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Item Code	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
11C	D. Identifying means and procedures for obtaining legal aid								
11C19.	<b>Demonstrate independent behaviors.</b>								
	<b>A. Self-advocacy</b>								
	<b>B. Self-organization</b>								
	<b>C. Effects of one's behavior on others</b>								
<i>Career Exploration</i>									
11C20.	<b>Recognize considerations to be made in exploring occupational possibilities.</b>								
	<b>A. Monetary compensation for work</b>								
	<b>B. Sources of occupational and training information</b>								
	<b>C. Personal values met through work</b>								
	<b>D. Occupational categories</b>								
	<b>E. Local occupational and training opportunities</b>								
11C21.	<b>Select and plan occupational choices.</b>								
	<b>A. Requirements of appropriate and available jobs</b>								
	<b>B. Occupational aptitudes</b>								
	<b>C. Major occupational interests</b>								
	<b>D. Occupational needs</b>								
<i>Career Preparation</i>									
11C22.	<b>Exhibit appropriate work habits and behaviors.</b>								
	<b>A. Following directions and observing regulations</b>								
	<b>B. Recognizing importance of attendance and punctuality</b>								
	<b>C. Recognizing importance of supervision</b>								
	<b>D. Demonstrating knowledge of occupational safety</b>								
	<b>E. Working with others</b>								



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11C	<b>B. Teaching others new skills</b>								
	<b>C. Working to satisfy customer's expectations</b>								
	<b>D. Communicating ideas to support one's personal view/opinion</b>								
	<b>E. Working toward achieving consensus with coworkers</b>								
	<b>F. Working well with men and women from diverse backgrounds</b>								

Legend for Verifying Person

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Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Item Code	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
<b>11E1.</b>	<b>Recognize main idea in written, oral, and visual formats.</b>								
<b>11E2.</b>	<b>Follow simple oral and written directions given in a variety of situations.</b>								
11E3.	Use personal learning strategies to gain meaning from written material.								
11E4.	Read and comprehend textual information to gain information.								
	A. Community								
	B. Employment								
	C. Leisure								
11E5.	Apply critical reading and viewing skills to analysis of print and nonprint media.								
<b>11E6.</b>	<b>Exhibit vocabulary development.</b>								
	<b>A. Employment vocabulary</b>								
	<b>B. Common abbreviations</b>								
	<b>C. Basic computer terminology</b>								
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.								
<b>11E10.</b>	<b>Express personal opinions in small groups, in class discussions, and through writing.</b>								





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

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Item Code	Content Standard	TYPES OF EVIDENCE							Other (Specify)
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	
	<i>Number Sense, Number Systems, Number Theory</i>								
	<i>Numeration</i>								
<b>11M1.</b>	<b>Read, write, compare, and order whole numbers to one million.</b>								
<b>11M2.</b>	<b>Count by multiples.</b>								
<b>11M3.</b>	<b>Round whole numbers to the nearest ten, hundred, thousand.</b>								
11M4.	Estimate answers to problems involving addition, subtraction, multiplication, and division.								
<b>11M5.</b>	<b>Solve simple word problems involving addition, subtraction, multiplication, and division of whole numbers; money values; and measurement using problem-solving techniques.</b>								
	<i>Fractions</i>								
<b>11M6.</b>	<b>Add and subtract fractions with like denominators.</b>								
	<i>Money Skills</i>								
<b>11M7.</b>	<b>Round money values to the nearest dollar and/or nearest dime.</b>								
<b>11M8.</b>	<b>Find sums and differences of amounts of money.</b>								
<b>11M9.</b>	<b>Determine, count, and make correct change in solving problems.</b>								
<b>11M10.</b>	<b>Solve problems requiring knowledge of the value of coins or amounts of money.</b>								



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Item Code	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
11M	<b>B. Amount of change from a purchase</b>								
	<b>C. Credit purchases</b>								
11M15.	<b>Compute and compare hourly, weekly, monthly, and annual salaries.</b>								
11M16.	<b>Identify various types of salary deductions.</b>								
11M17.	<b>Investigate methods or factors involved in deceptive or fraudulent pricing.</b>								
<i>Personal Finances</i>									
11M18.	<b>Interpret recurring monthly household expense statements.</b>								
11M19.	<b>Compute monthly costs associated with an automobile or means of transportation.</b>								
11M20.	<b>Identify and compute costs associated with leisure time.</b>								
11M21.	<b>Compute costs and compare advantages and disadvantages of renting/leasing versus buying.</b>								
11M22.	<b>Evaluate various types of insurance based on need/cost.</b>								
	<b>A. Health</b>								
	<b>B. Renters/home owners</b>								
	<b>C. Life</b>								
	<b>D. Auto</b>								
11M23.	<b>Identify important financial records and information to maintain.</b>								
11M24.	<b>Record personal income and expenses for one month.</b>								
11M25.	<b>Construct a monthly personal budget.</b>								
	<b>A. Housing</b>								
	<b>B. Utilities</b>								
	<b>C. Transportation</b>								
	<b>D. Food</b>								
	<b>E. Clothing</b>								
	<b>F. Retirement</b>								
	<b>G. Health and grooming items</b>								
	<b>H. Savings and/or investments</b>								
	<b>I. Recreation</b>								

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<b>11M</b>	<b>J. Home, life, and medical insurance</b>								
	<i>Identifying Tax-Filing Information</i>								
11M26.	Identify tax-filing information.								
	A. Terms								
	B. 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 help in filing of taxes								
	<i>Geometry, Spatial Sense, Measurement</i>								
	<i>Basic Geometric Concepts</i>								
11M27.	Identify terms associated with plane and solid figures.								
	A. Side								
	B. Surface								
	C. Edge								
	D. Line								
	E. Cube								
	F. Cone								
	G. Cylinder								
	H. Sphere								
11M28.	Identify geometric representations and how they relate to objects in real-life situations.								
	A. Lines								
	B. Perpendicular lines								
	C. Parallel lines								
	D. Angles								
	<i>Measurement</i>								
<b>11M29.</b>	<b>Select and use appropriate units of measurement.</b>								
	<b>A. Linear</b>								
	B. Capacity								
	C. Mass/weight								
	<b>D. Temperature</b>								



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11M	<b>B. Beginning time/ending time</b>								
	<b>C. Date of maturity of a loan or a certificate of deposit</b>								
	<b>D. Transportation schedule</b>								
	<b>E. Lunch and break time</b>								
	<b>F. Work hours</b>								
<i>Basic Algebraic and Geometric Skills</i>									
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.								
<i>Patterns, Functions, Algebra</i>									
<i>Basic Calculator Skills</i>									
11M46.	<b>Demonstrate basic calculator skills.</b>								
	<b>A. Percent</b>								
	<b>B. Decimals</b>								
11M47.	Demonstrate basic computer skills.								
	A. Math software								
	B. Keyboarding								
<i>Probability, Statistics, Discrete Mathematics</i>									
<i>Processing Information</i>									
11M48.	<b>Interpret data from tables, charts, graphs, and maps.</b>								
11M49.	<b>Collect and organize information.</b>								

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<b>11L</b>	<b>C. Correcting of known hazards</b>								
<b>11L9.</b>	<b>List safety precautions to eliminate health and safety hazards.</b>								
	<b>A. Work</b>								
	<b>B. Leisure</b>								
	<b>C. Home</b>								
11L10.	Describe losses due to accidents.								
	A. Time								
	B. Money								
	C. Human resources								
	D. Property								
11L11.	Identify poor driving practices and propose solutions for them.								
11L12.	State reasons to allow only known persons to enter home.								
11L13.	Illustrate assertiveness, negotiation, and refusal skills to situations involving health risks.								
<b>11L14.</b>	<b>State probable causes of accidents in the work place and state appropriate methods of reporting an accident.</b>								
	<b>A. Unsafe equipment</b>								
	<b>B. Improper use of equipment</b>								
	<b>C. Improper lighting</b>								
	<b>D. Improper ventilation</b>								
	<b>E. Inattention</b>								
<i>Procedures and Information Related to Emergency Situations</i>									
<b>11L15.</b>	<b>Review personal home and work emergency plans.</b>								
<b>11L16.</b>	<b>Review list of telephone numbers to be used in emergency situations.</b>								
	<b>A. Classroom</b>								
	<b>B. Personal</b>								
	<b>C. Home</b>								
	<b>D. Car</b>								
	<b>E. Work</b>								
<b>11L17.</b>	<b>Practice procedures to obtain emergency help.</b>								
<i>Family and Society</i>									

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<b>11L18.</b>	<b>Determine responsibilities of parenthood by:</b>								
	<b>A. Describing different types of family structures</b>								
	<b>B. Identifying factors to consider prior to the decision to have children</b>								
	<b>C. Identifying the responsibilities of parents toward their children</b>								
	<b>D. Identifying the changing role of a child in a family while in elementary school, middle school, and high school</b>								
	<b>E. Discussing ways family members support each other</b>								
	<b>F. Discussing possible activities that they could do together</b>								
	<b>G. Discussing common reasons for family tensions</b>								
	<b>H. Recognizing ways to resolve family problems</b>								
	<b>I. Identifying health practices that should be followed before and during pregnancy</b>								
	<b>J. Discussing pregnancy, childbirth, and possible common problems</b>								
	<b>K. Identifying parental responsibilities and health care practices for newborn through teen years</b>								
	<b>L. Recognizing various periods of growth and development from birth to adulthood</b>								
<i>Environmental Issues</i>									
<b>11L19.</b>	<b>List causes of environmental changes.</b>								

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<b>11L</b>									
<b>11L20.</b>	<b>Review methods for conserving nonrenewable and renewable natural resources.</b>								
<b>11L21.</b>	<b>State causes and effects of environmental (air, water, noise, and soil) pollution.</b>								

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