



# **NATIONAL EXTERNAL DIPLOMA PROGRAM**

## **COMPETENCIES**

**With Life Skill Examples**

**(version 5.0 – January 2013)**



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## NATIONAL EXTERNAL DIPLOMA PROGRAM COMPETENCIES

### Communication and Media Literacy

**1 Read** informational texts (e.g., documents, manuals, websites, news articles, and texts in academic areas) and:

- a) identify and analyze central ideas and supporting details
- b) interpret and navigate the organizational structure
- c) examine assumptions, arguments, and conclusions
- d) make inferences to broaden comprehension
- e) discern orientation or point of view, and
- f) assess the effectiveness of the presentation (e.g., comprehensiveness, clarity, format, language use),

citing strong and thorough textual evidence to support analysis

**2 Read** literary texts (e.g., short stories, novels, poetry, biography, and drama) and:

- a) identify and analyze themes and central ideas
- b) evaluate literary elements, such as theme, plot development, setting, conflict, and characterization,
- c) make inferences, and
- d) evaluate the author's choice of point of view, use of language, its style and expressiveness, and of literary devices,

citing strong and thorough textual evidence to support analysis

**3 Write to:**

- a) present, explain and examine information and ideas
- b) state a position, with clear and coherent supporting arguments
- c) describe experiences and events, real or created, and
- d) 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.

**4 Listen** to oral communication (e.g., conversations, announcements, presentations, speeches, and lectures) and:

- a) interpret central ideas, supporting details, and organizational structure, and
- b) 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.

**5 Speak to:**

- a) convey information and express thoughts and ideas in conversations, discussions, meetings and interviews, using appropriate language and communication style, and
- b) 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.

**6 Identify** the critical components in different kinds of media messages

## NATIONAL EXTERNAL DIPLOMA PROGRAM COMPETENCIES

- 7 Distinguish fact from opinion, and fact from point of view in media messages and presentations (e.g., news, political and consumer advertisements)
- 8 Identify and practice responsible and informed research using reference sources, including proper citation (e.g., product and job search information, online media messages)

### Applied Math/Numeracy

#### *Numbers Sense and Operations*

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

#### *Algebra*

- 14 Represent relationships in mathematical situations with tables, graphs, and equations (including variables, exponents and negative numbers.)
- 15 Simplify expressions and solve equations and/or inequalities with one variable, and explain the process of reasoning.
- 16 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)
- 17 Interpret and use rates of change from graphical and numerical data (e.g., average temperature change over multiple years)

#### *Geometry and Measurement*

- 18 Apply and use both customary US measurements and metric systems of measurement and convert units as required. (e.g., 3.5 feet = 42 inches, 1,100 meters = 1.1 kilometer)
- 19 Solve problems involving two-dimensional objects. (e.g., size of angles, perimeters and areas of polygons and circles.)
- 20 Solve problems involving three-dimensional objects (e.g., volumes of cylinders, pyramids, prisms and spheres)
- 21 Use the concept of similar figures to create and interpret scale drawings (e.g. blueprints and maps)

#### *Statistics, Data Analysis and Probability*

- 22 Calculate and interpret the mean, median, mode and range of a set of data
- 23 Interpret, illustrate and summarize data using a variety of graphic visual representations (i.e., pie chart of sales data) and solve problems related to them.
- 24 Make and evaluate inferences based on data as found in charts, graphs, tables.

## NATIONAL EXTERNAL DIPLOMA PROGRAM COMPETENCIES

- 25 Apply the basic elements of probability to real-life events to make predictions.

### Information and Communication Technology (ICT)

- 26 Demonstrate computer skills including keyboarding, software applications, the internet, and e-mail (e.g., word processing, spreadsheets)
- 27 Demonstrate the use of technology to conduct research, organize data, communicate information, create original work, and solve problems
- 28 Identify and practice responsible and informed use of ICT

### Cultural Literacy – Interpreting the Arts: Fine Arts, Music, Drama, and Film

- 29 Identify and analyze representative art works from different periods and cultures
- 30 Write a critique of a live performance of music, dance, or theater including the elements of analysis, interpretation and judgment (e.g., themes, technical elements, cultural aspects)
- 31 Analyze a selected film including elements of film analysis (e.g., themes, setting, plot, character development, cinematography)

### Health Literacy

- 32 Identify and develop a plan for personal and home safety including disaster preparedness
- 33 Interpret information about health threats
- 34 Identify techniques for ensuring good health
- 35 Identify how to access and use health care providers
- 36 Interpret information about nutrition, healthy diets, food safety, and personal fitness

### Civic Literacy and Community Participation

- 37 Locate and access available resources in the community including through use of the Internet
- 38 Compare and use community agencies and services
- 39 Identify opportunities for lifelong learning (e.g., scholarship programs, online learning)
- 40 Demonstrate the ability to locate and interact with educational institutions
- 41 Identify and develop a logical argument for individual rights under the United States Constitution and for the American political system, citing supporting evidence (e.g., voting rights, equal opportunities in employment)
- 42 Identify and exercise political and civic participation in a democracy (e.g., voting, contacting elected officials, participating in local government)

## NATIONAL EXTERNAL DIPLOMA PROGRAM COMPETENCIES

### Geography and History

- 43 Demonstrate an understanding of local, national and global geography
- 44 Describe and compare social, political and economic systems in countries outside of the United States
- 45 Interpret Information on the impact of a global economy
- 46 Describe contributions from diverse cultures to life in the United States
- 47 Explain how major U.S. historical events have an impact on the lives of its citizens

### Consumer Awareness and Financial Literacy

- 48 Obtain and use sources, including the Internet, to make decisions regarding price, quality, and product information
- 49 Identify means of resolving consumer issues
- 50 Interpret information on the use of credit, including interest rates, payment terms, and credit reports
- 51 Demonstrate use of banking and financial services
- 52 Interpret information to demonstrate financial planning

### Science

- 53 Use the scientific method to collect, investigate, hypothesize, and analyze information (e.g., why do plants grow towards light?)
- 54 Make comparisons, differentiating among, sorting, and classifying items and information (e.g., rainforests and relationship to ecosystem)
- 55 Identify ways that humans impact the environment
- 56 Interpret information related to natural science issues
- 57 Identify and analyze scientific issues underlying national and local discussion, citing supporting evidence
- 58 Demonstrate and illustrate the differences and interconnections among branches of science

### Twenty-First Century Workplace

- 59 Identify procedures and resources for career planning, including self-assessment
- 60 Locate information on employment opportunities including online searches, job ads, and career center offerings
- 61 Identify occupations and the skills and education required for specific jobs
- 62 Follow procedures for applying for a job including interpreting and completing job applications, resumes, and letters of application
- 63 Identify how to interview appropriately for a job
- 64 Interpret wages, benefits and concepts of employee organizations

## NATIONAL EXTERNAL DIPLOMA PROGRAM COMPETENCIES

- 65 Demonstrate the ability to work cooperatively as a member of a team, contribute to team efforts and maximize strengths of team members
- 66 Demonstrate the ability to promote effective group interaction and take personal responsibility for accomplishing goals
- 67 Demonstrate the ability to set priorities and develop an action plan
- 68 Demonstrate the ability to work effectively in a culturally diverse workplace
- 69 Identify and prioritize educational goals
- 70 Identify and prioritize workplace goals