

**MISSISSIPPI OCCUPATIONAL DIPLOMA PORTFOLIO**  
**MSIS # 132173 Career Preparation IV (12C)**  
**Twelfth 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>Orientation/Mobility Skills in the Community</i>								
<b>12C1.</b>	<b>Demonstrate use of various graphic organizers.</b>								
	<b>A. Transportation schedules</b>								
	<b>B. Work schedules</b>								
	<i>Economics/The Consumer in the Market Place</i>								
12C2.	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								
<b>12C3.</b>	<b>Recognize the types and purpose of taxes in the economy.</b>								
	<b>A. Federal income tax</b>								
	<b>B. State income tax</b>								
	<b>C. Sales taxes</b>								
	<b>D. Property taxes</b>								
	<b>E. Social Security tax</b>								
12C4.	Demonstrate an awareness of government regulations on business and labor relations.								
	<i>Current Events</i>								
12C5.	Describe current news stories from various perspectives.								
<b>12C6.</b>	<b>Explain the significance of holidays in relationship to employment and leisure activities.</b>								
12C7.	Demonstrate the awareness of the impact of continuing population growth.								



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12C	B. Availability of legal aid								
<i>Career Preparation</i>									
12C15.	<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 practices</b>								
	<b>E. Working with others</b>								
	<b>F. Meeting demands for quality work</b>								
	<b>G. Working at a satisfactory rate</b>								
12C16.	<b>Develop a job placement portfolio.</b>								
	<b>A. Résumés</b>								
	<b>B. Job applications</b>								
	<b>C. Personal goal statement</b>								
	<b>D. Letters of introduction</b>								
	<b>E. Letters of recommendations and/or references</b>								
	<b>F. Personal information data</b>								
	<b>G. Career interest information</b>								
	<b>H. Awards/certificates</b>								
	<b>I. Student-selected material</b>								
	<b>J. Documentation of school-based assessment and/or community-based job shadowing</b>								
	<b>K. Community-based instruction</b>								
<i>Employment</i>									
12C17.	<b>Seek, secure, and maintain employment.</b>								
	<b>A. Search for a job</b>								
	<b>B. Apply for a job</b>								
	<b>C. Interview for a job</b>								
	<b>D. Obtain a job</b>								



Student Name: \_\_\_\_\_

Legend for Verifying Person

Initials	Printed Name

**All content standards have been mastered.**

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Teacher Signature

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MISSISSIPPI OCCUPATIONAL DIPLOMA PORTFOLIO  
 MSIS # 132138Employment English IV (12E)  
 Twelfth 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)
12E1.	<b>Comprehend and follow oral and written directions given in a variety of situations.</b>								
12E2.	Read and comprehend textual material to gain information.								
	A. Community								
	B. Employment								
	C. Leisure								
12E3.	Demonstrate use of appropriate technology and/or software in the communication process.								
12E4.	<b>Write for employment purposes.</b>								
	<b>A. Résumés</b>								
	<b>B. Business letters and envelopes</b>								
	<b>C. Business forms</b>								
12E5.	<b>Exhibit appropriate job interview skills.</b>								
	<b>A. Employing appropriate communication skills</b>								
	<b>B. Demonstrating personal behaviors that are important in a job interview</b>								
	<b>C. Choosing proper attire for a job interview</b>								
	<b>D. Practicing appropriate answers to questions that might be asked in a job interview</b>								
	<b>E. Practicing questions that one may want to ask in an interview</b>								

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12E									
12E6.	<b>Apply communication skills through the effective use of tone, inflection, tempo, enunciation, pronunciation, and eye contact.</b>								
12E7.	<b>Communicate effectively in personal and employment situations.</b>								
12E8.	<b>Complete a portfolio.</b>								
12E9.	<b>Exhibit effective listening and viewing skills in a variety of situations.</b>								

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MISSISSIPPI OCCUPATIONAL DIPLOMA PORTFOLIO  
 MSIS # 132156 Job Skills Math IV (12M)  
 Twelfth 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)
<i>Number Sense, Number Systems, Number Theory</i>									
<i>Numeration</i>									
12M1.	Round whole numbers to the nearest ten, hundred, and thousand.								
12M2.	Solve simple word problems involving addition, subtraction, multiplication, and division of whole numbers, money values, and measurement using problem-solving techniques.								
12M3.	Demonstrate proficiency in addition, subtraction, multiplication, and division.								
<i>Money Skills</i>									
12M4.	Round money values to the nearest dollar and/or nearest dime.								
12M5.	Find sums and differences of amounts of money.								
12M6.	Determine, count, and make correct change in solving problems.								
12M7.	Solve problems requiring knowledge of the value of coins or amounts of money.								
<i>Money Management</i>									
12M8.	Compare prices of items of similar quality and determine most economical buy.								
12M9.	Use banking skills.								
	A. Choosing a bank								
	B. Using bank services								
	C. Opening a checking account								





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		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
<i>Personal Finances</i>									
12M14.	<b>Interpret recurring monthly household expense statements.</b>								
12M15.	<b>Compute monthly costs associated with an automobile or means of transportation.</b>								
12M16.	<b>Identify and compute costs associated with leisure time.</b>								
12M17.	<b>Compute costs and compare advantages and disadvantages of renting or leasing versus buying.</b>								
12M18.	<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>								
12M19.	<b>Identify important financial records and information to maintain.</b>								
12M20.	<b>Record personal income and expenses for one month.</b>								
12M21.	<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. Health and grooming items</b>								
	<b>G. Savings and/or investments</b>								
	<b>H. Recreation</b>								
	<b>I. Home, life, and medical insurance</b>								
	<b>J. Retirement</b>								
<i>Identifying Tax-Filing Information</i>									
12M22.	<b>Identify tax-filing information.</b>								
	<b>A. Terms</b>								
	<b>B. Types of taxes normally assessed in the geographic area</b>								
	<b>C. Exemptions</b>								

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		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
12M	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>Measurement</i>									
	<b>12M23. Solve consumer problems related to measurement.</b>								
<i>Time and Calendar Skills</i>									
	<b>12M24. Determine elapsed time.</b>								
	<b>A. Time card</b>								
	<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/break time</b>								
	<b>F. Work hours</b>								
<i>Basic Algebraic and Geometric Skills</i>									
	12M25. Add, subtract, multiply, and divide with integers.								
	12M26. Solve simple one- and two-step equations.								
	12M27. Use formulas to solve problems.								
	12M28. Determine and use the most appropriate method of calculation.								
<i>Probability, Statistics, Discrete Mathematics</i>									
<i>Processing Information</i>									
	<b>12M29. Collect and organize information.</b>								
	<b>A. Lists</b>								
	<b>B. Pictographs</b>								

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12L									
<i>Environmental Issues</i>									
12L13.	<b>Practice conservation of natural resources.</b>								
12L14.	<b>Describe ways to control pollution in everyday life.</b>								
<i>Earth and Space Science</i>									
12L15.	<b>Obtain and apply information about weather to everyday life.</b>								
<i>Physical Science</i>									
12L16.	Locate power-source circuits.								
12L17.	Demonstrate use of different types of simple machines.								
12L18.	Differentiate between static electricity and current electricity.								

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