide, each, per)
11.2	Uses appropriate steps to solve problems <ul style="list-style-type: none"> – Determines the question – Identifies the information – Decides on the operation – Works and checks – Makes certain the answer is logical
11.3	Recognizes that all math has only four operations (addition, subtraction, multiplication, and division)
11.4	Selects the appropriate operation to solve specific problems

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Mathematics – Level 2.0 – 3.9 Literacy Completion Point E

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 12 Use estimation skills	
Date: _____ Instructor: _____	
12.1	Rounds numbers to 10's and 100's
12.2	Uses rounding techniques to estimate the answers to addition or subtraction problems; then calculates the answers

Standard 13 Use units of measurement	
Date: _____ Instructor: _____	
13.1	Identifies the larger of two U.S. measurements
13.2	Identifies common units of U.S. measurement for length, capacity, weight, and temperature
13.3	Identifies appropriate tools for measuring length, capacity, weight, and temperature
13.4	Tells time on the half hour, quarter hour, and in minutes

Standard 14 Interpret data	
Date: _____ Instructor: _____	
14.1	Reads a simple bar or line graph
14.2	Solves problems by creating graphs or charts
14.3	Understands information from a chart or table
14.4	Understands information from a diagram

Standard 15 Understand different types of patterns, relations, and functions	
Date: _____ Instructor: _____	
15.1	Uses more than one method to solve word problems
15.2	Understands different patterns and relationships using patterns and symbols (example: if the function of $x = 3$, $x + 1 = 4$)
15.3	Understands symbols for equal, not equal, less than & greater than

15.4	Identifies the next item in a pattern or number sequence
15.5	Identifies the missing item of a pattern or number sequence

Standard 16 Describe & identify multi-dimensional shapes	
Date: _____ Instructor: _____	
16.1	Identifies and describes the characteristics of basic two and three dimensional shapes

Standard 17 Show ways in which shapes can be combined	
Date: _____ Instructor: _____	
17.1	Understands and uses basic concepts of spatial relationships, symmetry, and reflections
17.2	Uses objects to perform geometric transformations including flips, slides and turns

Standard 18 Solve money problems	
Date: _____ Instructor: _____	
18.1	Counts coins and currency
18.2	Determines equal amounts of money up to \$5 using coins and currency
18.3	Makes change from a \$1
18.4	Determines equal amounts of money up to \$20 (coins & currency)
18.5	Solves word problems making change from a \$20
18.6	Solves word problems involving comparison shopping of less than \$10

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Mathematics – Level 4.0 – 5.9 Literacy Completion Point F

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 19 Understand how whole numbers are written & used	
Date: _____ Instructor: _____	
19.1	Names whole numbers up to 7 digits
19.2	Understands place values of numbers
19.3	Understands verbal names, written word names and standard numbers with whole numbers
19.4	Understands the relative size of a whole number
19.5	Changes numbers to written word names
19.6	Uses expanded notation to show that whole numbers can be written in different ways

Standard 20 Add and Subtract whole numbers	
Date: _____ Instructor: _____	
20.1	Adds a 1, 2, or 3 digit number to a 3 digit number
20.2	Adds three or four 3 digit numbers
20.3	Adds three or four 4 digit numbers
20.4	Subtracts 3 digit numbers
20.5	Subtracts 4 digit numbers
20.6	Subtracts 5 digit numbers
20.7	Borrows from numbers containing zeros

Standard 21 Multiply whole numbers	
Date: _____ Instructor: _____	
21.1	Two digit numbers by 2 digit number
21.2	Three digit numbers by a 1, 2, or 3 digit number
21.3	Four digit numbers by a 1, 2, or 3 digit number
21.4	Five digit numbers by a 1, 2 or 3 digit number
21.5	Demonstrates proof method of multiplication

Standard 22 Divide whole numbers	
Date: _____ Instructor: _____	
22.1	Three, four, or five digit numbers by a 1 digit number with and without remainders
22.2	Three, four, or five digit numbers by a 2 digit number with and without remainders
22.3	By a 3 digit number with and without remainders
22.4	From fractional notation (728/14)
22.5	Proves long division problems

Standard 23 Solve problems using fractions	
Date: _____ Instructor: _____	
23.1	Understands verbal names, written word names, and standard numbers of commonly used fractions
23.2	Understands the relative size of commonly used fractions
23.3	Solves word problems that create fractions
23.4	Writes word numbers as fractions
23.5	Understands numerators and denominators
23.6	Identifies proper, improper and mixed fractions
23.7	Converts from mixed to improper fractions
23.8	Converts from improper to mixed fractions
23.9	Reduces common fractions
23.10	Converts fractions to equivalent fractions
23.11	Adds fractions with common denominators
23.12	Subtracts fractions with common denominators
23.13	Multiplies proper fractions
23.14	Multiplies proper fractions by whole numbers

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Mathematics – Level 4.0 – 5.9 Literacy Completion Point F

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 24 Solve problems using decimals	
Date: _____ Instructor: _____	
24.1	Understands verbal names, written word names, and standard numbers with decimals, including tenths, hundredths, and thousandths
24.2	Understands the relative size of decimals
24.3	Solves word problems that create decimals
24.4	Understands that decimals can be represented in other equivalent forms
24.5	Converts common fractions to decimals
24.6	Converts decimals to common fractions
24.7	Adds decimals
24.8	Subtracts decimals
24.9	Selects appropriate operation to solve specific problems involving decimals
24.10	Understands the relationship between money and decimals
24.11	Solves word problems involving decimals

Standard 25 Use estimation to solve problems and compute	
Date: _____ Instructor: _____	
25.1	Uses different estimation strategies to solve word problems; checks reasonableness of calculations
25.2	Solves word problems by estimating measurements such as length, temperature and volume and compares the results to actual measurements
25.3	Rounds a whole number less than one million to any designated place
25.4	Rounds fractions and mixed numbers to the nearest whole numbers
25.5	Uses rounding to estimate addition or subtraction measurement problems; then determines the actual result

Standard 26 Understand theories related to numbers	
Date: _____ Instructor: _____	
26.1	Understands and applies basic number theory concepts including primes, composites, factors and multiples
26.2	Understands communicative and associative properties (for example: $6 \times 2 = 2 \times 6$; $1 + 3 + 4 = 4 + 3 + 1$)

Standard 27 Solve problems using measurements	
Date: _____ Instructor: _____	
27.1	Writes abbreviations for length, weight, and capacity measurements in the U.S. system
27.2	Identifies equal measures defined in different units
27.3	Measures to the nearest $\frac{1}{4}$ inch on a 12-inch ruler
27.4	Solves measurement problems in the U.S. system using addition and subtraction with no conversion
27.5	Determines temperature using Fahrenheit or Celsius thermometer
27.6	Determines capacity by measuring in teaspoons, tablespoons, cups, pints, quarts, gallons, and liters
27.7	Recognizes, uses, measures, and interprets linear dimensions and geometric shapes
27.8	Uses and interprets measurement instruments such as rulers, scales, gauges, and dials
27.9	Interprets diagrams, illustrations, and scale drawings
27.10	Interprets spatial relationships (for example: above, below, nearer, farther)
27.11	Interprets recipes
27.12	Converts equivalent measurements (example: cups to quarts)
27.13	Identifies product containers
27.14	Interprets weight and volume
27.15	Interprets temperature

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Mathematics – Level 4.0 – 5.9 Literacy Completion Point F

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 28 Solve problems using geometry	
Date: _____ Instructor: _____	
28.1	Understands the concepts of spatial relationships, symmetry, reflections, congruency, and similarity
28.2	Predicts, illustrates and verifies which figures could result from a flip, slide, or turn of a given figure
28.3	Draws and/or models two- and three-dimensional shapes (such as cube, sphere, cone, cylinder, rectangular solid) from a verbal description
28.4	Uses geometric formulas to solve problems involving perimeter and area of squares, triangles, cubes, and rectangular solids
28.5	Solves word problems using different geometric formulas for two and three dimensional shapes
28.6	Describes, classifies, compares and sorts geometric figures (including squares, rectangles, triangles, circles, cubes and rectangular solids) according to the number of faces, edges, bases, and corners

Standard 29 Solve problems using algebra	
Date: _____ Instructor: _____	
29.1	Constructs a rectangular coordinate system that shows positive and negative x and y values to 7
29.2	Describes a variety of patterns and relationships through models (such as: manipulatives, tables, graphs, and rules)
29.3	Translates a problem from words into a number symbol sentence (for example: six plus one equals seven to $6+1=7$)
29.4	Recognizes simple algebraic formulas (for example: $1+3=x$)
29.5	Recognizes simple consumer formulas (for example: units times price = cost)

Standard 30 Interpret data from graphs, charts, and maps	
Date: _____ Instructor: _____	
30.1	Solves problems by generating, collecting, organizing, displaying & analyzing data using bar, circle, line or pictographs & charts
30.2	Interprets data in charts, tables, plots, graphs, and maps
30.3	Understands and finds averages (means)
30.4	Locates a point on a highway map

Standard 31 Calculate differences to solve problems encountered in daily living	
Date: _____ Instructor: _____	
31.1	Reported differences (example: minutes spent working on two jobs)
31.2	The difference between two hourly wages
31.3	The net cost of groceries after deducting the value of coupons
31.4	Differences between figures from a summarizing table
31.5	The difference in earnings using hourly and daily wage rates
31.6	The difference between length of business hours on week days and weekends
31.7	The savings between two specific subscription rates
31.8	The amount of increase using figures from a bar graph
31.9	Daily earnings based on hourly rate and number of hours worked
31.10	Increases using hourly and daily wage rates
31.11	Totals the amount of fines for several driving violations

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Mathematics – Level 4.0 – 5.9 Literacy Completion Point F

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 32 Apply math operations to information contained in printed material	
Date: _____ Instructor: _____	
32.1	Uses an order form to determine the total cost of a purchase
32.2	Determines the total for an order after calculating the cost of two items plus sales tax (using a tax table)
32.3	Determines the total cost of multiple items ordered from a menu, including one item having multiple quantities
32.4	Calculates net value (deducting coupon value from total purchase)
32.5	Uses an advertisement to determines the total cost of several items in different quantities
32.6	Calculates the savings between two specific subscription rates

Standard 33 Demonstrate consumer math skills	
Date: _____ Instructor: _____	
33.1	Identifies needs and wants
33.2	Develops a personal budget for a set income
33.3	Interprets bills
33.4	Plans for major purchases (for example: car, refrigerator)
33.5	Interprets information or directions to locate consumer goods (for example: newspaper ads, yellow pages)
33.6	Identifies and uses different methods to purchase goods and services, including catalogs, order forms, and related information
33.7	Interprets advertisements, labels, charts, letters, articles, price tags, or other information in selecting goods and services
33.8	Writes checks or money orders to purchase goods and services
33.9	Interprets bank statements and computer-generated receipts
33.10	Completes a deposit and withdrawal form

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Mathematics – Level 6.0 – 8.9 Literacy Completion Point G

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 34	
Solve problems using fractions	
Date: _____ Instructor: _____	
34.1	Understands verbal names, written word names, and standard numbers with fractions
34.2	Locates fractions on a number line
34.3	Understands the relative size of fractions
34.4	Solves word problems that create fractions
34.5	Adds whole numbers, fractions, and mixed numbers with and without common denominators
34.6	Subtracts whole numbers, fractions & mixed numbers with no regrouping
34.7	Subtracts whole numbers, fractions, and mixed numbers with regrouping
34.8	Multiplies common mixed fractions, mixed numbers, and whole numbers
34.9	Divides fractions
34.10	Divides whole numbers, fractions, and mixed numbers
34.11	Performs multiple operations using common fractions, mixed numbers, and whole numbers
34.12	Selects the appropriate operation to solve problems with fractions
34.13	Solves word problems using fractions

Standard 35	
Solve problems using decimals	
Date: _____ Instructor: _____	
35.1	Locates decimals on a number line
35.2	Orders a sequence of decimal numbers from smallest to largest
35.3	Multiplies a decimal by a whole number or another decimal
35.4	Divides a decimal by a whole number
35.5	Divides a decimal by a decimal
35.6	Divides a whole number by a decimal
35.7	Converts mixed numbers to decimal fractions
35.8	Selects the appropriate operation to solve problems with decimals
35.9	Solves word problems using decimals

Standard 36	
Solve problems using ratios and proportions	
Date: _____ Instructor: _____	
36.1	Understands verbal names, written word names, and standard numbers with ratios
36.2	Understands the concept of a ratio and proportion
36.3	Solves word problems with ratios
36.4	Understands that ratios can be represented in different ways
36.5	Selects when to solve specific problems by using ratios and proportions
36.6	Solves word problems involving ratios and proportions
36.7	Demonstrates the process of cross-multiplying to solve proportions

Standard 37	
Solve problems using percents	
Date: _____ Instructor: _____	
37.1	Understands verbal names, written word names, and standard numbers with percents
37.2	Understands the relative size of percents
37.3	Solves word problems with percents
37.4	Understands that percents can be represented in different ways
37.5	Converts between fractions, decimals, and percents
37.6	Finds a percent of a number
37.7	Finds what percent one number is of another
37.8	Finds the total when a percent is given
37.9	Solves real-world problems involving percents
37.10	Determines sales tax on a purchase when given the tax rate
37.11	Uses the interest formula ($i = prt$)

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Mathematics – Level 6.0 – 8.9 Literacy Completion Point G

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 38	
Solve problems using integers	
Date: _____ Instructor: _____	
38.1	Associates verbal names, written word names, and standard numbers with integers
38.2	Solves words problems using integers
38.3	Locates numbers on a number line
38.4	Understands the relative size of integers
38.5	Adds integers
38.6	Subtracts integers
38.7	Multiplies integers
38.8	Divides integers
38.9	Solves simple problems by applying the algebraic order of operations
38.10	Selects the appropriate operation to solve specific problems using integers
38.11	Solves word problems involving integers
38.12	Finds square of numbers 1-20
38.13	Finds square roots of perfect squares
38.14	Writes algebraic expressions (for example: $2x$, $2m - 10$)
38.15	Solves one step equations involving any of the mathematical operations (for example: $x + 9 - 27 = 2$, $x/4 = 3$, $x - (-4) = 2$)
38.16	Solves two step equations

Standard 39	
Solve problems using geometry	
Date: _____ Instructor: _____	
39.1	Recognizes & understands the basic properties of two and three-dimensional geometric shapes (examples: circle, rectangle, cube, etc.)
39.2	Recognizes types of angles (acute, obtuse, straight, right, reflex)
39.3	Recognizes types of triangles (equilateral, right, scalene, isosceles)
39.4	Knows the number of degrees in a triangle and a quadrilateral
39.5	Uses appropriate geometric vocabulary to write a description of a figure or a picture composed of geometric figures (parallel, perpendicular, similar, congruent)

39.6	Uses geometric formulas for perimeter
39.7	Uses geometric formulas for area
39.8	Uses geometric formula for circumference
39.9	Uses geometric formulas for volume of three-dimensional shapes including cubes, rectangles, solids, and cylinders
39.10	Understands geometric concepts, including flips, slides, turns, enlargements, symmetry, reflections, similarity, perpendicular, parallel
39.11	Predicts and verifies patterns involving tessellation (a covering of a plane with congruent copies of the same pattern with no holes and no overlaps, like floor tiles)
39.12	Solves word problems using a variety of geometric formulas for two and three dimensional shapes

Standard 40	
Use estimation skills to solve problems	
Date: _____ Instructor: _____	
40.1	Predicts results and to check the reasonableness of data
40.2	Solves word problems of length, perimeter, area, mass, volume, and capacity
40.3	Solves word problems of money, time and temperature
40.4	Uses rounding techniques to estimate the solution to an addition or subtraction measurement word problem; then determines the actual result
40.5	Uses a variety of strategies to estimate lengths, widths, time intervals, and money to compare to actual measurements
40.6	Solves word problems by estimating measurements (length, time, weight/mass, temperature, money, perimeter, area & volume) in either U.S. system or in metric units

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Mathematics - Level 6.0 – 8.9 Literacy Completion Point G

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 41 Solve problems using measurement	
Date: _____ Instructor: _____	
41.1	Identifies the measurement most appropriate for a given situation
41.2	Converts within the U.S. system of measures for length, weight, or capacity
41.3	Solves linear measurement problems with inches, feet, or yards
41.4	Solves capacity problems with cups, pints, quarts or gallons
41.5	Solves mass/weight problems with ounces, pounds or tons
41.6	Identifies metric units of measure for length, weight/mass, or capacity
41.7	Associates prefixes used in the metric system with their decimal equivalents
41.8	Converts measures within the metric system from one prefix to another
41.9	Solves problems involving units of measure and converts answers to a larger or small unit within either the metric or U.S. system
41.10	Selects and uses appropriate instruments, technology, and techniques to measure quantities in order to achieve specified degrees of accuracy

Standard 42 Understand and apply theories related to numbers	
Date: _____ Instructor: _____	
42.1	Use of primes, factors, and multiples to build number sequence
42.2	Distributive property [for example: $6(4 + 2) = 6 \times 6$]
42.3	Place values
42.4	Roman numerals

Standard 43 Interpret and compare data from graphs, charts and maps	
Date: _____ Instructor: _____	
43.1	Pictographs
43.2	Graphs
43.3	Line graphs
43.4	Circle graphs
43.5	Uses data from charts and tables to solve word problems
43.6	Understands and uses mean and median
43.7	Uses a scale to measure distance on a map
43.8	Uses information from a time zone map
43.9	Uses a map showing time zones to determine the time in two or more time zones

Standard 44 Demonstrate consumer math skills	
Date: _____ Instructor: _____	
44.1	Calculates and compares the unit prices for different sizes of food containers and for different brands using a calculator or pencil and paper
44.2	Uses the sales tax rate to calculate sales tax and total cost of a purchase
44.3	Computes discounts and sale prices
44.4	Interprets interest and interest earning savings plans
44.5	Uses the percentage down, interest rate, and the total purchase price to calculate the actual amount of down payment and balance to be financed on long term purchases
44.6	Calculates a finance charge at a give percentage rate
44.7	Calculates a checkbook balance from a check (use a calculator or paper and pencil)

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Reading - Level 0.0 – 1.9 Literacy Completion Point D

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 1	
Demonstrate mastery of pre-reading skills	
Date: _____ Instructor: _____	
1.1	Knows that print goes left to right, top to bottom, front to back
1.2	Knows that letters make words
1.3	Knows that words make sentences
1.4	Knows that there are spaces between words
1.5	Knows where to begin reading on the right hand page of a book
1.6	Listens to and comprehends a story read aloud
1.7	Narrates a picture story in a sequence

Standard 2	
Demonstrate basic understanding of phonics/ structural analysis	
Date: _____ Instructor: _____	
2.1	Names letters of the alphabet
2.2	Names consonants and makes the sound of each
2.3	Names single vowels and makes long and short sound of each
2.4	Creates word families by rhyming
2.5	Understands difference in statements and questions
2.6	Understands the concept of plural and makes nouns plural
2.7	Uses possessives appropriately
2.8	Uses periods, questions marks, and exclamation marks

Standard 3	
Demonstrate knowledge of basic vocabulary	
Date: _____ Instructor: _____	
3.1	Reads at least 75% of the pre-primer, primer and first grade words from the Dolch list
3.2	Knows the meanings in context of frequently used words
3.3	Reads personal information (for example: name, address, phone number)
3.4	Dictates and reads back his/her own story

Standard 4	
Demonstrate literal comprehension skills	
Date: _____ Instructor: _____	
4.1	Determines the main idea and factual details of a paragraph
4.2	Identifies the order of events in a paragraph
4.3	Predicts what a passage is about based upon its title & illustrations
4.4	Increases comprehension by re-reading, re-telling, and discussing
4.5	Knows strategies to validate information in a text (for example: asking others or listening to the news)
4.6	Understands the meaning of a sentence that contains negative words
4.7	Understands & identifies the past, present & future tenses of verbs
4.8	Distinguishes between statements, questions, and exclamations

Standard 5	
Demonstrate evaluative comprehension skills	
Date: _____ Instructor: _____	
5.1	Distinguishes between fact and fiction in a paragraph, assisted by discussion and /or teacher guidance

Standard 6	
Understands how word choice affects meaning	
Date: _____ Instructor: _____	
6.1	Understands that word choice can shape ideas, feelings & actions
6.2	Identifies and uses repetition and rhyme in oral and written text

Standard 7	
Analyze fiction, non-fiction, poetry, or drama	
Date: _____ Instructor: _____	
7.1	Identifies setting, character, problem and solution/resolution
7.2	Uses personal perspective in responding to literature (example: relates characters or events to his/her personal life)

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Reading - Level 2.0 – 3.9 Literacy Completion Point E

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 8 Demonstrate basic understanding of phonics/structural analysis	
Date: _____ Instructor: _____	
8.1	Knows vowels and consonants
8.2	Identifies consonant blends
8.3	Identifies consonant digraphs
8.4	Uses standard pronunciation in oral reading
8.5	Knows long and short vowel sounds
8.6	Knows specific vowel combinations
8.7	Identifies and defines compound words
8.8	Identifies root words
8.9	Defines words with prefixes
8.10	Defines words with suffixes
8.11	Makes contractions orally

Standard 9 Demonstrate knowledge of basic vocabulary	
Date: _____ Instructor: _____	
9.1	Reads 98% of the words on the Dolch Word List, including the second and third grade lists
9.2	Follows teacher-read text in order to develop vocabulary

Standard 10 Comprehend a wide range of printed material	
Date: _____ Instructor: _____	
10.1	Identifies words and understands text, illustrations, graphics, and charts using phonics, word structure, and context clues
10.2	Understands the main idea and supporting information
10.3	Answers "Who? What? Where?" about sentences or paragraphs
10.4	Follows simple written directions
10.5	Recognizes characteristics of paragraphs and stanzas
10.6	Uses simple references to find information (example: dictionary)
10.7	Knows the meanings of abbreviations

Standard 11 Demonstrate inferential comprehension skills	
Date: _____ Instructor: _____	
11.1	Finds the meanings of words in context using comparison and contrast clues
11.2	Understands cause and effect implied in a paragraph

Standard 12 Demonstrate evaluative comprehension skills	
Date: _____ Instructor: _____	
12.1	Understands the difference between facts and opinions
12.2	Evaluates information from pictures, maps, or signs to answer questions

Standard 13 Understand how word choices affect meaning	
Date: _____ Instructor: _____	
13.1	Understands that a writer's word choice influences how a reader thinks and feels

Standard 14 Understand the characteristics of different types of writing	
Date: _____ Instructor: _____	
14.1	Distinguishes between fact and fiction
14.2	Identifies story elements including setting, plot, character, problem, and solution/resolution
14.3	Recognizes the function of introductory and concluding paragraphs in an essay

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Reading - Level 4.0 – 5.9 **Literacy Completion Point** F

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 15 Demonstrate basic understanding of phonics/structural analysis	
Date: _____ Instructor: _____	
15.1	Recognizes synonyms, antonyms, and homonyms
15.2	Defines multiple-meaning words
15.3	Understands how punctuation affects text

Standard 16 Demonstrate knowledge of basic vocabulary	
Date: _____ Instructor: _____	
16.1	Uses phonics, word structure & visual cues to identify and define words
16.2	Uses prefixes, suffixes, root words, words with multiple meanings, antonyms, synonyms, and word relationships to define words and build vocabulary
16.3	Classifies nouns with similar characteristics under appropriate headings (Example: rose and daisy as flowers)
16.4	Uses vocabulary words in the content areas

Standard 17 Demonstrate literal comprehension skills	
Date: _____ Instructor: _____	
17.1	Understands the main idea and supporting details
17.2	Identifies cause and effect
17.3	Follows written directions
17.4	Retells or summarizes a text
17.5	Describes sequence of events in context
17.6	Answers "Who? What? Where? When? Why? How?" about sentences or paragraphs
17.7	Finds specific information in a text and uses it to answer questions

Standard 18 Demonstrate inferential comprehension skills	
Date: _____ Instructor: _____	
18.1	Predicts content and purpose of a selection by previewing table of contents, index, headings, captions, and illustrations
18.2	Makes predictions based on prior knowledge, rereading and self-questioning
18.3	Knows the difference between a question and a statement
18.4	Determines the meanings of unfamiliar words using context clues including examples, direct explanations, synonyms, and /or comparison and contrast
18.5	Identifies the antecedent of a pronoun in a sentence or paragraph
18.6	Identifies stated or implied cause and effect in a paragraph
18.7	Identifies an appropriate conclusion or generalization for a passage

Standard 19 Demonstrate evaluative comprehension skills	
Date: _____ Instructor: _____	
19.1	Identifies the author's purpose
19.2	Recognizes whether a text is intended to persuade, inform, or entertain
19.3	Knows the difference between fact and opinion
19.4	Knows the basic characteristics of fables, stories, and legends
19.5	Understands comparison and contrast
19.6	Uses information from pictures, maps, signs, diagrams, tables, graphs, or schedules
19.7	Uses reference sources such as a dictionary, encyclopedia, atlas, directory, newspaper, or thesaurus
19.8	Uses an index and a table of contents
19.9	Draws conclusions when reading
19.10	Selects an appropriate title for an article

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Reading - Level 4.0 – 5.9 Literacy Completion Point F

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 20 Understand how word choice affects meaning	
Date: _____ Instructor: _____	
20.1	Understands that word choice can shape reactions, perceptions and beliefs
20.2	Recognizes different techniques used in media and the purpose of each

Standard 21 Demonstrate understanding of a variety of literary forms	
Date: _____ Instructor: _____	
21.1	Identifies the characteristics of fiction, drama, poetry, fables, and legends
21.2	Identifies the characteristics of creative non-fiction, such as biography and essay (Example: fact/opinion)
21.3	Explains plot development and conflict resolution in a story
21.4	Identifies the characters, setting, and events in a passage

Standard 22 Respond critically to fiction, poetry, drama & essay	
Date: _____ Instructor: _____	
22.1	Recognizes cause/effect relationship in a passage
22.2	Recognizes the effects of language such as sensory words, rhymes, and word choice
22.3	Links literature to his/her life by explaining how the motives of characters or the causes of events compare with his/her own life
22.4	Identifies the theme in a story
22.5	Forms his/her own ideas about a literary passage and supports these ideas with information from the text
22.6	Distinguishes between the author's opinion and facts in an essay

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Reading - Level 6.0 – 8.9 Literacy Completion Point G

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 23 Understand patterns and functions of language	
Date: _____ Instructor: _____	
23.1	Understands that there are patterns and rules for correct English usage
23.2	Understands that there are exceptions to grammar rules and patterns
23.3	Understands that language and literature are powerful means by which culture and values are passed from generation to generation
23.4	Understands the difference between the use of English in formal and informal settings
23.5	Understands that acceptable language usage and structure change over time

Standard 24 Demonstrate knowledge of basic vocabulary	
Date: _____ Instructor: _____	
24.1	Uses a variety of strategies to analyze words in context
24.2	Uses vocabulary effectively in reading, writing, listening, and speaking
24.3	Uses vocabulary in content areas

Standard 25 Demonstrate literal comprehension skills	
Date: _____ Instructor: _____	
25.1	Determines the main idea in different types of passages
25.2	Identifies relevant details, facts, and patterns of organization in different types of passages
25.3	Uses strategies to clarify meaning
25.4	Answers: "Who? What? When? Where? How? And Why?" Questions for different types of passages

Standard 26 Demonstrate inferential comprehension skills	
Date: _____ Instructor: _____	
26.1	Predicts probable outcomes from reading
26.2	Selects an appropriate title for an article
26.3	Identifies and interprets information from a wide range of texts and literary forms

Standard 27 Demonstrate evaluative comprehension skills	
Date: _____ Instructor: _____	
27.1	Locates, organizes, and interprets written information for a variety of purposes (Example: class research or real-world tasks)
27.2	Identifies an author's purpose and/or point of view
27.3	Evaluates information by differentiating fact from opinion
27.4	Gathers information from a variety of reference materials and selects information which best serves his/her purpose

Standard 28 Demonstrate understanding of how word choice affects meaning	
Date: _____ Instructor: _____	
28.1	Identifies language that shapes reactions, perceptions, and beliefs
28.2	Understands and uses literary devices and techniques in written, oral, or visual communications
28.3	Distinguishes between emotional and logical argument

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Reading - Level 6.0 – 8.9 Literacy Completion Point G

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 29	
Demonstrate understanding of the distinctive features in literary forms	
Date: _____ Instructor: _____	
29.1	Identifies the defining characteristics of classical literature (Example: timelessness, universal themes, and communication across cultures)
29.2	Recognizes complex elements of plot such as setting, character development, conflict, and resolution
29.3	Understands various elements of word choice, symbolism, figurative language, mood, irony, foreshadowing, flashback, persuasion, and point of view
29.4	Knows how mood or meaning is conveyed in poetry through word choice, dialect, invented words, concrete or abstract terms, sensory or figurative language, use of sentence structure, line length, punctuation, and rhythm
29.5	Identifies universal themes in literature

Standard 30	
Respond critically to fiction, poetry, drama, and essay	
Date: _____ Instructor: _____	
30.1	Identifies the effects of the attitudes and values of a time period or culture on a specific piece of writing
30.2	Responds to a work of literature by interpreting selected phrases, sentences, or passages, and applies the information to modern life
30.3	Develops essays to answer specific, evaluative research questions

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

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 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