



NATIONAL EXTERNAL DIPLOMA PROGRAM

COMPETENCIES

With Life Skill Examples

July 2019

1 Communication, Cultural and Media Literacy

- 1.1 Read** informational texts (e.g., documents, manuals, websites, news articles, and texts in academic areas) and:
- identify and analyze central ideas and supporting details;
 - interpret and navigate the organizational structure;
 - examine assumptions, arguments, and conclusions;
 - make inferences to broaden comprehension;
 - discern orientation or point of view; and
 - assess the effectiveness of the presentation (e.g., comprehensiveness, clarity, format, language use), citing strong and thorough textual evidence to support analysis.
- 1.2 Read** and analyze a set of ideas and sequence of events in literary texts (e.g., short story) and:
- identify and analyze themes and central ideas;
 - evaluate literary elements, such as theme, plot development, setting, conflict, and characterization;
 - make inferences; and
 - evaluate the author's choice of point of view, use of language, style and expressiveness, and use of literary devices, citing strong and thorough textual evidence to support analysis.
- 1.3 Write** to:
- present, explain and examine information and ideas;
 - state a position, with clear and coherent supporting arguments;
 - describe experiences and events, real or created; and
 - express thoughts, feelings and emotions, using writing techniques, organizational structures, word choices, English language conventions, and styles of expression that are effective and appropriate to the purpose.
- 1.4 Listen** to oral communication (e.g., conversations, announcements, presentations, speeches, and lectures) and:
- interpret central ideas, supporting details, and organizational structure; and
 - analyze and evaluate the message, including the speaker's purpose or intent, point of view, reasoning, tone, delivery style, word choice, and use of language.
- 1.5 Speak** to:
- convey information and express thoughts and ideas in conversations, discussions, meetings and interviews, using appropriate language and communication style; and
 - make oral presentations, with content and language appropriate for the purpose and audience, and that are well planned and organized and make strategic use of support materials, using an effective delivery style.
- 1.6** Analyze how language functions in different kinds of media messages
- 1.7** Distinguish fact from opinion, and fact from point of view in media messages and presentations (e.g., news, political and consumer advertisements)
- 1.8** Analyze a selected film including elements of film analysis (e.g., themes, setting, plot, character development, cinematography)
- 1.9** Identify and practice responsible and informed research using credible reference sources, including proper citation of textual information (e.g., product and job search information, online media messages, identification of risks associated with the transfer of electronic data, and measures one can take to protect the security of electronic data)

2 Applied Math/Numeracy

2.1 Numbers Sense and Operations

- 2.1.1 Understand and use the operations of addition, subtraction, multiplication and division with positive and negative numbers including decimals, percentages, and fractions.
- 2.1.2 Solve problems in realistic situations, including multi-step problems.
- 2.1.3 Use estimation and mental arithmetic (e.g., estimate tax on a purchase).
- 2.1.4 Compare and convert between fractions and percentages including those from graphic representations (e.g., 21 % of total budget can be approximated by what fraction?).
- 2.1.5 Understand and use the number relationships represented by rates, ratios, and proportions (e.g., increase the number of servings in a recipe).

2.2 Algebra

- 2.2.1 Represent relationships in mathematical situations with tables, graphs, and equations (including variables, exponents and negative numbers).
- 2.2.2 Simplify expressions and solve equations and/or inequalities with one variable, and explain the process of reasoning.
- 2.2.3 Analyze and solve systems of equations using two or more variables and explain the process of reasoning (e.g., compute interest rates, profit-loss projections).
- 2.2.4 Interpret and use rates of change from graphical and numerical data (e.g., average temperature change over multiple years).

2.3 Geometry and Measurement

- 2.3.1 Apply and use both customary U.S. measurements and metric systems of measurement and convert units as required (e.g., 3.5 feet = 42 inches, 1,100 meters = 1.1 kilometer).
- 2.3.2 Solve problems involving two-dimensional objects (e.g., size of angles, perimeters and areas of polygons and circles).
- 2.3.3 Evaluate reports based on data that solve problems involving use of three-dimensional objects (e.g., volumes of cylinders, pyramids, prisms, spheres).
- 2.3.4 Use the concept of similar figures to create and interpret scale drawings (e.g., blueprints and maps).

2.4 Statistics, Data Analysis and Probability

- 2.4.1 Calculate and interpret the mean, median, mode and range of a set of data.
- 2.4.2 Interpret, illustrate and summarize data using a variety of graphic visual representations (e.g., pie chart of sales data) and solve problems related to them.
- 2.4.3 Make and evaluate inferences based on data as found in charts, graphs, and tables.
- 2.4.4 Apply the basic elements of probability to real-life events to make predictions.

3 Information and Communication Technology

- 3.1 Demonstrate computer skills including keyboarding, software applications, and the Internet (e.g., word processing, spreadsheets)
- 3.2 Demonstrate the use of technology to conduct research, organize data, communicate information, create original work, and solve problems
- 3.3 Identify and practice responsible and informed use of information and communication technology

4 Health Literacy

- 4.1 Develop a plan for personal and home safety including disaster preparedness
- 4.2 Research and interpret information about health threats
- 4.3 Research and summarize information on techniques for ensuring good health
- 4.4 Analyze multiple factors to consider when accessing and using health care resources
- 4.5 Interpret information about nutrition, healthy diets, food safety, and personal fitness

5 Civic Literacy and Community Participation

- 5.1 Collect and integrate information about community agencies from Internet sources
- 5.2 Compare and use community agencies and services
- 5.3 Explore opportunities for lifelong learning (e.g., scholarship programs, online learning)
- 5.4 Demonstrate the ability to locate and interact with educational institutions
- 5.5 Reference text and develop a logical argument for individual rights under the Constitution and for the American political system, citing supporting evidence (e.g., voting rights, equal opportunities in employment)
- 5.6 Identify and exercise political and civic participation in a democracy (e.g., voting, contacting elected officials, participating in local government)

6 Geography and History

- 6.1 Research diverse media and provide evidence of how local, national and global geography impacts economic factors
- 6.2 Describe and compare social, political and economic systems in countries outside of the United States
- 6.3 Integrate various media reports and interpret information on the impact of a global economy
- 6.4 Describe the contributions of a diverse workforce in the United States
- 6.5 Explain how major U.S. historical events have an impact on the lives of its citizens

7 Consumer Awareness and Financial Literacy

- 7.1** Evaluate multiple sources of information, including the Internet, to make decisions regarding price, quality, and product information
- 7.2** Describe procedures for resolving consumer issues
- 7.3** Interpret information on the use of credit, including interest rates, payment terms, and credit reports
- 7.4** Compare and contrast characteristics of savings and checking accounts and calculate simple and compound interest rates
- 7.5** Apply mathematical formulas and calculate expenses for household budgeting purposes

8 Science

- 8.1** Use the scientific method to collect, investigate, hypothesize, and analyze information (e.g., why do plants grow towards light?)
- 8.2** Make comparisons, differentiating among, sorting, and classifying items and information (e.g., rainforests and relationship to ecosystem)
- 8.3** Provide evidence that humans impact the environment
- 8.4** Interpret information related to natural science issues
- 8.5** Identify and analyze scientific issues underlying national and local discussion, citing supporting evidence
- 8.6** Demonstrate and illustrate the differences and interconnections among branches of science

9 Twenty-first Century Workplace

- 9.1** Use Internet-based career inventories to establish a career pathway (e.g., O*NET, College and Career Competency Inventory CCCI, including steps needed to achieve career goal)
- 9.2** Evaluate sources of information on employment opportunities and summarize the requirements for possible jobs
- 9.3** Compare and contrast the skills and education required for specific occupations
- 9.4** Use appropriate writing conventions to interpret and complete job applications, resumes, and letters of application
- 9.5** Present clear and convincing information in a job interview
- 9.6** Interpret wage and benefits statements to select appropriate benefits for given case situations and justify choices
- 9.7** Analyze the changing job market due to technological advances

10 College and Career Competency (individual competency)

- 10.1 **Employment/Workforce Training Competency** allows the client to document work experience and employment training, including active participation in community volunteer activities or self-employed business success.
- 10.2 **Specialized Skill Competency** permits the client to demonstrate distinct competencies that provide a source of independent income.
- 10.3 **Transition to Postsecondary Competency** encourages the client to demonstrate readiness for postsecondary education and training and complete transition work to increase the likelihood of success.