

National External Diploma Program Generalized Competencies Correlated with CASAS Competencies

EDP Competencies	CASAS Competencies Abbreviated
1.1 Identify main theme of newspaper, magazine articles	7.4.4 Identify or utilize appropriate informational resources 7.2.1 Identify and paraphrase pertinent information 5.7.4 Interpret information about new technologies and scientific issues 5.5.1 Interpret information about international affairs 1.2.5 Interpret letters, articles, and information about consumer-related topics 2.7.2 Interpret information about ethnic groups, cultural groups, and language groups 2.7.3 Interpret information about social issues
1.2 Infer meaning, conclusions, author's purpose	7.2.4 Identify or make inferences through inductive and deductive reasoning to hypothesize, predict, conclude... 7.2.5 Evaluate a situation, statement, or process, assembling information 5.7.4 Interpret information about new technologies and scientific issues 1.2.1 Interpret advertisements, labels, charts, and price tags in selecting goods and services 2.7.2 Interpret information about ethnic groups, cultural groups, and language groups 2.7.3 Interpret information about social issues
1.3 Utilize context clues to infer word meaning	7.2.4 Identify or make inferences through inductive and deductive reasoning 7.2.5 Evaluate a situation, statement, or process, assembling information 2.7.5 Interpret literary materials such as poetry and literature
2.1 Skim printed material to locate information	4.6.2 Interpret and write work-related correspondence, including notes, memos, and letters 2.1.1 Use the telephone directory and related publications to locate information 1.2.1 Interpret advertisements, labels, charts, and price tags in selecting goods and services 1.4.2 Select appropriate housing by interpreting classified ads, signs, and other information 2.6.2 Locate information in T.V., movie, and other recreational listings
2.2 Identify supporting details and conclusions from magazine and newspaper articles	7.2.1 Identify and paraphrase pertinent information 7.2.2 Analyze a situation, statement, or process, identifying component elements and causal and part/whole relationships... 7.2.4 Identify or make inferences through inductive and deductive reasoning to hypothesize, predict, conclude... 7.2.5 Evaluate a situation, statement, or process, assembling information 1.2.5 Interpret letters, articles, and information about consumer-related topics 2.7.2 Interpret information about ethnic groups, cultural groups, and language groups 2.7.3 Interpret information about social issues 5.7.4 Interpret information about new technologies and scientific issues 5.5.1 Interpret information about international affairs

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2.3 Use maps, classified ads, and manual directions to draw a conclusion...	1.1.3 Interpret maps and graphs 1.4.2 Select appropriate housing by interpreting classified ads, signs, and other information 2.2.5 Use maps relating to travel needs 4.2.4 Interpret employee handbooks, personnel policies, and job manuals 4.6.5 Select and analyze work-related information
3.1 Identify similar information from several sources	7.2.3 Make comparisons, differentiating among, sorting, and classifying items, information, or ideas 7.2.5 Evaluate a situation, statement, or process, assembling information 1.2.5 Interpret letters, articles, and information about consumer-related topics
3.2 Summarize information from materials such as leases and warranties	7.2.1 Identify and paraphrase pertinent information 1.7.1 Interpret product guarantees and warranties 1.4.3 Interpret lease and rental agreements 1.9.5 Interpret information related to the selection and purchase of a car
4.1 Identify main idea, details, conclusions, inferences from editorial or radio commentary	7.2.1 Identify and paraphrase pertinent information 7.2.4 Identify or make inferences through inductive and deductive reasoning to hypothesize, predict, conclude... 7.2.5 Evaluate a situation, statement, or process, assembling information 2.7.3 Interpret information about social issues
4.2 Identify elements of bias and inflection that influence in a taped advertisement	0.1.3 Identify or use appropriate language to influence or persuade 1.2.1 Interpret advertisements, labels, charts, and price tags in selecting goods and services
4.3 Identify/describe facts and opinions in ads	1.2.1 Interpret advertisements, labels, charts, and price tags in selecting goods and services 7.2.4 Distinguish fact from opinion, and determine what is mandatory and what is discretionary
5.1 Identify elements that affect a viewer, given visual stimulation	2.7.6 Interpret materials related to the arts, such as fine art, music, drama, and film
5.2 Identify elements of non-verbal communication...	0.1.1 Identify or use appropriate non-verbal behavior in a variety of situations
5.3 State inferences from caption less materials	2.7.6 Interpret materials related to the arts, such as fine art, music, drama, and film 7.2.4 Identify or make inferences through inductive and deductive reasoning to hypothesize, predict, conclude...
6.1 Compose a paragraph	7.4.5 Use reference materials, such as dictionaries and encyclopedias 4.6.2 Interpret and write work-related correspondence, including notes, memos, and letters (see also 4.4.3) 4.6.5 Select and analyze work-related information for a given purpose and communicate it to others orally or in writing
6.2 Compose a letter or report about a consumer or citizenship issue	0.2.3 Interpret or write a personal note, invitation, or letter 1.6.2 Identify consumer protection resources if confronted with fraudulent tactics 1.6.3 Identify procedures the consumer can follow if merchandise or service is unsatisfactory 4.6.2 Interpret and write work-related correspondence, including notes, memos, and letters 5.3.6 Interpret information for establishing residency and/or obtaining citizenship

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6.3	Write a letter of application and resume	4.1.2	Apply for a job, including interpreting and completing job applications, résumés, and letters of application
6.4	Write sequential instructions to achieve a stated goal	7.1.2	Demonstrate an organized approach to achieving goals
		4.6.5	Select and analyze work-related information for a given purpose and communicate it to others orally or in writing
7.1	State an opinion or describe orally a topic of interest from one's experience	5.1.6	Communicate one's opinions on a current issue
		0.2.4	Converse about daily and leisure activities and personal interests
8.1	Add whole numbers	6.1.1	Add whole numbers
8.2	Subtract whole numbers	6.1.2	Subtract whole numbers
8.3	Multiply whole numbers	6.1.3	Multiply whole numbers
8.4	Divide whole numbers	6.1.4	Divide whole numbers
9.1	Add decimals, including dollars and cents	6.2.1	Add decimal fractions
		1.1.6	Count, convert, and use coins and currency...
9.2	Subtract decimals, including dollars and cents	6.2.2	Subtract decimal fractions
		1.1.6	Count, convert, and use coins and currency...
9.3	Multiply decimals, including dollars and cents	6.2.3	Multiply decimal fractions
		1.1.6	Count, convert, and use coins and currency...
9.4	Divide decimals, including dollars and cents	6.2.4	Divide decimal fractions
		1.1.6	Count, convert, and use coins and currency...
10.1	Compute percent, using taxes, tips, and interest	6.4.3	Calculate percents
		5.4.2	Compute or define sales tax
		2.6.4	Interpret and order from restaurant and fast food menus, and compute related costs
		1.8.3	Interpret interest or interest-earning savings plans
11.1	Compute using fractions	6.3.1	Add common or mixed fractions
		6.3.2	Subtract common or mixed fractions
		6.3.3	Multiply common or mixed fractions
		6.3.4	Divide common or mixed fractions
		6.3.5	Perform multiple operations using common or mixed fractions
		6.3.6	Convert common or mixed fractions to decimal fractions or percents
		6.3.7	Identify or calculate equivalent fractions
		6.6.4	Use or interpret measurement instruments, such as rulers, scales, gauges, and dials
		1.1.4	Select, compute, or interpret appropriate standard measurement for length, width, perimeter, area, volume, height, or weight...
12.1	Apply mathematical processes to solve stepped problems	6.0.3	Identify information needed to solve a given problem
		6.0.4	Determine appropriate operation to apply to a given problem

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13.1 Estimate the cost of four items, rounding to nearest dollar	6.9.2 Estimate answers 1.1.6 Count, convert, and use coins and currency...
13.2 Estimate sales tax or tip	6.9.2 Estimate answers 5.4.2 Compute or define sales tax 2.6.4 Interpret and order from restaurant and fast food menus, and compute related costs
14.1 Compare fractions and percentages to graphic images which depict them	6.4.4 Convert percents to common, mixed or decimal fractions 6.7.1 Interpret data given in a line graph 6.7.2 Interpret data given in a bar graph 6.7.3 Interpret data given in a picture graph 6.7.4 Interpret data given in a circle graph
14.2 Convert fractions to percents while reading a graphic representation or measuring device.	6.4.4 Convert percents to common, mixed or decimal fractions 6.7.1 Interpret data given in a line graph 6.7.2 Interpret data given in a bar graph 6.7.3 Interpret data given in a picture graph 6.7.4 Interpret data given in a circle graph 1.1.3 Interpret maps and graphs 6.6.4 Use or interpret measurement instruments, such as rulers, scales, gauges, and dials
15.1 Estimate, compute distance from one location to another: work, community resources, and places of interest.	2.6.3 Interpret information in order to plan for outings and vacations 2.2.4 Interpret transportation schedules and fares 2.2.5 Use maps relating to travel needs
15.2 Estimate, compute and record time to reach one of the above destinations.	6.6.6 Calculate with units of time 2.6.3 Interpret information in order to plan for outings and vacations 2.2.4 Interpret transportation schedules and fares 2.2.5 Use maps relating to travel needs 1.1.4 Select, compute, or interpret appropriate standard measurement for length....
16.1 Draw a conclusion consistent with data presented, given a graph or scale drawing.	6.7.1 Interpret data given in a line graph 6.7.2 Interpret data given in a bar graph 6.7.4 Interpret data given in a circle graph 1.1.3 Interpret maps and graphs 6.6.5 Interpret diagrams, illustrations, and scale drawings 7.4.8 Interpret visual representations, such as symbols, blueprints, flowcharts, and schematics 7.2.4 Identify or make inferences through inductive and deductive reasoning to hypothesize, predict, conclude...
17.1 Solve life problems with ratio and proportion.	6.4.5 Use rate to compute increase or decrease 6.4.6 Compute using ratio or proportion

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18.1 Compute the boundary of a plane figure	6.6.2 Recognize, use, and measure linear dimensions, geometric shapes... 1.1.4 Select, compute, or interpret appropriate standard measurement for length, width, height, perimeter.... 6.6.5 Interpret diagrams, illustrations, and scale drawings
19.1 Compute the area of a polygon.	1.1.4 Select, compute, or interpret appropriate standard measurement for length, width, perimeter, area... 6.6.2 Recognize, use, and measure linear dimensions, geometric shapes...
19.2 Compute the are of two adjacent rectangles	1.1.4 Select, compute, or interpret appropriate standard measurement for length, width, perimeter, and area... 6.6.2 Recognize, use, and measure linear dimensions, geometric shapes... 6.6.5 Interpret diagrams, illustrations, and scale drawings
20.1 Calculate an average or a mean using data from real world situations.	6.7.5 Compute averages, medians or modes 5.8.1 Interpret economic information and statistics
21.1 Solve a problem: identify problem, state solutions and advantages, disadvantages of solutions	7.3.1 Identify a problem and its possible causes 7.3.2 Devise and implement a solution to an identified problem 7.3.3 Evaluate the outcome of an implemented solution and suggest modifications to the solution as needed 7.2.7 Identify factors involved in making decisions, including considering goals, constraints, and consequences...
22.1 List or state on personal goal and one personal value	7.1.1 Identify a problem and its possible causes 7.5.1 Identify personal values, qualities, interest, abilities, and attitudes
23.1 Describe one's role in the family; occupation, community	7.5.5 Identify personal, family and work responsibilities, and ways to accommodate them and deal with related problems
24.1 List one example of each need: emotional, physical, mental	7.5.1 Identify personal values, qualities, interest, abilities, and attitudes 7.5.4 Identify sources of stress, and resources for stress reduction 3.5.8 Identify practices that promote mental well-being 3.5.9 Identify practices that promote physical well-being
24.2 Give an example of possible personal conflict due to different needs	7.5.3 Identify or use strategies to cope with negative feedback 7.5.5 Identify personal, family and work responsibilities, and ways to accommodate them and deal with related problems
25.1 Art: describe an item and relate why it is aesthetically pleasing	2.7.6 Interpret materials related to the arts, such as fine art, music, drama, and film
26.1 Express an opinion about an artwork.	2.7.6 Interpret materials related to the arts, such as fine art, music, drama, and film 5.1.6 Communicate one's opinions on a current issue
26.2 State one specific aspect of the artwork that inspired the opinion.	2.7.6 Interpret materials related to the arts, such as fine art, music, drama, and film 5.1.6 Communicate one's opinions on a current issue
27.1 Give proof of attendance of a live performance.	2.7.6 Interpret materials related to the arts, such as fine art, music, drama, and film 2.6.1 Interpret information about recreational and entertainment facilities and activities
27.2 State parts of the performance enjoyed most or least, impact of parts of performance on whole.	2.7.6 Interpret materials related to the arts, such as fine art, music, drama, and film 7.2.2 Analyze a situation, statement, or process, identifying component elements and causal and part/whole relationships...

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27.3 Evaluate what made this a good or bad production.	2.7.6 Interpret materials related to the arts, such as fine art, music, drama, and film 7.2.5 Evaluate a situation, statement, or process, assembling information and providing evidence, making judgments...
28.1 Identify or describe two examples of music used to manipulate emotion.	2.7.6 Interpret materials related to the arts, such as fine art, music, drama, and film 7.2.5 Evaluate a situation, statement, or process, assembling information and providing evidence, making judgments...
29.1 Describe or demonstrate first aid techniques.	3.1.1 Describe symptoms of illness, including identifying parts of the body... 3.4.3 Interpret procedures for simple first-aid 3.5.9 Identify practices that promote physical well-being
29.2 Identify how to eliminate home hazards.	3.4.2 Identify safety measures that can prevent accidents and injuries 3.5.9 Identify practices that promote physical well-being 1.4.8 Recognize home theft and fire prevention measures
29.3 Inventory the medications kept at home: directions for their use, safety measures for storage.	3.3.1 Identify and use necessary medications 3.3.2 Interpret medicine labels 3.4.1 Interpret product label directions and safety warnings
29.4 State facts that must be included when reporting emergencies by telephone.	2.1.2 Identify emergency numbers and place emergency calls 2.5.1 Locate and utilize services of agencies that provide emergency help
29.5 Identify methods of family planning.	3.5.6 Interpret information and identify agencies that assist with family planning
30.1 List negative physical and psychological effects of cigarettes, alcohol, and drugs.	3.5.9 Identify practices that promote physical well-being 3.4.5 Recognize problems related to drugs, tobacco, and alcohol and identify where treatment may be obtained 7.5.5 Identify personal, family, and work responsibilities, and ways to accommodate them and deal with related problems
30.2 List negative physical and psychological effects of stress, anxiety, and depression.	3.5.8 Identify practices that promote mental well-being 7.5.3 Identify or use strategies to cope with negative feedback 7.5.4 Identify sources of stress, and resources for stress reduction
30.3 State two local places that offer assistance for physical, mental or emotional problems.	3.1.3 Identify and utilize appropriate health care services and facilities... 2.5.3 Locate medical and health facilities in the community
31.1 List three ways to prevent the spread of disease through food and water.	3.5.5 Identify practices that promote cleanliness and hygiene 3.5.9 Identify practices that promote physical well-being 3.5.3 Interpret food storage information
31.2 List three conditions related to poor nutrition.	3.5.2 Select a balanced diet 3.1.1 Describe symptoms of illness... 3.5.9 Identify practices that promote physical well-being
31.3 Identify four food groups	3.5.2 Select a balanced diet

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31.4 Identify essential nutrients found in food.	3.5.1 Interpret nutritional and related information listed on food labels 3.5.2 Select a balanced diet
32.1 State or list symptoms and preventative techniques for cancer.	3.1.1 Describe symptoms of illness... 3.5.9 Identify practices that promote physical well-being
32.2 State or list symptoms and preventative techniques for heart attacks.	3.1.1 Describe symptoms of illness... 3.5.9 Identify practices that promote physical well-being 7.5.4 Identify sources of stress, and resources for stress reduction
32.3 State or list symptoms and preventative techniques for STDS.	3.4.4 Interpret information about AIDS and other sexually transmitted diseases 3.1.1 Describe symptoms of illness... 3.5.9 Identify practices that promote physical well-being
33.1 Collect information about an educational resource: name, address, etc.	2.5.5 Locate and use educational services in the community...
33.2 Collect information about cultural and recreational resources: name, address, etc.	2.6.1 Interpret information about recreational and entertainment facilities and activities 2.6.3 Interpret information in order to plan for outings and vacations
33.4 Collect information about a resource providing emergency care: name, address, etc.	2.5.3 Locate medical and health facilities in the community 3.1.3 Identify and utilize appropriate health care services and facilities...
33.5 Collect information about a resource providing non-emergency care: name, address, etc.	2.5.3 Locate medical and health facilities in the community 3.1.3 Identify and utilize appropriate health care services and facilities...
33.6 Collect information about a resource providing legal services: name, address, etc.	5.3.2 Identify individual legal rights and procedures for obtaining legal advice...
34.1 Compare 2 community resources on the basis of location, service, cost, etc.	2.5.3 Locate medical and health facilities in the community 2.5.5 Locate and use educational services in the community... 2.6.1 Interpret information about recreational and entertainment facilities and activities 1.2.2 Compare price or quality to determine the best buys for goods and services 7.2.5 Evaluate a situation, statement, or process, assembling information and providing evidence, making judgments...
35.1 Submit proof of use of a community resource.	0.2.2 Complete a personal information form 2.5.3 Locate medical and health facilities in the community
35.2 Report on the use of a community resource, explaining services offered.	3.1.3 Identify and utilize appropriate health care services and facilities... 2.5.3 Locate medical and health facilities in the community 2.5.5 Locate and use educational services in the community... 2.6.1 Interpret information about recreational and entertainment facilities and activities 1.2.2 Compare price or quality to determine the best buys for goods and services

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35.3 Evaluate the quality of the specific service offered.	3.1.3 Identify and utilize appropriate health care services and facilities... 2.5.5 Locate and use educational services in the community... 2.6.1 Interpret information about recreational and entertainment facilities and activities 1.2.2 Compare price or quality to determine the best buys for goods and services 7.2.5 Evaluate a situation, statement, or process, assembling information and providing evidence, making judgments
36.1 Locate on a map places currently cited in mass media.	1.1.3 Interpret maps and graphs 5.2.5 Interpret information about world geography
36.2 Locate on a state map, local places of interest.	1.1.3 Interpret maps and graphs 2.2.5 Use maps relating to travel needs 5.2.4 Interpret information about U.S. states, cities, geographical features, and points of interest 2.6.3 Interpret information in order to plan for outings and vacations
37.1 List two characteristics about one country outside the US: language, government, religion, capital, major products, features.	7.4.5 Use reference materials, such as dictionaries and encyclopedias 7.4.7 Use computer-based or microfiche indexing systems to locate information 5.2.5 Interpret information about world geography 2.7.4 Interpret information about religion 2.7.2 Interpret information about ethnic groups, cultural groups, and language groups 5.5.1 Interpret information about international affairs 5.8.3 Interpret information on world economic systems
38.1 State how economics influence global interdependence	5.8.2 Interpret information on economic issues and trends 5.8.3 Interpret information on world economic systems
38.2 Describe one way this economic issue has/will affect the US economy	5.8.2 Interpret information on economic issues and trends 5.8.3 Interpret information on world economic systems
39.1 List contributions from another culture to the US	2.7.2 Interpret information about ethnic groups, cultural groups, and language groups 2.7.1 Interpret information about holidays
40.1 History: state one decision, experience, or event and how it has affected a current personal decision.	7.2.7 Identify factors involved in making decisions, including considering goals, constraints, and consequences
40.2 History: state one decision, experience, or event and how it has affected a current public decision.	5.2.1 Interpret information about U.S. history 7.2.7 Identify factors involved in making decisions, including considering goals, constraints, and consequences
41.1 Present proof of participating in government: voter registration, political campaign, letter to official, etc.	5.1.2 Interpret a voter registration form 5.6.1 Interpret information about neighborhood or community problems and their solutions 5.6.3 Interpret civic responsibilities, such as voting, jury duty, taxes
41.2 Identify elected representatives	5.5.8 Identify local, state and federal government leaders 5.5.7 Interpret information about local policy-making groups 5.1.4 Interpret information about electoral politics and candidates

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42.1 Identify one individual right guaranteed under the Constitution.	5.3.1 Interpret common laws and ordinances, and legal forms and documents 5.2.2 Identify or interpret U.S. historical documents 5.3.2 Identify individual legal rights and procedures for obtaining legal advice
42.2 State one circumstance where a guaranteed right might be exercised or jeopardized.	5.3.1 Interpret common laws and ordinances, and legal forms and documents 5.2.2 Identify or interpret U.S. historical documents 5.3.2 Identify individual legal rights and procedures for obtaining legal advice 5.3.7 Identify common infractions and crimes, and legal consequences
42.3 State an individual's rights concerning arrest.	5.3.1 Interpret common laws and ordinances, and legal forms and documents 5.3.2 Identify individual legal rights and procedures for obtaining legal advice
42.4 State how to obtain counsel and when it is appropriate.	5.3.2 Identify individual legal rights and procedures for obtaining legal advice
43.1 Relationships: State how an individual's behavior can affect a group.	4.8.1 Demonstrate ability to work cooperatively with others as a member of a team, promoting effective group interaction...
43.2 State an interpersonal conflict that could arise between employees and how it could be resolved.	4.8.1 Demonstrate ability to work cooperatively with others as a member of a team... 4.8.6 Demonstrate negotiation skills in resolving differences... 4.8.7 Identify and use effective approaches to working within a multicultural workforce, including recognizing concerns of members of other ethnic and gender groups
44.1 State how one group of people who are organized can affect another group	4.2.2 Interpret information about employee organizations 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 5.5.7 Interpret information about local policy-making groups 5.1.4 Interpret information about electoral politics and candidates 2.7.2 Interpret information about ethnic groups, cultural groups, and language groups 2.7.3 Interpret information about social issues
45.1 Report on the use of decision-making in comparative shopping.	1.2.1 Interpret advertisements, labels, charts, and price tags in selecting goods and services 1.2.2 Compare price or quality to determine the best buys for goods and services 7.2.7 Identify factors involved in making decisions...
46.1 Compare two sources of consumer information on the same product.	1.2.2 Compare price or quality to determine the best buys for goods and services 1.2.5 Interpret letters, articles, and information about consumer-related topics 7.2.5 Evaluate a situation, statement, or process, assembling information...
47.1 Identify a fact and an opinion in a magazine or newspaper article	1.2.1 Interpret advertisements, labels, charts, and price tags in selecting goods and services 1.2.5 Interpret letters, articles, and information about consumer-related topics 7.2.4 Identify or make inferences through inductive and deductive reasoning...distinguish fact from opinion...

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48.1 Initiate a consumer complaint.	1.2.5 Interpret letters, articles, and information about consumer-related topics 0.2.3 Interpret or write a personal note, invitation, or letter 1.6.3 Identify procedures the consumer can follow if merchandise or service is unsatisfactory 1.4.7 Interpret information about home maintenance, and communicate housing problems to a landlord
48.2 Present supporting evidence related to the complaint.	1.2.5 Interpret letters, articles, and information about consumer-related topics 0.2.3 Interpret or write a personal note, invitation, or letter 1.6.3 Identify procedures the consumer can follow if merchandise or service is unsatisfactory 1.4.7 Interpret information about home maintenance, and communicate housing problems to a landlord 1.6.2 Identify consumer protection resources available when confronted with fraudulent practices 1.6.4 Check sales receipts
49.1 Identify/compare two sources of consumer credit: re: interest, collateral, loan terms.	1.3.2 Interpret credit applications and recognize how to use and maintain credit 1.8.3 Interpret interest or interest-earning savings plans 1.8.4 Interpret information about the types of loans available through lending institutions
50.1 Read rulers, thermometers, measuring cups, weight and mileage scales	6.6.4 Use or interpret measurement instruments, such as rulers, scales, gauges, and dials 1.1.5 Interpret temperatures 1.1.7 Identify product containers and interpret weight and volume
51.1 Solve mathematical formulae with one missing factor	6.5.2 Recognize and apply simple geometric formulas 6.5.3 Recognize and apply simple algebraic formulas
52.1 Make simple unit conversions within English units.	6.6.1 Convert units of U.S. standard measurement and metric system 1.1.7 Identify product containers and interpret weight and volume 1.1.4 Select, compute, or interpret appropriate standard measurement for length, width, perimeter...weight
53.1 Group Items by some common denominator.	7.2.3 Make comparisons, differentiating among, sorting, and classifying items, information, or ideas
54.1 Differentiate observations from conclusions.	7.2.4 Identify or make inferences through inductive and deductive reasoning to hypothesize, predict, conclude, and synthesize; distinguish fact from opinion...
55.1 Identify an issue in the media, collect and compare information and draw conclusions.	7.2.4 Identify or make inferences through inductive and deductive reasoning to hypothesize, predict, conclude... 7.2.5 Evaluate a situation, statement, or process, assembling information and providing evidence... 7.2.3 Make comparisons, differentiating among, sorting, and classifying items, information, or ideas 5.1.6 Communicate one's opinions on a current issue
56.1 State one specific way a person negatively affects the (physical) environment. Suggest how to eliminate this.	5.7.1 Interpret information about environmental issues 5.6.1 Interpret information about neighborhood or community problems and their solutions
56.2 State one way the environment negatively affects a person	5.7.1 Interpret information about environmental issues 5.6.1 Interpret information about neighborhood or community problems and their solutions
57.1 Complete a career awareness inventory.	4.1.9 Identify procedures for career planning, including self-assessment

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57.2 List 3 jobs related to one's vocational interests or aptitudes	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
58.1 Collect and submit job descriptions.	4.1.3 Identify and use sources of information about job opportunities such as job descriptions, job ads, and announcements...
58.2 Classify each job according to career field and type of skills needed to perform job.	4.1.8 Identify common occupations and the skills and education required for them 4.1.3 Identify and use sources of information about job opportunities such as job descriptions, job ads...
59.1 Compare two similar jobs: re: salary, skills, hours, etc.	4.1.3 Identify and use sources of information about job opportunities such as job descriptions, job ads... 4.1.8 Identify common occupations and the skills and education required for them 4.2.1 Interpret wages, wage deductions, benefits, and time keeping forms
60.1 Complete self-rating on job skills checklist and identify own strengths/weaknesses.	4.1.9 Identify procedures for career planning, including self-assessment
61.1 Analyze a job and identify the specific worker characteristics needed for this job.	4.1.8 Identify common occupations and the skills and education required for them 4.4.1 Identify appropriate behavior, attire, attitudes, and social interaction, and other factors that affect job retention 4.4.4 Interpret job responsibilities and performance reviews 7.2.5 Evaluate a situation, statement, or process, assembling information
61.2 Describe why these characteristics are important for this job.	4.1.8 Identify common occupations and the skills and education required for them 4.4.1 Identify appropriate behavior, attire, attitudes, and social interaction, and other factors that affect job retention and advancement 4.4.4 Interpret job responsibilities and performance reviews
62.1 Complete and submit a portfolio including resume and application letter.	4.1.2 Follow procedures for applying for a job, including interpreting and completing job applications, résumés, and letters of application
62.2 Fill out an application	4.1.2 Follow procedures for applying for a job, including interpreting and completing job applications...
62.3 State or list four questions about the job that might be asked...	4.1.5 Identify procedures involved in interviewing for a job, such as arranging for an interview, acting and dressing appropriately, and selecting appropriate questions and responses
63.1 Identify and explain using a payroll stub.	4.2.1 Interpret wages, wage deductions, benefits, and time keeping forms 4.2.3 Interpret employment contract and union agreements
64.1 Describe three uses of a computer at home or work	4.5.5 Demonstrate basic computer skills and use of common software programs...
65.1 Use a calculator to solve a mathematical problem	6.0.5 Demonstrate use of a calculator 4.5.4 Demonstrate use of common business machines

OVER ALL EDP PROCESS	CASAS Competencies
<p>SCANS competencies demonstrated by an EDP graduate that completes EDP assessment mastery 100%</p> <ul style="list-style-type: none"> • Manages time • Manages materials • Manages self • Exercises initiative • Organizes and manages information • Communicates information • Demonstrates responsibility 	<p>7.1.2 Demonstrate an organized approach to achieving goals</p> <p>7.1.3 Demonstrate personal responsibility and motivation in accomplishing goals</p> <p>7.1.4 Establish, maintain and utilize an effective system of organization, such as notebooks, files, calendars, folders, and checklists</p> <p>7.2.5 Evaluate a situation, statement, or process, assembling information</p> <p>7.4.1 Identify or utilize effective study strategies</p> <p>7.4.4 Identify or utilize appropriate informational resources</p> <p>7.4.5 Use reference materials, such as dictionaries and encyclopedias</p> <p>7.4.6 Use indexes and tables of contents</p> <p>7.4.7 Use computer-based or microfiche indexing systems to locate information</p> <p>7.4.8 Interpret visual representations, such as symbols, blueprints, flowcharts and schematics</p> <p>7.5.3 Identify or use strategies to cope with negative feedback</p> <p>7.5.6 Identify or use strategies for communicating more successfully</p> <p>7.5.7 Identify constructive ways of dealing with change, including showing flexibility and adaptability, and updating skills</p>