## MISSISSIPPI OCCUPATIONAL DIPLOMA PORTFOLIO MSIS # 132172 Career Preparation III (11C) Eleventh Grade

Student 1	Name:				_ Da	ite of E	Birth:		
					T	YPES (	OF EV	IDEN	 CE
Item Code	Content Standard		Verifying Person	Teacher Selected Test		Forms	Checklist	Work Samples	Other
Orientati Commun	ion/Mobility Skills in the itty								
11C1.	Demonstrate use of various graphic organizers. A. Transportation schedules B. Work schedules								
	C. Directories								
I Inited C									
United S	Demonstrate an awareness of basic American documents associated with the founding of the federal system.  A. The Declaration of Independence  B. The Constitution								
	C. The Bill of Rights								
11C3.	Demonstrate an awareness of the organization of American government.  A. Legislative Branch  B. Executive Branch  C. Judicial Branch								
11C4.	Demonstrate an awareness of the relationships among national, state, and local governments.  A. Impact of United States Supreme Court decisions  B. Impact of federal and state								
	laws								
	C. Impact of social groups D. Impact of leaders (personalities)								
11C5.	Demonstrate an awareness of the relationship between rights and responsibilities of citizens. A. Federal								

Student Name:	
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		TYPES OF EVIDENCE										
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Item	Content Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	ms	Checklist	Work Samples	Other (Specify)			
11C		Acce Date	Ver Pers	Tea Sele	ops	Forms	Che	Wol				
	B. State											
	C. Local											
11C6.	Recognize the role of the citizen											
	in a democratic republic.											
	A. Voting											
	B. Policies											
	C. Economics											
-	D. Society											
	cs/The Consumer in the Market											
Place	D : d 1 C11											
11C7.	Recognize the role of labor unions.											
	A. Advocate for better											
	working conditions											
	B. Advocate for better pay											
	and benefits											
	C. Advocate for advancement											
	of employees											
11C8.	Recognize the types and											
	purposes of taxes in the											
	economy.											
	A. Federal income tax											
	B. State income tax											
	C. Sales taxes											
	D. Property taxes											
11.00	E. Social Security tax											
11C9.	Demonstrate an awareness of											
	the impact of government											
	regulations on business and labor relations.											
Current												
11C10.	Describe current news stories											
11010.	from various perspectives.											
11C11.	Explain the significance of											
11011.	holidays in relationship to											
	employment and leisure											
	activities.											
11C12.	Demonstrate an awareness of											
	the impact of continuing											
	population growth.											
	Qualities											
11C13.	<b>Demonstrate self-advocacy</b>											
	skills.											
	A. Expressing feelings of											
	self-worth											

		TYPES OF EVIDENCE										
11C Code	Content Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)			
	B. Describing others'											
	perceptions of self											
	C. Accepting and giving criticism											
	D. Developing a positive view of self											
	E. Practicing personal safety											
11C14.	Develop the ability to recognize responsible behavior in self and others.											
	A. Respecting the rights and properties of others											
	B. Respecting authority and following instructions											
	C. Exerting a high level of effort											
	D. Setting and achieving goals											
11C15.	Recognize diversity among											
11010.	multicultural populations.											
	A. Gender											
	B. Racial											
	C. Ability/Interest											
	D. Language											
11C16.	Demonstrate appropriate communication and social skills.											
11C17.	Develop self-management skills.											
	A. Assessing self											
	B. Setting personal goals											
	C. Monitoring progress											
	D. Exhibiting self-control											
11C18.	Develop an awareness of the											
	legal rights of citizens.											
	A. Identifying terms relating											
	to the court/legal system											
	B. Identifying the rights of a person being questioned by the police or being placed under arrest											
	C. Describing the procedures a person should follow for various encounters with the police											

Student Name:	

						T	YPES (	OF EV	IDENC	CE
Item Code	Content Standard		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
	D.	Identifying means and procedures for obtaining	, [	<u> </u>					7 31	
11C19.	Den	legal aid nonstrate independent								
1101).		aviors.								
	A.	Self-advocacy								
	B.	Self-organization								
	C.	Effects of one's behavior on others								
Career E										
11C20.		ognize considerations to								
		nade in exploring								
		upational possibilities.								
	Α.	Monetary compensation for work								
	В.	Sources of occupational								
	2.	and training information								
	C.	Personal values met								
		through work								
	<b>D.</b>	Occupational categories								
	E.	Local occupational and								
11C21.	Sala	training opportunities ect and plan occupational								
11021.		ices.								
	A.	Requirements of								
		appropriate and								
		available jobs								
	B.	Occupational aptitudes								
	C.	Major occupational								
		interests								
Career F	D.	Occupational needs								
11C22.		nibit appropriate work								
11022.		its and behaviors.								
	A.	Following directions and								
		observing regulations								
	B.	Recognizing importance								
		of attendance and								
		punctuality								
	C.	Recognizing importance of supervision								
	D.	Demonstrating								
	υ.	knowledge of								
		occupational safety								
	E.	Working with others								

Student N	Vame:_			

		TYPES OF EVIDENCE									
Item Code	Content Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)		
	F. Meeting demands for										
	quality work  G. Working at a satisfactory										
	G. Working at a satisfactory rate										
11C23.	Develop a job placement portfolio.										
	A. Résumés										
	B. Job applications										
	C. Personal goal statement										
	D. Letters of introduction										
	E. Letters of recommendation and/or references										
	F. Personal information data										
	G. Career interest										
	information										
	H. Awards/certificates										
	I. Student-selected material										
	J. Documentation of school- based assessment and/or community-based job shadowing										
	K. Community-based instruction										
Work Ex											
	Participate in community- based work instruction. A. Successful work experience										
	B. Acceptable work performance										
	C. Evaluation in two to four community-based work training experiences										
	D. A minimum total of 30 hours of experiences										
Employm 11C25.	Exhibit sufficient skills to perform job task with accommodations (as needed).										
11C26.	Exhibit interpersonal work skills.  A. Participating as a										
	member of a team										

Student 1	Name	:									
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Item Code		Con	tent Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
	В.	Teach skills	ing others new								
	C. Working to satisfy										
	D. Communicating ideas to support one's personal view/opinion										
	E. Working toward achieving consensus with coworkers										
	F.	and w	ing well with men omen from diverse rounds								
T '.' 1	Legend for Verifying Person										
Initials			Printed Name								
			All conte	nt star	ıdards	have					
Teacher	Signa	ture	Date					Studen	t Signa	ature	Date
			Con	tent st	andar	ds not	maste	ered.			
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Teacher	Teacher Signature D					Oate Student Signature					Date

## MISSISSIPPI OCCUPATIONAL DIPLOMA PORTFOLIO MSIS # 132173 Employment English III (11E) Eleventh Grade

Student Name:	Date of	Birth:
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		TYPES OF EVIDENCE									
Item Code	Content Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work	Other (Specify)		
11E1.	Recognize main idea in written, oral, and visual formats.										
11E2.	Follow simple oral and written directions given in a variety of situations.										
11E3.	Use personal learning strategies to gain meaning from written material.										
11E4.	Read and comprehend textual information to gain information.  A. Community										
	B. Employment										
11E5.	C. Leisure  Apply critical reading and viewing skills to analysis of print and nonprint media.										
11E6.	Exhibit vocabulary development. A. Employment vocabulary										
	B. Common abbreviations										
	C. Basic computer terminology										
11E7.	Demonstrate use of appropriate technology and software in the communication process.										
11E8.	Demonstrate the basic conventions of standard English.  A. Mechanics										
	B. Usage and syntax										
	C. Spelling										
11E9.	Write to clarify information and to organize thinking.										
11E10.	Express personal opinions in small groups, in class discussions, and through writing.										

Student Name:	

	TYPES OF EVIDENCE								
Item Code	Content Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
11E11.	Write to express meaning in personal and business situations.								
11E12.	Demonstrate appropriate job interview skills.  A. Employ appropriate communication skills								
	B. Demonstrate personal behaviors that are important in a job interview								
	C. Choose proper attire for a job interview								
	D. Practice giving appropriate answers to questions that might be asked in a job interview								
	E. Practice questions that one may want to ask in an interview								
	F. Role-play a job interview correctly								
11E13.	Apply communication skills through the effective use of tone, inflection, tempo, enunciation, pronunciation, eye contact, and body language.								
11E14.	Exhibit listening skills in a variety of situations.								

Student Name:			
	Legend for V	Verifying Person	
Initials	Printed Name		
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	All content standard	ds have been mastered.	
Teacher Signature	Date	Student Signature	Date
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	Content standa	rds not mastered.	
T. 1 C: 4			
Teacher Signature	Date	Student Signature	Date
Teacher Signature	Date	Student Signature	Date

## MISSISSIPPI OCCUPATIONAL DIPLOMA PORTFOLIO MSIS # 132155 Job Skills Math III (11M) Eleventh Grade

Student Name: Date of Birth:									
		,							
			ı	1	T'	YPES (	OF EV	IDEN	CE
Item Code	Content Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
Number of Theory	Sense, Number Systems, Number								
Numerat	ion								
11M1.	Read, write, compare, and order whole numbers to one million.								
11M2.	Count by multiples.								
11M3.	Round whole numbers to the nearest ten, hundred, thousand.								
11M4.	Estimate answers to problems involving addition, subtraction, multiplication, and division.								
11M5.	Solve simple word problems involving addition, subtraction, multiplication, and division of whole numbers; money values; and measurement using problemsolving techniques.								
Fraction									
11M6.	Add and subtract fractions with like denominators.								
Money S									
11M7.	Round money values to the nearest dollar and/or nearest dime.								
11M8.	Find sums and differences of amounts of money.								
11M9.	Determine, count, and make correct change in solving								

problems.

11M10. Solve problems requiring knowledge of the value of

coins or amounts of money.

Student Name:	

		TYPES OF EVIDENCE										
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Item Code	Content Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)			
11M		A	V P	T	О	Ā	)	$> \infty$				
11M11.	similar quality and determine											
	most economical buy.											
	<i><b>Aanagement</b></i>											
11M12.	C											
	A. Choosing a bank											
	B. Using bank services											
	C. Opening a checking account											
	D. Opening a savings											
	account											
	E. Completing a check											
	F. Recording a checking											
	transaction											
	G. Completing a deposit slip											
	H. Completing a withdrawal											
	slip											
	I. Recording savings transactions											
	J. Reading a bank statement											
	K. Using electronic banking/using ATMs											
	L. Obtaining money orders											
	M. Computing check											
	cashing charges											
	N. Stating the consequences											
	of overdrawing											
11M13	Plan for major purchases.											
111/115.	A. Where to obtain											
	credit/loan											
	B. Factors affecting											
	obtainment of credit											
	C. Advantages and											
	disadvantages to buying											
	on credit/installment											
	D. Consequences of non-											
	payment											
	E. Credit/loan application											
	F. Advantages and											
	disadvantages of using											
	credit cards											
	G. Interest charges											
	H. Responsible use of credit											
11M14.	Solve consumer-related											
·	problems.											
	A. Unit cost											
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Student Name:	_	
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	TYDEC OF EVIDENCE	,

			TYPES OF EVIDENCE							
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Item Code	Content Standard	ble	ρũ	Te	tior		it.		Other	
em	Content Standard	pta	fyin on	her sted	ırva	SI	klis	k oles	(Specify)	
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	(-F 3)	
11M		A	N A	L S		H	0	> x		
	B. Amount of change from a purchase									
	C. Credit purchases									
11M15.	Compute and compare hourly,									
	weekly, monthly, and annual									
	salaries.									
11M16.	Identify various types of									
	salary deductions.									
11M17.										
	involved in deceptive or fraudulent pricing.									
Parsonal	Finances									
	Interpret recurring monthly									
	household expense statements.									
11M19.	Compute monthly costs									
	associated with an automobile									
	or means of transportation.									
11M20.	Identify and compute costs									
	associated with leisure time.									
11M21.										
	advantages and disadvantages									
	of renting/leasing versus buying.									
11M22.	Evaluate various types of									
	insurance based on need/cost.									
	A. Health									
	B. Renters/home owners									
	C. Life									
113.500	D. Auto									
11M23.	Identify important financial records and information to									
	maintain.									
11M24.										
111/12 17	expenses for one month.									
11M25.	Construct a monthly personal									
	budget.									
	A. Housing									
	B. Utilities									
	C. Transportation									
	D. Food E. Clothing									
	F. Retirement									
	G. Health and grooming									
	items									
	H. Savings and/or									
	investments									
	I. Recreation									

Student N	[ame:_			<u> </u>		

			TYPES OF EVIDENCE									
Item Code		Content Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)		
11M			√ I	<b>P</b>	LS		Щ	0	> X			
	J.	Home, life, and medical										
		insurance										
		x-Filing Information										
11M26.	Ide	ntify tax-filing information.										
	A.	Terms										
	В.	Types of taxes normally										
		assessed in the geographic										
		area										
	C.	Exemptions										
	D.	Withholding exemption										
		certificates (W-4)										
	E.	Basic federal income tax										
		form										
	F.	Basic state income tax										
		form										
	G.	Maintenance of records										
	H.	Penalties and deadlines for										
	_	the payment of taxes										
	I.	Community resources for										
- C		help in filing of taxes										
		atial Sense, Measurement										
		tric Concepts										
11M27.		ntify terms associated with										
	_	ne and solid figures.										
	A.	Side Surface										
	B.											
	C.	Edge										
	D.	Line										
	E.	Cube										
	F.	Cone										
	G.	<u> </u>										
111/100	H.											
11M28.		ntify geometric										
		resentations and how they										
		te to objects in real-life										
		ations.										
	A. B.	Lines Perpendicular lines										
	С.	Perpendicular lines Parallel lines										
	D.											
Measurei		Angles										
11M29.												
1111127.		ect and use appropriate ts of measurement.										
	A.	Linear										
	B.	Capacity										
	С.	Mass/weight										
	<b>D.</b>	Temperature										
	υ.	1 cmpci ature										

Student		TYPES OF EVIDENCE								
40						1110	<u> </u>			
Item Code	Content Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)	
11M		A D	V Pe	Š	0	F	C	S. ≪		
11M30.	Identify equivalent measures									
	within a system using a									
	conversion chart.									
	A. $12$ inches (in.) = 1 foot									
	B. $3 \text{ feet} = 1 \text{ yard (yd.)}$									
	C. 36 inches = 1 yard									
	D. $100$ centimeters (cm.) = 1									
	meter (m.)									
	E. 5,280 feet = 1 mile (mi.)									
	F. $2,000 \text{ pounds (lbs.)} = 1$									
	ton									
	G. 16 ounces = 1 pound (lb.)									
	H. 12 items = 1 dozen (doz.)									
	I. 2 pints = 1 quart (qt.)									
	J. 4 quarts = 1 gallon (gal.)									
	K. 3 teaspoons $(t.) = 1$									
	tablespoon (T.)									
	L. 1 pint = 2 cups = 16 ounces (oz.)									
11M31.	Use appropriate measurement									
	units to describe, compare, or									
	contrast objects in everyday									
	life.									
11M32.	Add and subtract units of									
	measurement in problem									
11M33.	Solving.									
1110133.	Demonstrate measurement skills in a variety of situations that									
	include length, mass and weight,									
	capacity and volume, and									
	perimeter and area.									
11M34.	Recognize proportions.									
11M35.	Solve consumer problems									
	related to measurement.									
Time and	l Calendar Skills									
11M36.										
	with time.									
11M37.	Recognize the time of day to									
	the nearest one-minute									
	interval using digital and/or									
111/20	analog clock.							+		
11M38.	Set a digital and/or analog clock/watch to a designated									
	time.									
11M39.	Add and subtract time.									
11M40.	Determine elapsed time.									
111/170.	A. Time card									
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		TYPES OF EVIDENCE								
MI Item Code	Content Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)	
	B. Beginning time/ending time									
	C. Date of maturity of a loan or a certificate of deposit									
	D. Transportation schedule									
	E. Lunch and break time									
	F. Work hours									
	gebraic and Geometric Skills									
11M41.	Add, subtract, multiply, and divide with integers.									
11M42.	Solve simple one- and two-step equations.									
11M43.	Use formulas to solve problems.									
11M44.	Recognize degrees of angles.									
11M45.	Determine and use the most appropriate method of calculation.									
Patterns,	Functions, Algebra									
Basic Ca	lculator Skills									
11M46.	Demonstrate basic calculator skills. A. Percent									
113 (47)	B. Decimals									
11M47.	Demonstrate basic computer skills.									
	A. Math software									
	B. Keyboarding									
Probabili	ity, Statistics, Discrete									
	Mathematics									
	Processing Information									
11M48.	Interpret data from tables,									
	charts, graphs, and maps.									
11M49.	Collect and organize									
	information.									

Student Name:		_	
	Legend for V	erifying Person	
Initials	Printed Name		
	All content standard	ls have been mastered.	
Teacher Signature	Date	Student Signature	Date
	Duite	Student Signature	
	Content standa	rds not mastered.	
Teacher Signature	Date	Student Signature	Date

## MISSISSIPPI OCCUPATIONAL DIPLOMA PORTFOLIO - MSIS # 132183 Life Skills Science (11L) Eleventh Grade

Student Name:	Date of Birth:
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		TYPES OF EVIDENCE								
Item Code	Content Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)	
Nutrition Health	, Physical Fitness, and Personal									
11L1.	Describe risks associated with smoking, drinking, and use of drugs.  A. Legal consequences  B. Harmful effects on the									
	B. Harmful effects on the body C. Harmful effects on an									
	unborn child									
	D. Potential harmful effects on user and family members									
11L2.	Recognize the importance of using prescription and overthe-counter drugs appropriately.									
11L3.	Match health issues to various stages of life.									
11L4.	Select the appropriate health care provider for a health issue.									
11L5.	Identify services provided by local community agencies, health department, and other government agencies.									
11L6.	Locate accurate health information for personal use. Basic and Personal Safety.									
11L7.	Identify factors contributing to accidents.									
11L8.	Describe factors that make and/or maintain a safe environment.  A. Complying with laws									
	B. Reporting of dangerous conditions									

		TYPES OF EVIDENCE							CE
Item Code	Content Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work	Other (Specify)
1112		A	> d	T	0	Ā	0	> v	
	C. Correcting of known								
117.0	hazards								
11L9.	List safety precautions to								
	eliminate health and safety hazards.								
	A. Work								
	B. Leisure								
	C. Home								
11L10.	Describe losses due to								
	accidents.								
	A. Time								
	B. Money								
	C. Human resources								
117.11	D. Property								
11L11.	Identify poor driving practices								
111 12	and propose solutions for them.								
11L12.	State reasons to allow only known persons to enter home.								
11L13.	Illustrate assertiveness,								
111113.	negotiation, and refusal skills to								
	situations involving health risks.								
11L14.	State probable causes of								
	accidents in the work place								
	and state appropriate methods								
	of reporting an accident.								
	A. Unsafe equipment								
	B. Improper use of								
	equipment C. Improper lighting								
	D. Improper righting								
	E. Inattention								
Procedu	res and Information Related to								
	ecy Situations								
11L15.	Review personal home and								
	work emergency plans.								
11L16.	Review list of telephone								
	numbers to be used in								
	emergency situations.								
	A. Classroom B. Personal								
	C. Home								
	D. Car								
	E. Work								
11L17.	Practice procedures to obtain								
	emergency help.								
Family a	and Society								

Student N	lame:			

			TYPES OF EVIDENCE							
Item Code		Content Standard	Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
11L18.		ermine responsibilities of								
		enthood by:								
	A.	Describing different								
	D	types of family structures								
	B.	Identifying factors to consider prior to the								
		decision to have children								
	C.	Identifying the								
		responsibilities of parents								
		toward their children								
	D.	Identifying the changing								
		role of a child in a family								
		while in elementary								
		school, middle school, and high school								
	Ε.	Discussing ways family								
	Ľ.	members support each								
		other								
	F.	Discussing possible								
		activities that they could								
		do together								
	G.	Discussing common								
		reasons for family								
	Н.	tensions Recognizing ways to								
	п.	resolve family problems								
	I.	Identifying health practices								
		that should be followed								
		before and during								
		pregnancy								
	J.	Discussing pregnancy,								
		childbirth, and possible common problems								
	K.	Identifying parental								
	IX.	responsibilities and health								
		care practices for newborn								
		through teen years								
	L.	Recognizing various								
		periods of growth and								
		development from birth								
Environn	07-4 :	to adulthood								
11L19.		t causes of environmental								
	cha	nges.								

Student N	Vame:										
				TYPES OF EVIDENCE							
Item Code	Con	Content Standard		Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)	
11L20.	Review met conserving renewable										
11L21.	State cause environment noise, and s										
		L	egend	for Ve	rifying	Perso	on				
Initials		Printed Name			, ,						
		All conte	nt star	ıdards	have	been 1	master	ed.			
Teacher	Signature	Date	Student Signature Date								
	Content standards not mastered.										
Teacher S	Teacher Signature D				Student Signature Date					Date	