

PBS LiteracyLink[®]
Workplace Essential Skills
Videos and Workbooks

CORRELATION to CASAS

PBS LiteracyLink[®]
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CONTENTS

Introduction

Correlation

0. Basic Communication	1
1. Consumer Economics	2
2. Community Resources	4
3. Health	6
4. Employment	7
5. Government and Law	15
6. Computation	16
7. Learning to Learn	20

Introduction

This publication is a correlation of the PBS LiteracyLink[®] *Workplace Essential Skills* Video and Workbook Series to the Comprehensive Adult Student Assessment System (CASAS) competencies.

LiteracyLink[®] is a joint project of the PBS, Kentucky Educational Television, the National Center on Adult Literacy, and the Kentucky Department of Education.

***Workplace Essential Skills* components included in this correlation:**

<p><u>Videotapes</u></p> <ol style="list-style-type: none"> 1. Planning to Work 2. Matching Skills and Jobs 3. Applying for Jobs 4. Resumes, Tests, and Choices 5. Interviewing 6. Ready for Work 7. Workplace Safety 8. Learning at Work 9. The Language of Work 10. Communicating with Co-Workers and Supervisors 	<ol style="list-style-type: none"> 11. Working Together 12. Communicating with Customers 13. A Process for Writing 14. Supplying Information: Directions, Forms, and Charts 15. Writing Memos and Letters 16. Reading for a Purpose 17. Finding What You Need: Forms and Charts 18. Following Directions 19. Reading Reports and Manuals 20. Number Sense 	<ol style="list-style-type: none"> 21. Solving Problems 22. Fractions, Decimals, and Percents 23. Measurements and Formulas 24. Trends and Predictions: Graphs and Data <p><u>Workbooks</u></p> <p>Reading Communication and Writing Math Employment</p>
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CASAS Correlation Table to the PBS *Workplace Essential Skills* Video and Workbook Series

CASAS Competency		<i>Workplace Essential Skills</i> Videotape	<i>Workplace Essential Skills</i> Workbook
0. Basic Communication			
0.1 Communicate in interpersonal interactions			
0.1.1	Identify or use appropriate non-verbal behavior in a variety of situations (e.g. handshaking)	3: Applying for Jobs 5: Interviewing 9: The Language of Work	Employment, p. 95 Communication and Writing, pp. 20-21, 76, 81
0.1.2	Identify or use appropriate language for informal purposes (e.g., to identify, describe, ask for information, state needs, command, agree or disagree, ask permission)	3: Applying for Jobs	
0.1.3	Identify or use appropriate language to influence or persuade (e.g., to caution, request, advise, persuade, negotiate)	3: Applying for Jobs 9: The Language of Work 12: Communicating with Customers 19: Reading Reports and Manuals	Employment, p. 135
0.1.4	Identify or use appropriate language in general social situations (e.g., to greet, introduce, thank, apologize, compliment, express pleasure or regret)	2: Matching Skills and Jobs 4: Resumes, Tests, and Choices 5: Interviewing 9: The Language of Work 10: Communicating with Co-Workers and Supervisors 12: Communicating with Customers	Communication and Writing, p. 77
0.1.6	Clarify or request clarification	9: The Language of Work 18: Following Directions	Communication and Writing, p. 16 Reading, pp. 57, 59, 66-67

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
0.2 Communicate regarding personal information			
0.2.1	Respond appropriately to common personal information questions	5: Interviewing	Employment, pp. 54-64, 92-93, 96-97
0.2.2	Complete a personal information form	3: Applying for Jobs	Reading, p. 38
0.2.4	Converse about daily and leisure activities and personal interests	5: Interviewing 12: Communicating with Customers	Employment, p. 115
1. Consumer Economics			
1.1 Use weights, measures, measurement scales, and money			
1.1.1	Interpret recipes	20: Number Sense 22: Fractions, Decimals, and Percents	Math, pp. 80-81
1.1.2	Use the metric system (see also 1.1.4, 6.6.1, 6.6.2, 6.6.3, 6.6.4)	23: Measurements and Formulas	Math, pp. 82-85, 151
1.1.3	Interpret maps and graphs (see also 1.9.4, 2.2.1, 2.2.5)	24: Trends and Predictions: Graphs and Data	Math, pp. 98-99, 102-109
1.1.4	Select, compute, or interpret appropriate standard measurement for length, width, perimeter, area, volume, height, or weight (see also 1.1.2, 6.6.1, 6.6.3, 6.6.4, 6.6.5)	20: Number Sense 21: Solving Problems 22: Fractions, Decimals, and Percents 23: Measurements and Formulas 24: Trends and Predictions: Graphs and Data	Reading, pp. 68-69 Math, pp. 73-92
1.1.5	Interpret temperatures (see also 6.6.4)	24: Trends and Predictions: Graphs and Data	
1.1.6	Count, convert, and use coins and currency, and recognize symbols such as (\$) pound (.) (see also 6.1.1, 6.12, 6.1.3, 6.1.4, 6.1.5)	14: Supplying Information: Directions, Forms, and Charts 17: Finding What You Need: Forms and Charts 20: Number Sense 21: Solving Problems 22: Fractions, Decimals, and Percents	Reading, p. 26 Math, pp. 20-21, 27-32, 39-41, 43-45, 48-52, 61

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
1.1.7	Identify product containers and interpret weight and volume	16: Reading for a Purpose 20: Number Sense 21: Solving Problems 23: Measurements and Formulas	Reading, pp. 68-69
1.1.8	Compute averages (see also 6.7.5)	24: Trends and Predictions: Graphs and Data	Math, pp. 99-101
1.1.9	Interpret clothing and pattern sizes and use height and weight tables	20: Number Sense	Math, pp. 70-72
1.2 Apply principles of comparison shopping in the selection of goods and services			
1.2.1	Interpret advertisements, labels, charts, and price tags in selecting goods and services	16: Reading for a Purpose 18: Following Directions 19: Reading Reports and Manuals	Reading, p. 83 Math, pp. 28-29
1.2.2	Compare price or quality to determine the best buys for goods and services	16: Reading for a Purpose 18: Following Directions 19: Reading Reports and Manuals 20: Number Sense	
1.2.3	Compute discounts (see also 6.4.1)	22: Fractions, Decimals, and Percents	
1.2.4	Compute unit pricing	21: Solving Problems	Reading, p. 83
1.2.5	Interpret letters, articles, and information about consumer-related topics	18: Following Directions 19: Reading Reports and Manuals 24: Trends and Predictions: Graphs and Data	
1.3 Understand methods and procedures used to purchase goods and services			
1.3.3	Identify or use various methods to purchase goods and services, and make returns and exchanges	17: Finding What You Need: Forms and Charts 21: Solving Problems	
1.3.4	Use catalogs, order forms, and related information to purchase goods and services	14: Supplying Information: Directions, Forms, and Charts 17: Finding What You Need: Forms and Charts	Communication, pp. 122-123 Reading, pp. 48, 74, 91

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
1.3.7	Interpret information or directions to locate merchandise	24: Trends and Predictions: Graphs and Data	
1.3.8	Identify common food items	20: Number Sense 21: Solving Problems	Math, pp. 30-31, 64-65
1.5 Apply principles of budgeting in the management of money			
1.5.1	Interpret family information about personal and family budgets	1: Planning to Work 2: Matching Skills and Jobs	Employment, pp. 16-17
1.5.2	Plan for major purchases (see also 1.5.1)	18: Following Directions 19: Reading Reports and Manuals	Employment, p. 17
1.6 Understand consumer protection measures			
1.6.4	Check sales receipts	14: Supplying Information: Directions, Forms, and Charts 17: Finding What You Need: Forms and Charts 21: Solving Problems	Math, pp. 30-31
1.7 Understand procedures for the care, maintenance, and use of personal possessions			
1.7.3	Interpret operating instructions, directions, or labels for consumer products (see also 3.4.1)	18: Following Directions	Reading, pp. 58-59
1.8 Use banking and financial services in the community			
1.8.2	Interpret the procedures and forms associated with banking services, including writing checks		Reading, p. 26 Math, pp. 20-21
2. Community Resources			
2.1 Use the telephone and telephone book			
2.1.1	Use the telephone directory and related publications to locate information	20: Number Sense	
2.1.4	Interpret telephone billings	20: Number Sense 24: Trends and Predictions: Graphs and Data	

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
2.1.7	Take and interpret telephone messages, leave messages on answering machines, and interpret recorded messages (see also 4.5.4)	15: Writing Memos and Letters	
2.1.8	Use the telephone to make and receive routine personal and business calls	3: Applying for Jobs 12: Communicating with Customers 16: Reading for a Purpose 20: Number Sense 21: Solving Problems 24: Trends and Predictions: Graphs and Data	
2.2 Understand how to locate and use different types of transportation and interpret related travel information			
2.2.3	Identify or use different types of transportation in the community, and interpret traffic information	6: Ready for Work	
2.2.4	Interpret transportation schedules and fares		Reading, p. 42
2.3 Understand concepts of time and weather			
2.3.1	Interpret clock time (see also 2.1.3, 6.6.6)	6: Ready for Work 17: Finding What You Need: Forms and Charts	
2.4 Use postal services			
2.4.2	Interpret postal rates and types of mailing services		Reading, pp. 50-52
2.4.3	Interpret postal service forms and instructions on return mail		Reading, p. 50
2.4.5	Interpret procedures for tracing a lost letter or parcel	16: Reading for a Purpose	
2.5 Use community agencies and services			
2.5.5	Locate and use educational services in the community, including interpreting and writing school-related communications	1: Planning to Work	Employment, pp. 22-23

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
2.5.6	Use library services	1: Planning to Work 13: A Process for Writing 15: Writing Memos and Letters 16: Reading for a Purpose 18: Following Directions 19: Reading Reports and Manuals	Employment, p. 21 Communication and Writing, p. 47 Reading, p. 25
2.5.9	Identify childcare services in the community (see also 3.5.7)	18: Following Directions	
2.6 Use leisure time resources and facilities			
2.6.1	Interpret information about recreational and entertainment facilities and activities		Reading, pp. 86-87
2.6.2	Locate information in TV, movie, and other recreational listings		Reading, pp. 86-87
2.6.3	Interpret information in order to plan outings and vacations		Reading, pp. 86-87
3. Health			
3.3 Understand how to select and use medications			
3.3.2	Interpret labels (see also 3.3.1, 3.4.1)	16: Reading for a Purpose 18: Following Directions	
3.3.3	Identify the difference between prescription, over-the-counter and generic medications (see also 3.3.1)	16: Reading for a Purpose 18: Following Directions	
3.4 Understand basic health and safety procedures			
3.4.1	Interpret product label directions and safety warnings (see also 1.7.3, 3.3.2)	18: Following Directions	

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
4. Employment			
4.1 Understand basic principles of getting a job			
4.1.2	Follow procedures for applying for a job, including interpreting and completing job applications, resumes, and letters of application	2: Matching Skills and Jobs 3: Applying for Jobs 4: Resumes, Tests, and Choices	Employment, pp. 47-64, 66-67, 70-73 Reading, pp. 34-35
4.1.3	Identify and use sources of information about job opportunities such as job descriptions, job ads, and announcements, and about the workforce and job market	1: Planning to Work 2: Matching Skills and Jobs	Employment, pp. 12, 20, 24-28, 38-46, 77, 80-81 Communication, p. 148
4.1.4	Identify and use information about training opportunities	1: Planning to Work 6: Ready for Work	Employment, pp. 22, 25
4.1.5	Identify procedures involved in interviewing for a job, such as arranging for an interview, acting and dressing appropriately, and selecting appropriate questions and responses	2: Matching Skills and Jobs 3: Applying for Jobs 5: Interviewing	Employment, pp. 53, 58-59, 64, 87-99
4.1.6	Interpret general work-related vocabulary (e.g., experience, swing shift)	2: Matching Skills and Jobs 4: Resumes, Tests, and Choices 16: Reading for a Purpose	Employment, pp. 44-45 Reading, p. 29
4.1.7	Identify appropriate behavior and attitudes for getting a job	1: Planning to Work 5: Interviewing	Employment, pp. 58, 90-95
4.1.8	Identify common occupations and the skills and education required for them	1: Planning to Work 2: Matching Skills and Jobs	Employment, pp. 21-25
4.1.9	Identify procedures for career planning, including self-assessment	1: Planning to Work 2: Matching Skills and Jobs 3: Applying for Jobs	Employment, pp. 15-28, 34-37
4.2 Understand wages, benefits, and concepts of employee organizations			
4.2.1	Interpret wages, wage deductions, benefits, and time-keeping forms	16: Reading for a Purpose 17: Finding What You Need: Forms and Charts	Reading, pp. 24-25, 40-41 Math, pp. 34-35
4.2.3	Interpret employment contract and union agreements	10: Communicating with Co-Workers and Supervisors	
4.2.4	Interpret employees handbooks, personnel policies, and job manuals	8: Learning at Work 16: Reading for a Purpose 19: Reading Reports and Manuals	Employment, pp. 138-139 Reading, pp. 60-61, 68, 81, 120-122, 132

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
4.3 Interpret work-related safety standards and procedures			
4.3.1	Interpret safety signs found in the workplace (see also 3.4.1)	7: Workplace Safety	Employment, pp. 130-131
4.3.2	Interpret work safety manuals and related information	7: Workplace Safety 19: Reading Reports and Manuals	Employment, pp. 120-121, 129, 136 Reading, pp. 28-29, 66-67
4.3.3	Identifies safe work procedures and common safety equipment including wearing safe work attire	7: Workplace Safety 18: Following Directions 19: Reading Reports and Manuals	Employment, pp. 124-130 Reading, pp. 66-67, 70-72
4.3.4	Report unsafe work conditions and work-related accidents, injuries, and damages	7: Workplace Safety 14: Supplying Information: Directions, Forms, and Charts	Employment, pp. 134-135 Reading, pp. 89
4.4 Understand concepts and materials related to job performance and training			
4.4.1	Identify appropriate behavior, attire, attitudes, and social interaction, and other factors that affect job retention and advancement	6: Ready for Work 9: The Language of Work	Employment, p. 106-117 Communication and Writing Skills, pp. 76-77
4.4.2	Identify appropriate skills and education for keeping a job and getting a promotion	2: Matching Skills and Jobs 6: Ready for Work	
4.4.3	Interpret job-related signs, charts, diagrams, forms, and procedures, and record information on forms, charts, checklist, etc. (see also 4.2.1, 4.3.1, 4.3.4)	7: Workplace Safety 8: Learning at Work 13: A Process for Writing 14: Supplying Information: Directions, Forms, and Charts 16: Reading for a Purpose 17: Finding What You Need: Forms and Charts 18: Following Directions 19: Reading Reports and Manuals 21: Solving Problems 24: Trends and Predictions: Graphs and Data	Employment, pp. 126-135 Communication and Writing Skills, pp. 98-99, 103, 112-113, 120-130 Reading, pp. 18, 20-31, 33-52, 57-72, 86 Math, pp. 14, 21, 24-25, 28, 30, 32, 40-41, 45, 49-52, 54, 61, 64, 68, 69, 94, 98, 101, 103-108, 110-112
4.4.4	Interpret job responsibilities and performance reviews (see also 4.4.2)	8: Learning at Work 9: The Language of Work	Employment, pp. 106-115, 151

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
4.4.5	Identify job training needs and set learning goals	2: Matching Skills and Jobs 6: Ready for Work 11: Working Together	Employment, pp. 150-153 Communication and Writing Skills, pp. 30, 50, 70, 90
4.4.6	Interpret work specifications and quality standards	8: Learning at Work 9: The Language of Work 22: Fractions, Decimals, and Percents	Math, p. 70
4.4.7	Demonstrate the ability to apply or transfer skills learned in one job situation to another	1: Planning to Work 2: Matching Skills and Jobs	Employment, pp. 116-117
4.4.8	Interpret job-related technical information, such as from service manuals and training classes	8: Learning at Work 16: Reading for a Purpose 19: Reading Reports and Manuals 24: Trends and Predictions: Graphs and Data	Communication and Writing Skills, pp. 22-23 Reading, pp. 18, 20-31, 70-72
4.5 Effectively utilize common workplace technology and systems			
4.5.1	Identify common tools, equipment, machines, and materials required for one's job	21: Solving Problems 23: Measurements and Formulas 24: Trends and Predictions: Graphs and Data	
4.5.2	Demonstrate simple keyboarding skills	1: Planning to Work 10: Communicating with Co-Workers and Supervisors	
4.5.3	Demonstrate ability to use a filing system or other ordered system (e.g., coded or numbered)	14: Supplying Information: Directions, Forms, and Charts 15: Writing Memos and Letters 16: Reading for a Purpose 20: Number Sense	Communication and Writing Skills, p. 118 Reading, pp. 90-91

CASAS Competency		<i>Workplace Essential Skills Videotape</i>	<i>Workplace Essential Skills Workbook</i>
4.5.4	Demonstrate use of common business machines (see also 2.1.7, 2.1.8)	17: Finding What You Need: Forms and Charts 18: Following Directions 20: Number Sense 21: Solving Problems 24: Trends and Predictions: Graphs and Data	Reading, p. 65
4.5.5	Demonstrate basic computer skills and use of common software programs, including reading or interpreting computer-generated printouts	1: Planning to Work 10: Communicating with Co-Workers and Supervisors 17: Finding What You Need: Forms and Charts 19: Reading Reports and Manuals 20: Number Sense 21: Solving Problems 24: Trends and Predictions: Graphs and Data	Employment, p. 145 Reading, pp. 21, 25, 41, 49 Math, pp. 14-15
4.5.6	Demonstrate ability to select, set up and use tools and machines in order to accomplish a task, while operating within a technological system	16: Reading for a Purpose 18: Following Directions 20: Number Sense 23: Measurements and Formulas	Math, pp. 88-89

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
4.5.7	Demonstrate ability to identify and resolve problems with machines and to follow proper maintenance procedures	18: Following Directions 21: Solving Problems	
4.6 Communicate effectively in the workplace			
4.6.1	Follow, clarify, give, or provide feedback to instructions; give and respond appropriately to criticism	8: Learning at Work 9: The Language of Work 10: Communicating with Co-Workers and Supervisors 14: Supplying Information: Directions, Forms, and Charts 16: Reading for a Purpose 18: Following Directions 24: Trends and Predictions: Graphs and Data	Employment, p. 112 Communication and Writing Skills, pp. 16-19, 37, 40-43, 117 Reading, pp. 57-72
4.6.2	Interpret and write work-related correspondence, including notes, memos, and letters (see also 4.4.3)	13: A Process for Writing 15: Writing Memos and Letters 16: Reading for a Purpose 19: Reading Reports and Manuals	Communication and Writing Skills, pp. 92,100-102,104-110,136-150 Reading, pp. 80, 92,119
4.6.3	Interpret written workplace announcements and notices (see also 4.4.1, 4.4.3)	7: Workplace Safety 16: Reading for a Purpose 19: Reading Reports and Manuals	

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
4.6.4	Report progress on activities, status of assigned tasks, and problems and other situations affecting job completion (see 4.3.4)	6: Ready for Work 7: Workplace Safety 9: The Language of Work 10: Communicating with Co-Workers and Supervisors 13: A Process for Writing 14: Supplying Information: Directions, Forms, and Charts 15: Writing Memos and Letters 19: Reading Reports and Manuals 21: Solving Problems 24: Trends and Predictions: Graphs and Data	
4.6.5	Select and analyze work-related information for a given purpose and communicate it to others orally or in writing	13: A Process for Writing 15: Writing Memos and Letters 16: Reading for a Purpose 19: Reading Reports and Manuals	Communication and Writing Skills, pp. 106-107, 137 Math, pp. 101, 109
4.7 Effectively manage workplace resources			
4.7.1	Interpret or prepare a work-related budget, including project costs, keeping detailed records, and tracking status of expenditures and revenue	2: Matching Skills and Jobs 15: Writing Memos and Letters 16: Reading for a Purpose 18: Following Directions 21: Solving Problems 23: Measurements and Formulas	
4.7.2	Identify or demonstrate effective management of material resources, including acquisition, storage, and distribution	21: Solving Problems 23: Measurements and Formulas	
4.7.3	Identify or demonstrate effective management of human resources, including assessing skills, making appropriate work assignments, and monitoring performance	10: Communicating with Co-Workers and Supervisors 11: Working Together	

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
4.7.4	Identify, secure, evaluate, process, and and/or store information needed to perform tasks and keep records	14: Supplying Information: Directions, Forms, and Charts 15: Writing Memos and Letters 16: Reading for a Purpose 17: Finding What You Need: Forms and Charts 19: Reading Reports and Manuals 20: Number Sense 24: Trends and Predictions: Graphs and Data	Communication and Writing Skills, p. 121 Math, pp. 110-112
4.8 Demonstrate effectiveness in working with other people			
4.8.1	Demonstrated ability to work cooperatively with others as a member of a team, contributing to team efforts, maximizing the strengths of team members, promoting effective group interaction, and taking personal responsibility for accomplishing goals	6: Ready for Work 8: Learning at Work 9: The Language of Work 10: Communicating with Co-Workers and Supervisors 11: Working Together 13: A Process for Writing 19: Reading Reports and Manuals	Employment, pp. 108-109 Communication, pp. 56-70

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
4.8.2	Identify ways to learn from others and to help others learn job-related concepts and skills	6: Ready for Work 8: Learning at Work 10: Communicating with Co-Workers and Supervisors 11: Working Together 14: Supplying Information: Directions, Forms, and Charts 17: Finding What You Need: Forms and Charts 18: Following Directions 23: Measurements and Formulas 24: Trends and Predictions: Graphs and Data	Employment, pp. 142-145
4.8.3	Demonstrate effective communication skills in working with customers and clients	8: Learning at Work 9: The Language of Work 12: Communicating with Customers 13: A Process for Writing 17: Finding What You Need: Forms and Charts 20: Number Sense 24: Trends and Predictions: Graphs and Data	Communication and Writing Skills, pp. 12-13, 25, 76-90, 102-103, 138-139, 143 Math, p. 41
4.8.4	Demonstrate initiative and resourcefulness in meeting the needs and solving the problems of customers	8: Learning at Work 9: The Language of Work 12: Communicating with Customers 13: A Process for Writing 14: Supplying Information: Directions, Forms, and Charts 15: Writing Memos and Letters 19: Reading Reports and Manuals 20: Number Sense 21: Solving Problems	Communication and Writing Skills, pp. 57, 78-87

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
4.8.5	Demonstrate leadership skills, including effectively communicating ideas or positions, motivating, and respecting others, and responsibly challenging existing policies	8: Learning at Work 10: Communicating with Co-Workers and Supervisors 11: Working Together	Communication and Writing Skills, pp. 60-67
4.8.6	Demonstrate negotiation skills and resolving differences, including presenting facts and arguments, recognizing different points of view, offering options, and making compromises	9: The Language of Work 10: Communicating with Co-Workers and Supervisors 11: Working Together 20: Number Sense 24: Trends and Predictions: Graphs and Data	Communication and Writing Skills, pp. 38-39, 44-45, 60-67
4.8.7	Identify and use effective approaches to working within a multicultural workforce, including respecting cultural diversity, avoiding stereotypes, and recognizing concerns of members of other ethnic and gender groups	9: The Language of Work 15: Writing Memos and Letters 23: Measurements and Formulas	Communication and Writing Skills, pp. 24, 45
4.9 Understand how social, organizational, and technological systems work, and operate effectively within them			
4.9.1	Identify the formal organizational structure of one's work environment	6: Ready for Work 8: Learning at Work	
4.9.2	Demonstrate how a system's structures relate to its goals	6: Ready for Work 8: Learning at Work	
4.9.4	Access the operation of a system or organization and make recommendations for improvement, including development of new systems		
5. Government and Law			
5.3 Understand an individual's rights and responsibilities and procedures for obtaining legal advice			
5.3.1	Interpret common laws and ordinances, and legal forms and documents	19: Reading Reports and Manuals	
5.3.2	Identify individual legal rights and procedures for obtaining legal advice (see also 5.3.1)	19: Reading Reports and Manuals	
5.4 Understand information about taxes			

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
5.4.1	Interpret income tax forms	17: Finding What You Need: Forms and Charts	
5.4.2	Compute or define sales tax	20: Number Sense	
6. Computation			
6.0 Demonstrate pre-computation skills			
6.0.1	Identify and classify numeric symbols	20: Number Sense	
6.0.2	Count and associate numbers with quantities, including recognizing correct sequencing	20: Number Sense	Math, pp. 18-19, 22-25
6.0.3	Identify information needed to solve a given problem	20: Number Sense 21: Solving Problems 22: Fractions, Decimals, and Percents 23: Measurements and Formulas	Math, pp. 28-29
6.0.4	Determine appropriate operation to apply to a given problem	20: Number Sense 21: Solving Problems 22: Fractions, Decimals, and Percents 23: Measurements and Formulas	Math, pp. 33-52, 86-87
6.0.5	Demonstrate use of a calculator	20: Number Sense 21: Solving Problems 22: Fractions, Decimals, and Percents 23: Measurements and Formulas	Communication and Writing Skills, p. 139 Math, pp. 45, 47, 65, 89, 105, 152
6.1 Compute using whole numbers			
6.1.1	Add whole numbers	14: Supplying Information: Directions, Forms, and Charts 20: Number Sense 21: Solving Problems 23: Measurements and Formulas	Communication and Writing Skills, pp. 43, 119 Math, pp. 20-32, 38-39, 145

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
6.1.2	Subtract whole numbers	20: Number Sense 21: Solving Problems	Communication and Writing Skills, pp. 43,119, 139 Math, pp. 21-32
6.1.3	Multiply whole numbers	20: Number Sense 21: Solving Problems 23: Measurements and Formulas	Math, pp. 27, 42-43, 146
6.1.4	Divide whole numbers	21: Solving Problems 23: Measurements and Formulas	Communication and Writing Skills, pp. 67, 139 Math, pp. 27, 42-43, 146
6.1.5	Perform multiple operations using whole numbers	21: Solving Problems 23: Measurements and Formulas	
6.2 Compute using decimal fractions			
6.2.1	Add decimal fractions	14: Supplying Information: Directions, Forms, and Charts 20: Number Sense	Communication and Writing Skills, p. 123 Reading, p. 69 Math, pp. 21, 39-41, 59
6.2.2	Subtract decimal fractions	20: Number Sense	Reading, p. 69 Math, pp. 39-41, 59
6.2.3	Multiply decimal fractions	20: Number Sense 22: Fractions, Decimals, and Percents 23: Measurements and Formulas	Communication and Writing Skills, p. 67 Math, pp. 43-45, 59, 89,146
6.2.4	Divide decimal fractions	20: Number Sense 22: Fractions, Decimals, and Percents 23: Measurements and Formulas	Math, pp. 43-45, 59,148
6.2.5	Perform multiple operations using decimal fractions	21: Solving Problems	
6.2.6	Convert decimal fractions to common fractions or percents	20: Number Sense 22: Fractions, Decimals, and Percents	Reading, p. 69 Math, p. 150
6.3 Compute using fractions			
6.3.1	Add common or mixed fractions	22: Fractions, Decimals, and Percents 23: Measurements and Formulas	Math, pp. 62-63, 149

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
6.3.2	Subtract common or mixed fractions	22: Fractions, Decimals, and Percents 23: Measurements and Formulas	Math, pp. 62-63
6.3.3	Multiply common or mixed fractions	22: Fractions, Decimals, and Percents	Math, pp. 63-65, 89, 149
6.3.4	Divide common or mixed fractions	22: Fractions, Decimals, and Percents	Math, pp. 63-65, 149
6.3.5	Perform multiple operations using common or mixed fractions	22: Fractions, Decimals, and Percents	Employment, p. 131
6.3.6	Convert common or mixed fractions to decimal fractions or percents		Math, p. 65, 150
6.3.7	Identify or calculate equivalent fractions		Math, pp. 62, 148
6.4 Compute with percents, rate, ratio, and proportion			
6.4.1	Apply a percent to determine amount of discount (see also 1.2.3)	22: Fractions, Decimals, and Percents	Communication and Writing Skills, p. 83
6.4.2	Apply a percent in a context not involving money	22: Fractions, Decimals, and Percents	Math, pp. 68-69
6.4.3	Calculate percents	20: Number Sense 22: Fractions, Decimals, and Percents	Math, pp. 66-67, 111
6.4.4	Convert percents to common, mixed, or decimal fractions	22: Fractions, Decimals, and Percents	Math, pp. 66-67, 150
6.4.5	Use rate to compute increase or decrease	22: Fractions, Decimals, and Percents	
6.4.6	Compute using ratio or proportion (see also 6.4.5)	20: Number Sense 22: Fractions, Decimals, and Percents	
6.5 Use expressions, equations, and formulas			
6.5.1	Recognize and evaluate simple consumer formulas	20: Number Sense 21: Solving Problems 22: Fractions, Decimals, and Percents 23: Measurements and Formulas	

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
6.5.2	Recognize and apply simple geometric formulas	23: Measurements and Formulas	Math, pp. 86-89,151
6.5.3	Recognize and apply simple algebraic formulas	21: Solving Problems	
6.5.4	Recognize and evaluate logical statements	21: Solving Problems	
6.6 Demonstrate measurement skills (see also 1.1)			
6.6.1	Convert units of U.S. standard measurement and metric system	18: Following Directions 20: Number Sense 23: Measurements and Formulas	Math, pp. 78-79, 83
6.6.2	Recognize, use, and measure linear dimensions, geometric shapes, or angles	20: Number Sense 23: Measurements and Formulas	Math, pp. 84-85
6.6.3	Measure area and volume of geometric shape (see also 1.1.2, 1.1.4)	23: Measurements and Formulas	Math, pp. 86-87, 90-91
6.6.4	Use or interpret measurement instruments, such as rulers, scales, gauges, and dials (see also 1.1.2, 1.1.4, 1.1.5, 4.3.3, 4.4.3)	17: Finding What You Need: Forms and Charts 18: Following Directions 20: Number Sense 22: Fractions, Decimals, and Percents 23: Measurements and Formulas	Reading, pp. 68-69
6.6.5	Interpret diagrams, illustrations, and scale drawings (see also 1.1.4, 4.4.3)	16: Reading for a Purpose 18: Following Directions 22: Fractions, Decimals, and Percents 23: Measurements and Formulas	Reading, pp. 64-65, 67, 72
6.6.6	Calculate with units of time	20: Number Sense 22: Fractions, Decimals, and Percents	Math, pp. 22, 34-35
6.6.7	Solve measurement problems in stipulated situations	18: Following Directions 20: Number Sense 21: Solving Problems 22: Fractions, Decimals, and Percents 23: Measurements and Formulas	Math, pp. 78-85
6.6.8	Interpret mechanical concepts or spatial relationships	23: Measurements and Formulas	

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
6.6.9	Use or interpret switches and controls	23: Measurements and Formulas	
6.7 Interpret data from graphs and compute averages			
6.7.1	Interpret data given in a line graph (see also 1.1.3)	24: Trends and Predictions: Graphs and Data	Math, pp. 106-109
6.7.2	Interpret data given in a bar graph (see also 1.1.3)	24: Trends and Predictions: Graphs and Data	Math, pp. 94-95, 98-99, 111
6.7.3	Interpret data given in a picture graph		
6.7.4	Interpret data given in a circle graph (see also 1.1.3)	24: Trends and Predictions: Graphs and Data	Math, pp. 94, 103-105, 111
6.7.5	Compute averages, medians, or modes (see also 1.1.8)	24: Trends and Predictions: Graphs and Data	Math, pp. 99-101
6.8 Use statistics and probability			
6.8.1	Interpret statistical information used in news reports and articles	24: Trends and Predictions: Graphs and Data	Math, p. 69
6.9 Use estimation and mental arithmetic			
6.9.1	Use computation short cuts	20: Number Sense 22: Fractions, Decimals, and Percents	Math, pp. 26-29, 46-47
6.9.2	Estimate answers	14: Supplying Information: Directions, Forms, and Charts 20: Number Sense 21: Solving Problems 22: Fractions, Decimals, and Percents 23: Measurements and Formulas	Math, pp. 26-29, 46-47
7. Learning to Learn			
7.1 Identify or practice effective organizational and time management skills in accomplishing goals			
7.1.1	Identify and prioritize personal, educational, and workplace goals (see also 4.4.5)	1: Planning to Work 2: Matching Skills and Jobs 6: Ready for Work 19: Reading Reports and Manuals	Employment, pp. 74-76

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
7.1.2	Demonstrate an organized approach to achieving goals, including identifying and prioritizing tasks and setting and following an effective schedule	1: Planning to Work 2: Matching Skills and Jobs 4: Resumes, Tests, and Choices 12: Communicating with Customers	Employment, pp. 26-27
7.1.3	Demonstrate personal responsibility and motivation in accomplishing goals	1: Planning to Work 15: Writing Memos and Letters 19: Reading Reports and Manuals	Employment, p. 110-111
7.1.4	Establish, maintain, and utilize a physical system of organization, such as notebooks, files, calendars, folders, and checklists (see also 4.5.2)	1: Planning to Work 3: Applying for Jobs 18: Following Directions	Employment, pp. 21, 25
7.2 Demonstrate ability to use thinking skills			
7.2.1	Identify and paraphrase pertinent information	18: Following Directions	Reading, p. 61
7.2.3	Make comparisons, differentiating among, sorting, and classifying items, information, or ideas	2: Matching Skills and Jobs 4: Resumes, Tests, and Choices 15: Writing Memos and Letters 16: Reading for a Purpose 19: Reading Reports and Manuals 20: Number Sense 21: Solving Problems	Communication and Writing Skills, p. 61
7.2.4	Identify or make inferences through inductive and deductive reasoning, to hypothesize, predict, conclude, and synthesize; distinguish fact from opinion, and determine what is mandatory and what is discretionary	6: Ready for Work 19: Reading Reports and Manuals 24: Trends and Predictions: Graphs and Data	
7.2.5	Evaluate a situation, statement, or process, assembling information and providing evidence, making judgments, examining assumptions, and identifying contradictions	10: Communicating with Co-Workers and Supervisors 12: Communicating with Customers	Reading, pp. 88-89
7.2.6	Generate ideas using divergent (brainstorming) and convergent (focus) approaches, and also through creative imagination	2: Matching Skills and Jobs 11: Working Together	Communication and Writing Skills, pp. 45, 56-59, 63

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
7.2.7	Identify factors involved in making decisions, including considering goals, constraints, and weighing alternatives	1: Planning to Work 3: Applying for Jobs 4: Resumes, Tests, and Choices 15: Writing Memos and Letters 19: Reading Reports and Manuals 21: Solving Problems 23: Measurements and Formulas	
7.3 Demonstrate ability to use problem solving skills			
7.3.1	Identify a problem and its possible causes	12: Communicating with Customers 13: A Process for Writing 21: Solving Problems	
7.3.2	Devise and implement a solution to an identified problem	1: Planning to Work 2: Matching Skills and Jobs 6: Ready for Work 7: Workplace Safety 9: The Language of Work 10: Communicating with Co-Workers and Supervisors 11: Working Together 12: Communicating with Customers 15: Writing Memos and Letters 16: Reading for a Purpose 17: Finding What You Need: Forms and Charts 19: Reading Reports and Manuals 20: Number Sense 21: Solving Problems 23: Measurements and Formulas	Employment, p. 113 Communication, pp. 24-27, 38-39, 44-45, 58-59, 80-87, 99, 147, 188-189 Reading, pp. 20-21, 64-65, 86-89 Math, pp. 48-49, 60-61, 100-101, 104-105

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
7.3.4	Evaluate the outcome of an implemented solution and suggest modifications to the solution as needed	14: Supplying Information: Directions, Forms, and Charts 21: Solving Problems	
7.3.5	Utilize problem solving strategies, such as breaking down the problem into component parts and generating alternative or creative solutions	5: Interviewing 6: Ready for Work 10: Communicating with Co-Workers and Supervisors 12: Communicating with Customers 15: Writing Memos and Letters 21: Solving Problems	Communication and Writing Skills, p. 45
7.4 Demonstrate study skills			
7.4.1	Identify or utilize effective study strategies		Communication and Writing Skills, p. 107, 150
7.4.2	Take notes or write a summary or an outline	3: Applying for Jobs 6: Ready for Work 9: The Language of Work 14: Supplying Information: Directions, Forms, and Charts 17: Finding What You Need: Forms and Charts 18: Following Directions 19: Reading Reports and Manuals 21: Solving Problems	Employment, p. 25 Communication, p. 16 Reading, p. 61
7.4.3	Identify, utilize, or create devices or processes for remembering information	14: Supplying Information: Directions, Forms, and Charts	Communication and Writing Skills, pp. 116-117
7.4.4	Identify or utilize appropriate informational resources (see also 4.9.3)	1: Planning to Work 16: Reading for a Purpose 19: Reading Reports and Manuals	Employment, pp. 20-25 Reading, pp. 77-92
7.4.5	Use reference materials, such as dictionaries and encyclopedias	1: Planning to Work 19: Reading Reports and Manuals	Employment, p. 21 Reading, pp. 77-92

CASAS Competency		Workplace Essential Skills Videotape	Workplace Essential Skills Workbook
7.4.6	Use indexes and tables of contents	4: Resumes, Tests, and Choices 16: Reading for a Purpose 19: Reading Reports and Manuals	Employment, p. 21 Reading, pp. 81, 82, 84, 90
7.4.7	Use computer-based or micro-fiche indexing systems to locate information	17: Finding What You Need: Forms and Charts 19: Reading Reports and Manuals	Reading, p. 81
7.4.8	Interpret visual representations, such as symbols, blueprints, flow charts, and schematics (see also 6.6.5)	18: Following Directions 19: Reading Reports and Manuals 21: Solving Problems 22: Fractions, Decimals, and Percents 23: Measurements and Formulas	Reading, pp. 54-55, 62-63 Math, p. 90
7.4.10	Identify or utilize test-taking skills	4: Resumes, Tests, and Choices	
7.5 Understand aspects of and approaches to effective personal management			
7.5.1	Identify personal values, qualities, interests, abilities, and aptitudes	1: Planning to Work 2: Matching Skills and Jobs	
7.5.2	Identify or use strategies to develop a positive attitude and self-image, and self-esteem	4: Resumes, Tests, and Choices 10: Communicating with Co-Workers and Supervisors 12: Communicating with Customers	Employment, pp. 58-59 Communication and Writing Skills, p. 76
7.5.3	Identify or use strategies to cope with negative feedback	9: The Language of Work 10: Communicating with Co-Workers and Supervisors	
7.5.5	Identify personal, family, and work responsibilities, and ways to accommodate them and deal with related problems		Employment, pp. 74-75
7.5.6	Identify or use strategies for communicating more successfully	4: Resumes, Tests, and Choices 9: The Language of Work 10: Communicating with Co-Workers and Supervisors 11: Working Together 12: Communicating with Customers	Communication and Writing Skills, pp. 24-25, 76-90

CASAS Competency		<i>Workplace Essential Skills Videotape</i>	<i>Workplace Essential Skills Workbook</i>
7.5.7	Identify constructive ways of dealing with change, including showing flexibility and adaptability, updating skills	1: Planning to Work 6: Ready for Work 9: The Language of Work 15: Writing Memos and Letters	Employment, p. 59