

Learning Standards Pre-Voc

Chapter 1- Finding a Career

I will learn how to read the help-wanted Ads
I will learn how help-wanted ads are arranged
I will learn how to understand help-wanted Ads
I will learn if I qualify for a job
I will learn where to get help finding a job

Chapter 3- Including a Resume

I will learn the advantages of a Resume
I will learn what to include in a Resume
I will learn how to write a Resume
I will learn how to use a checklist for Resumes

Chapter 6- Being Interviewed

I will learn how to look for an interview
I will learn how to answer interview Questions
I will learn how to communicate

Chapter 7-Beginning a Job

I will learn the vocabulary on a W-4 Form
I will learn more about a W-4 Form
I will learn about company rules and regulations
I will learn about finding places and things within a company
I will learn on the job information

Chapter 8-Learning How to get Along

I will learn how to read time cards
I will learn how to read work schedules
I will learn how to follow directions
I will learn how to help my memory

Chapter 10- Filling out Business Forms

I will learn how to fill out Sales Slips
I will learn how to fill out Invoices
I will learn how to fill out Inventory Records
I will learn how to use catalogs
I will learn how to fill out an Order Letter
I will learn how to correct mistakes

Learning Standards-Pre-Voc **Learning About different Occupations**

Horticulture

I will learn how to identify tools presented and state use and proper care

I will learn how to state and demonstrate safety in grounds maintenance
I will learn the definitions for words presented in horticulture
I will learn 6 jobs related to grounds maintenance
I will learn how to dress appropriate for the job
I will learn how to behave on the job

Food Service

I will learn to name the food service tools and equipment and demonstrate their proper use
I will learn about safety in the food service
I will learn the definitions for food service vocabulary
I will learn personal sanitation
I will learn proper sanitation of dishes and equipment
I will learn proper food storage
I will learn about nutrition
I will learn to plan a meal to meet the nutritional needs of the body
I will learn read and follow a recipe
I will learn to measure dry ingredients, choosing proper measuring tool
I will learn to measure liquid ingredients, choosing proper measuring tool.