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MISSISSIPPI OCCUPATIONAL DIPLOMA PORTFOLIO
MSIS # 132171 Career Preparation II (10C)
Tenth Grade

Student Name:_____ Date of Birth:_____

Item Code 10C	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
Orientation/Mobility Skills in the Community									
10C1.	Demonstrate map and globe skills. A. Location								
	B. Direction								
10C2.	**Demonstrate use of various graphic organizers.** **A. Transportation schedules**								
	B. Work schedules								
	C. Directories								
	D. Charts								
	E. Graphs								
	F. Maps								
State Government									
10C3.	Demonstrate an awareness of the organization of state government, state officials, and their functions. A. State government branches								
	B. State officials								
	C. State functions								
10C4.	Demonstrate an awareness of the impact of state government on life in Mississippi. A. Society								
	B. Education								
	C. Economics								
Economics/The Consumer in the Market Place									
10C5.	**Apply money management skills to the preparation of a personal budget.** **A. Housing/utilities**								
	B. Transportation								
	C. Food								
	D. Clothing								

Student Name:_____

Item Code 10C	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
	E. Health								
	F. Savings and investments								
	G. Recreation								
	H. Insurance								
	I. Retirement								
10C6.	Demonstrate an awareness of comparative shopping concepts as applicable to personal money management. A. Advertisements								
	B. Size/Quantity								
	C. Quality								
10C7.	Demonstrate an awareness of consumer protection laws and agencies as applicable to one's role as a consumer, citizen, and worker.								
Current Events									
10C8.	Describe current news stories from various perspectives.								
10C9.	**Explain the significance of holidays in relationship to employment and leisure activities.**								
10C10.	Recognize the impact of continuing population growth.								
Personal Qualities									
10C11.	**Demonstrate self-advocacy skills.** **A. Expressing feelings of self-worth**								
	B. Describing others' perceptions of self								
	C. Accepting and giving criticism								
	D. Developing a positive view of self								
	E. Practicing personal safety								
10C12.	**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								

Student Name:_____

Item Code 10C	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
	C. Exerting a high level of effort								
	D. Setting and achieving goals								
10C13.	**Demonstrate an awareness of appropriate communication and social skills.** **A. Personal relationships**								
	B. Group and individual work activities								
	C. Group and individual leisure activities								
	D. Utilization of available community resources								
10C14.	Recognize diversity among multicultural populations. A. Gender								
	B. Race								
	C. Ability/interest								
	D. Language								
10C15.	**Develop an awareness of independent behaviors.** **A. Self-advocacy**								
	B. Self-organization								
	C. Effect of one's behavior on others								
10C16.	**Demonstrate appropriate decision-making skills.** **A. Locate and select sources of assistance**								
	B. Anticipate consequences								
	C. Develop and evaluate alternatives								
	D. Recognize nature of the problem								
	E. Develop goal-setting behavior								
Career Exploration									
10C17.	**Develop an awareness of variables that may affect realistic occupational choices.** **A. Requirements of available jobs**								
	B. Aptitudes								
	C. Occupational interests								
	D. Needs								

Student Name:_____

Item Code 10C	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
Career Preparation									
10C18.	**Exhibit appropriate work habits and behaviors.**								
	A. Following directions and observing regulations								
	B. Recognizing the importance of attendance and punctuality								
	C. Recognizing the importance of supervision								
	D. Demonstrating knowledge of occupational safety practices								
	E. Working with others								
	F. Meeting demands for quality work								
	G. Working at a satisfactory rate								
10C19.	**Develop a job placement portfolio.**								
	A. Résumés								
	B. Job applications								
	C. Personal goal statement								
	D. Letters of introduction								
	E. Letters of recommendations 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								
Work Experience									
10C20.	**Participate in school-based work assessment and/or community-based job shadowing.**								
	A. Successful work experience								

Student Name:_____

Item Code	Content Standard	TYPES OF EVIDENCE							
10C		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
	B. Acceptable work performance								
	C. Evaluation of work experiences								
	D. Three to six school-based work experiences or								
	E. Six to eight job-shadowing experiences								
	* A minimum total of 30 hours combined school-based and job-shadowing experiences								

Legend for Verifying Person

Initials	Printed Name

All content standards have been mastered.

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Teacher Signature Date Student Signature Date

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MISSISSIPPI OCCUPATIONAL DIPLOMA PORTFOLIO
MSIS # 132136 Employment English II (10E)
Tenth Grade

Student Name: _____ Date of Birth: _____

Item Code 10E	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
10E1.	**Recognize main idea in written, oral, and visual formats.**								
10E2.	**Follow simple oral and written directions given in a variety of situations.**								
10E3.	**Use personal learning strategies to gain meaning from written material.**								
10E4.	**Determine when more information is needed and ask appropriate questions.**								
10E5.	**Read to gain information needed in daily living.**								
10E6.	Read and comprehend information from textual material.								
10E7.	Read and view nonprint and print media critically and selectively.								
10E8.	Increase knowledge of appropriate technology and/or software in the communication process.								
10E9.	Demonstrate the basic conventions of standard English. A. Mechanics								
	B. Usage and syntax								
	C. Spelling								
10E10.	Write to clarify information and to organize thinking.								
10E11.	Select and use various sequential patterns to organize information.								
10E12.	Write to express meaning in personal and business situations. A. Personal								
	B. Business								

Student Name:_____

Item Code 10E	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
10E13.	**Communicate by telephone and/ or other communication devices.**								
	A. Exhibit appropriate etiquette								
	B. Leave and take messages								
	C. Identify procedures to:								
	(1) Request information								
	(2) Order goods and services								
	(3) Arrange an appointment or make a reservation								
	(4) Report problems								
10E14.	**Exhibit appropriate job interview skills.** **A. Employ appropriate communication skills**								
	B. Demonstrate personal behaviors that are important in a job interview								
	C. Choose appropriate 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								
10E15.	**Apply communication skills through the effective use of tone, inflection, tempo, enunciation, pronunciation, eye contact, and body language.**								
10E16.	**Speak successfully in a variety of situations.** **A. Anxiety control**								
	B. Clarity through word choice								
10E17.	**Demonstrate effective oral communication in personal and employment situations.**								

Student Name:_____

Item Code 10E	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
10E18.	**Exhibit listening and viewing skills in a variety of situations.**								

Legend for Verifying Person

Initials	Printed Name

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Content standards not mastered.

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MISSISSIPPI OCCUPATIONAL DIPLOMA PORTFOLIO
MSIS # 132154 Job Skills Math II (10M)
Tenth Grade

Student Name: _____ Date of Birth: _____

Item Code 10M	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
Number Sense, Number Systems, Number Theory									
Numeration									
10M1.	**Read, write, compare, and order whole numbers.**								
10M2.	**Count by multiples.**								
10M3.	**Distinguish between odd and even numbers.**								
10M4.	**Identify place value through hundred thousands and decimal through hundredths.**								
10M5.	**Round whole numbers to the nearest ten, hundred, and thousand.**								
10M6.	**Solve simple word problems involving addition, subtraction, multiplication, and division of whole numbers; money values; and measurement using problem-solving techniques.**								
10M7.	**Demonstrate proficiency in addition, subtraction, multiplication, and division.**								
Fractions									
10M8.	**Recognize equivalent fractions.**								
10M9.	**Compare and order fractions.**								
10M10.	**Add and subtract fractions with like denominators.**								
Money Skills									
10M11.	**Round money values to the nearest dollar and/or nearest dime.**								
10M12.	**Find sums and differences of amounts of money.**								

Student Name:_____

Item Code 10M	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
10M13.	**Determine, count, and make change in solving problems.**								
10M14.	**Solve problems requiring knowledge of the value of coins or amounts of money.**								
10M15.	**Identify appropriate safeguards for money.**								
Money Management									
10M16.	**Make responsible purchases.**								
10M17.	**Compare prices of items of similar quality and determine most economical buy.**								
10M18.	**Investigate methods or factors involved in deceptive or fraudulent pricing.**								
10M19.	**Demonstrate banking skills.**								
	A. Choosing a bank								
	B. Using bank services								
	C. Understanding banking terms								
	D. Opening a checking account								
	E. Opening a savings account								
	F. Completing a check								
	G. Recording a checking transaction								
	H. Completing a deposit slip								
	I. Completing a withdrawal slip								
	J. Recording transactions								
	K. Reading a bank statement								
	L. Using electronic banking/using ATMs								
	M. Obtaining money orders								
	N. Computing check cashing charges								
	O. Stating the consequences of overdrawing								
10M20.	**Solve consumer-related problems.**								
	A. Unit cost								
	B. Amount of change from a purchase								
	C. Credit purchases								

Student Name:_____

Item Code 10M	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
10M21.	**Compute and compare hourly, weekly, monthly, and annual salaries.**								
10M22.	**Differentiate and compare remunerative aspects of work/benefits/work-related expenses of various jobs.**								
10M23.	**Understand differences between remunerative and volunteer work.**								
Personal Finances									
10M24.	**Identify and compute costs associated with leisure time.**								
10M25.	**Evaluate various types of insurance based on need/cost.** **A. Health**								
	B. Renters/home owners								
	C. Life								
	D. Auto								
10M26.	**Develop a hypothetical budget.** **A. Weekly shopping list**								
	B. School wardrobe								
	C. Leisure activities								
	D. Housing and utilities								
	E. Transportation								
	F. Food								
	G. Clothing								
	H. Home, life, and medical insurance								
Geometry, Spatial Sense, Measurement									
Basic Geometric Concepts									
10M27.	Identify terms associated with plane and solid figures. A. Side								
	B. Surface								
	C. Edge								
	D. Line								
	E. Cube								
	F. Cone								
	G. Cylinder								
	H. Sphere								
10M28.	Identify geometric representations and understand their relationship to real-life objects. A. Lines								
	B. Perpendicular lines								

Student Name:_____

Item Code 10M	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
	C. Parallel lines								
	D. Angles - 45 degree and 90 degree								
Measurement									
10M29.	**Select and use appropriate units of measurement.** **A. Linear**								
	B. Capacity								
	C. Mass and weight								
	D. Temperature								
10M30.	**Identify equivalent measures within a system using a conversion chart.** **A. 12 inches = 1 foot (ft.)**								
	B. 3 feet = 1 yard (yd.)								
	C. 36 inches (in.) = 1 yard (yd.)								
	D. 100 centimeters (cm.) = 1 meter (m.)								
	E. 5,280 feet = 1 mile (mi.)								
	F. 2,000 pounds = 1 ton								
	G. 2 pints = 1 quart (qt.)								
	H. 4 quarts = 1 gallon (gal.)								
	I. 3 teaspoons = 1 tablespoon (T.)								
	J. 1 pint = 16 ounces = 2 cups (c)								
	K. 1 cup = 8 ounces (oz.)								
10M31.	**Use appropriate measurement units to describe, compare, or contrast objects in real-world situations.**								
10M32.	**Add and subtract units of measurement in problem solving.**								
10M33.	Demonstrate measurement skills in a variety of situations to include length, mass and weight, capacity and volume, and perimeter and area.								
10M34.	Recognize proportions.								
10M35.	**Solve consumer problems related to measurement.**								
Time and Calendar Skills									
10M36.	**Explain vocabulary associated with time.** **A. a.m.**								

Student Name:_____

Item Code 10M	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
	B. p.m.								
	C. Noon								
	D. Midnight								
	E. Daylight Saving Time								
10M37.	**Tell and record time using digital and analog clocks.**								
10M38.	**Recognize the time of day to the nearest one-minute interval using digital and/or analog clocks.**								
10M39.	**Write time using numerical notations.**								
10M40.	**Identify equivalent units of time.** **A. 24 hours (hr.) = 1 day**								
	B. 60 minutes (min.) = 1 hour (hr.)								
	C. 12 months (mo.) = 1 year (yr.)								
	D. 60 seconds (sec.) = 1 minute (min.)								
	E. 7 days = 1 week (wk.)								
10M41.	**Set a digital and/or analog clock and watch to a designated time.**								
10M42.	**Add and subtract time.**								
10M43.	**Determine elapsed time.** **A. Time card**								
	B. Beginning time and ending time								
	C. Date of maturity of a loan or certificate of deposit								
	D. Transportation schedule								
	E. Lunch and break times								
	F. Work hours								
Basic Algebraic and Geometric Skills									
10M44.	Determine and use the most appropriate method of calculation.								
Patterns, Functions, Algebra									
Basic Calculator and Computer Skills									
10M45.	**Demonstrate basic calculator skills.** **A. Percent**								
	B. Decimals								
10M46.	Demonstrate basic computer skills.								

Student Name:_____

Item Code **10M**	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
	A. Calculation								
	B. Math software								
	C. Keyboarding								
Probability, Statistics, Discrete Mathematics									
Processing Information									
10M47.	**Interpret data from tables, charts, graphs, and maps.**								

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MISSISSIPPI OCCUPATIONAL DIPLOMA PORTFOLIO -
MSIS # 132182 Life Skills Science (10L)
Tenth Grade

Student Name:_____ Date of Birth: _____

Item Code 10L	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
Nutrition, Physical Fitness, and Personal Health									
10L1.	**Identify special nutritional needs related to specific health problems.**								
10L2.	**State personal responsibility for lifetime fitness.** **A. Mental**								
	B. Physical								
	C. Social/Leisure								
10L3.	**Describe health practices that prevent and/or reduce risk of illness occurring.**								
10L4.	Describe common health concerns of teenagers and young adults and describe strategies for reducing a health risk.								
10L5.	**Explain risks associated with smoking, drinking, drug use, and HIV/AIDS.** **A. Legal consequences**								
	B. Harmful effects on body								
	C. Harmful effects on unborn child								
	D. Potential harmful effects on user and family members								
10L6.	Describe the impact of prescription and/or over-the-counter drugs on performance and health.								
10L7.	**Apply decision-making skills to improve a personal health behavior.**								

Student Name:_____

Item Code 10L	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
10L8.	**Describe how decisions regarding health behaviors produce consequences for self and others.**								
10L9.	Distinguish valid from invalid health information, products, and services. A. Reliable sources								
	B. Factual information								
	C. Propaganda								
	D. Opinion only								
10L10.	**Select the appropriate health care provider for a health issue.**								
10L11.	Relate microorganisms that invade the human body to common diseases. A. Bacteria								
	B. Viruses								
	C. Fungi								
10L12.	Explain transfer of genetic information from parent to offspring.								
10L13.	Identify common heredity linked to diseases.								
First Aid									
10L14.	**Identify various situations in which individuals require emergency care.**								
10L15.	**Explain steps to take during medical emergencies.**								
10L16.	**Select practical and immediate course of treatment for injury and health emergencies.**								
10L17.	**Select source for providing assistance during medical emergency situations.**								
10L18.	Describe transportation considerations related to various types of injuries.								
Procedures and Information Related to Emergency Situations									
10L19.	**Review emergency plans.** A. Home								
	B. Work								

Student Name:_____

Item Code 10L	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
10L20.	**Review a list of telephone numbers to be used in emergency situations.**								
	A. Classroom								
	B. Personal								
	C. Home								
	D. Car								
	E. Work								
10L21.	**Identify resources that provide emergency assistance.** **A. Telephone operator/911**								
	B. Fire department								
	C. Police								
	D. Parent								
	E. Neighborhood friend								
	F. Apartment manager								
	G. School personnel								
	H. Medical personnel/ hospital								
10L22.	**State procedures to obtain emergency help.**								
Family and Society									
10L23.	**Determine responsibilities of family life.** **A. Identifying responsibilities associated with being a member of a family**								
	B. Stating pros and cons of being single versus married								
	C. Identifying responsibilities associated with marriage								
	D. Discussing marital adjustments that must be made by both partners in a marriage								
	E. Discussing risk factors and/or percentage of failures in teenage marriages								
	F. Listing factors that should be considered in planning for marriage								

Student Name:_____

Item Code 10L	Content Standard	TYPES OF EVIDENCE							
		Acceptable Date	Verifying Person	Teacher Selected Test	Observation	Forms	Checklist	Work Samples	Other (Specify)
	G. Discussing solutions to common problems that might occur in a marriage								
	H. Naming people/agencies to consult if help is needed to solve marriage problems								
	I. Identifying various aspects of divorce and separation								
Environmental Issues									
10L24.	**List causes of environmental changes.**								
10L25.	**Identify renewable and nonrenewable resources.**								
10L26.	**Explain methods for conserving nonrenewable and renewable natural resources.**								
10L27.	**Describe effects of pollution on human health.**								
Physical Science									
10L28.	**Tell how a simple machine makes work easier (requires less force).**								

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