

**Florida Department of Education
Curriculum Framework**

Program Title: Pre Applied Academics for Adult Education

Program Type: Adult General Education

Career Cluster: N/A

ADULT GENERAL EDUCATION	
Program Number	S990000
CIP Number	1532.010504
Grade Level	30, 31
Standard Length	Variable
Teacher Certification	Bachelors or Higher

Purpose

The purpose of this program is to prepare students, with basic skills levels below 6.0, for academic, technical and personal success. This program strives to inspire and motivate students to become productive, self-sufficient members of society. The Pre-AAAE system is based upon the assessed needs of the individual and the academic and employability requirements related to Florida's comprehensive Career Education programs. It provides:

- 1) Career assessment designed to assist persons with special needs in identifying career interests, temperament, aptitudes and learning styles.
- 2) Individualized basic skills related instruction to educationally disadvantaged students (including individuals with Limited English Proficiency) whose basic skills deficiencies may prevent success in career preparatory programs or prevent completion of licensure in career preparatory programs of their choice.
- 3) Employability behavior instruction for job /technical skill acquisition and job retention.

Program Structure

The program encompasses a combination of the following instructional components:

- A. Career Assessment and/or Referral
- B. Basic Skills Related Instruction
 - 1) Reading
 - 2) Language
 - 3) Mathematics
 - 4) Study and Reference Skills

- C. Complementary (Life) Skills
- D. Basic Computer Literacy

Program procedures encompass the following:

1. Interviewing and goal setting.
2. Diagnosis of learning difficulties: basic skills assessment is performed for each student by personnel trained in AAAE concepts and program procedures to identify needs in each of the instructional components. The basic skills assessment instruments are listed in Rule 6A-10.040, FAC.
3. Prescribing individualized instruction.
4. Managing learning activities.
5. Evaluating student progress.

Laboratory Activities

The program is characterized by open entry/open exit, self-paced instructional modules, flexible schedules, and performance-based evaluation. As a result, a variety of multimedia resources are used in the AAAE laboratory setting. Equipment used may include computers, tape recorders, cassette players, videos, CD-ROMs, interactive videos, voice synthesizers, integrated work stations, screen magnifiers, talking books, "Visipitch," etc.

Special Notes

This program is a non-graded system.

Career and Education Planning

The following career development standards should be integrated into the Pre-AAAE framework. Students can access Florida CHOICES or a comparable system for career exploration and planning activities.

The following is the list of standards:

- CP.01 Develop skills to locate, evaluate, and interpret career information.
- CP.02 Identify interests, skills, and personal preferences that influence career and education choices.
- CP.03 Identify career cluster and related pathways that match career and education goals.
- CP.04 Develop and manage a career and education plan.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. **Students with disabilities in adult education programs must self-identify, provide documentation, and request accommodations, if needed.** It is recommended that accommodations be identified on a Transition Individual Educational Plan (TIEP), a Section 504 Accommodations Plan, or the development of a plan with their service provider. Accommodations received in secondary education may differ from those received in adult education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands, schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested, and provided, should be maintained in a confidential file.

Standards

After successfully completing this program, the student will be able to perform the following:

- Identify interest and aptitude in making career choices.
- Demonstrate basic reading skills.
- Demonstrate basic language skills.
- Demonstrate basic mathematics skills.
- Demonstrate study and reference skills.
- Practice job acquisition and job retention skills.
- Demonstrate awareness of complementary (life) skills.
- Demonstrate basic computer literacy.

**Florida Department of Education
Student Performance Standards**

Program Title: Pre-Applied Academics for Adult Education-Mathematics
Program Number: S990000
Course Number: S990051

Pre-Applied Academics-Mathematics

Literacy Completion Point A

Career Assessment

01.0 Identify Interest and Aptitude in Making Career Decisions:

- 01.01 Assess his/her learning style.
- 01.02 Assess his/her career interests and aptitudes.
- 01.03 Relate individual interests to specific career areas.
- 01.04 Explore careers and goals in various clusters.
- 01.05 Establish educational and career goals.

Basic Skills Mathematics

02.0 Demonstrate Basic Mathematics Skills and Subskills Appropriate to the Career and Technical Job Preparatory Program:

- 02.01 Identify and write number symbols.
- 02.02 Count and associate numbers with quantities, including recognizing correct number sequencing.
- 02.03 Understand basic concepts (for example: more, less, same as, above, below, between, in, out, over, under).
- 02.04 Solve 1-, 2- and 3- digit addition problems.
- 02.05 Solve 1-, 2- and 3- digit subtraction problems.
- 02.06 Select the appropriate operation to solve specific problems involving addition and subtraction of whole numbers.
- 02.07 Use U.S. units such as inches, pounds, degrees and cups to measure real quantities.
- 02.08 State the date by month, day and year, using a calendar.
- 02.09 Tell time.
- 02.10 Recognize monetary symbols.
- 02.11 Change words to numbers.
- 02.12 Understand and apply the concept of counting.
- 02.13 Identify place value.
- 02.14 Classify numbers as odd or even.
- 02.15 Understand and explain the effect of multiplication on whole numbers.
- 02.16 Multiply 1-, 2-, -3 and 4- digit numbers.
- 02.17 Divide 1-, 2-, 3- and 4- digit numbers.
- 02.18 Explain the reasoning steps in solving real-world problems.
- 02.19 Demonstrate the ability to round numbers.
- 02.20 Perform basic operations with common fractions.
- 02.21 Perform basic operations with decimals.

- 02.22 Identify mathematics symbols and geometric forms.
- 02.23 Interpret basic charts, graphs and tables.
- 02.24 Apply basic geometric concepts.
- 02.25 Demonstrate problem-solving techniques.

Study and Reference Skills

03.0 Demonstrate Basic Study and Reference Skills and Subskills Appropriate to the Career and Technical Preparatory Program:

- 03.01 Request oral and written directions.
- 03.02 Follow oral and written directions.
- 03.03 Identify and use a variety of resources and reference materials.
- 03.04 Interpret graphs, charts, diagrams, maps and tables.
- 03.05 Develop note-taking skills.
- 03.06 Develop test-taking skills.
- 03.07 Develop study skills.

**Florida Department of Education
Student Performance Standards**

Program Title: Pre-Applied Academics for Adult Education-Language
Program Number: S990000
Course Number: S990061

Pre-Applied Academics for Adult Education-Language
Literacy Completion Point B

Career Assessment

01.0 Identify Interest and Aptitude in Making Career Decisions:

- 01.01 Assess his/her learning style.
- 01.02 Assess his/her career interests and aptitudes.
- 01.03 Relate individual interests to specific career areas.
- 01.04 Explore careers and goals in various clusters.
- 01.05 Establish educational and career goals.

Basic Skills Language

03.0 Demonstrate Basic Language Category Skills and Subskills Appropriate to the Career and Technical Preparatory Program:

- 03.01 Demonstrate proper usage of punctuation.
- 03.02 Identify the correct use of capital letters.
- 03.03 Demonstrate proper usage of troublesome words.
- 03.04 Demonstrate proper usage of common and proper nouns, pronouns, singular and plural forms.
- 03.05 Distinguish a complete sentence from sentence fragments and run-on sentences.
- 03.06 Demonstrate the correct use of various sentence types.
- 03.07 Demonstrate the proper usage of adjectives and adverbs.
- 03.08 Demonstrate the proper usage of regular and irregular verbs.
- 03.09 Demonstrate the ability to spell words correctly.
- 03.10 Demonstrate the proper use of other parts of speech.
- 03.11 Develop the ability to ask and respond to questions appropriately.

Study and Reference Skills

05.0 Demonstrate Basic Study and Reference Skills and Subskills Appropriate to the Career and Technical Preparatory Program:

- 05.01 Request oral and written directions.
- 05.02 Follow oral and written directions.
- 05.03 Identify and use a variety of resources and reference materials.
- 05.04 Interpret graphs, charts, diagrams, maps and tables.
- 05.05 Develop note-taking skills.
- 05.06 Develop test-taking skills.
- 05.07 Develop study skills.

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Florida Department of Education
Student Performance Standards

Program Title: Pre-Applied Academics for Adult Education-Reading
Program Number: S990000
Course Number: S990071

Pre-Applied Academics for Adult Education-Reading

Literacy Completion Point C

Career Assessment

01.0 Identify Interest and Aptitude in Making Career Decisions:

- 01.01 Assess his/her learning style.
- 01.02 Assess his/her career interests and aptitudes.
- 01.03 Relate individual interests to specific career areas.
- 01.04 Explore careers and goals in various clusters.
- 01.05 Establish educational and career goals.

Basic Skills Reading

02.0 Demonstrate Basic Reading Category Skills and Subskills Appropriate to the Career and Technical Job Preparatory Program:

- 02.01 Recognize that letters make words and words make sentences.
- 02.02 Identify the meaning of plural nouns.
- 02.03 Identify possessives.
- 02.04 Identify the period, question mark and exclamation point as ending punctuation marks.
- 02.05 Demonstrate the ability to read personal information.
- 02.06 Determine the main idea and factual details of a paragraph.
- 02.07 Identify the order of events in a paragraph.
- 02.08 Determine the meaning of a sentence that contains negative words.
- 02.09 Distinguish verbs denoting past, present or future.
- 02.10 Distinguish between statements, questions and exclamations.
- 02.11 Distinguish between fact and fiction.
- 02.12 Understand that word choice can shape ideas, feelings and actions.
- 02.13 Identify the story elements of setting, character, problem and solution.
- 02.14 Answer "who," "what," and "where" questions.
- 02.15 Follow simple written directions.
- 02.16 Identify the meaning of abbreviations.
- 02.17 Identify the meanings of words in context using comparison and contrast clues.
- 02.18 Identify the cause and effect implied in a paragraph.
- 02.19 Evaluate information from pictures, maps, or signs to answer informational questions.
- 02.20 Recognize the function of introductory and concluding paragraphs in an essay.

- 02.21 Recognize synonyms, antonyms and homonyms.
- 02.22 Define multi-meaning words.
- 02.23 Understand how punctuation affects text.
- 02.24 Identify and use affixes, root words, words with multiple meanings, antonyms, synonyms, and word relationships to determine meaning and increase vocabulary for reading.
- 02.25 Utilize vocabulary words in the content area.
- 02.26 Describe sequence of events in context.
- 02.27 Predict content and purpose of a reading.
- 02.28 Identify the meanings of words used in context.
- 02.29 Identify author's purpose.

Study and Reference Skills

03.0 Demonstrate Basic Study and Reference Skills and Subskills Appropriate to the Career and Technical Job Preparatory Program:

- 03.01 Request oral and written directions.
- 03.02 Follow oral and written directions.
- 03.03 Identify and use a variety of resources and reference materials.
- 03.04 Interpret graphs, charts, diagrams, maps and tables.
- 03.05 Develop note-taking skills.
- 03.06 Develop test-taking skills.
- 03.07 Develop study skills.

**Florida Department of Education
Student Performance Standards**

Program Title: Pre-Applied Academics for Adult Education-Comprehensive
Program Number: S990000
Course Number: S990081

Pre-Applied Academics-Comprehensive
Literacy Completion Points A, B and/or C

Career Assessment

01.0 Identify Interest and Aptitude in Making Career Decisions:

- 01.01 Assess his/her learning style.
- 01.02 Assess his/her career interests and aptitudes.
- 01.03 Relate individual interests to specific career areas.
- 01.04 Explore careers and goals in various clusters.
- 01.05 Establish educational and career goals.

Basic Skills Reading

02.0 Demonstrate Basic Reading Category Skills and Subskills Appropriate to the Career and Technical Job Preparatory Program:

- 02.01 Recognize that letters make words and words make sentences.
- 02.02 Identify the meaning of plural nouns.
- 02.03 Identify possessives.
- 02.04 Identify the period, question mark and exclamation point as ending punctuation marks.
- 02.05 Demonstrate the ability to read personal information.
- 02.06 Determine the main idea and factual details of a paragraph.
- 02.07 Identify the order of events in a paragraph.
- 02.08 Determine the meaning of a sentence that contains negative words.
- 02.09 Distinguish verbs denoting past, present or future.
- 02.10 Distinguish between statements, questions and exclamations.
- 02.11 Distinguish between fact and fiction.
- 02.12 Understand that word choice can shape ideas, feelings and actions.
- 02.13 Identify the story elements of setting, character, problem and solution.
- 02.14 Answer "who," "what," and "where" questions.
- 02.15 Follow simple written directions.
- 02.16 Identify the meaning of abbreviations.
- 02.17 Identify the meanings of words in context using comparison and contrast clues
- 02.18 Identify the cause and effect implied in a paragraph.
- 02.19 Evaluate information from pictures, maps, or signs to answer informational questions.
- 02.20 Recognize the function of introductory and concluding paragraphs in an essay.
- 02.21 Recognize synonyms, antonyms and homonyms.
- 02.22 Define multi-meaning words.
- 02.23 Understand how punctuation affects text.

- 02.24 Identify and use affixes, root words, words with multiple meanings, antonyms, synonyms, and word relationships to determine meaning and increase vocabulary for reading.
- 02.25 Utilize vocabulary words in the content area.
- 02.26 Describe sequence of events in context.
- 02.27 Predict content and purpose of a reading.
- 02.28 Identify the meanings of words used in context.
- 02.29 Identify author's purpose.

Basic Skills Language

03.0 Demonstrate Basic Language Category Skills and Subskills Appropriate to the Career and Technical Job Preparatory Program:

- 03.01 Demonstrate proper usage of punctuation.
- 03.02 Identify the correct use of capital letters.
- 03.03 Demonstrate proper usage of troublesome words.
- 03.04 Demonstrate proper usage of common and proper nouns, pronouns, singular and plural forms.
- 03.05 Distinguish a complete sentence from sentence fragments and run-on sentences.
- 03.06 Demonstrate the correct use of various sentence types.
- 03.07 Demonstrate the proper usage of adjectives and adverbs.
- 03.08 Demonstrate the proper usage of regular and irregular verbs.
- 03.09 Demonstrate the ability to spell words correctly.
- 03.10 Demonstrate the proper use of other parts of speech.
- 03.11 Develop the ability to ask and respond to questions appropriately.

Basic Skills Mathematics

04.0 Demonstrate Basic Mathematics Skills and Subskills Appropriate to the Career and Technical Job Preparatory Program:

- 04.01 Identify and write number symbols.
- 04.02 Count and associate numbers with quantities, including recognizing correct number sequencing.
- 04.03 Understand basic concepts (for example: more, less, same as, above, below, between, in, out, over, under).
- 04.04 Solve 1-, 2- and 3- digit addition problems.
- 04.05 Solve 1-, 2- and 3- digit subtraction problems.
- 04.06 Select the appropriate operation to solve specific problems involving addition and subtraction of whole numbers.
- 04.07 Use U.S. units such as inches, pounds, degrees and cups to measure real quantities.
- 04.08 State the date by month, day and year, using a calendar.
- 04.09 Tell time.
- 04.10 Recognize monetary symbols.
- 04.11 Change words to numbers.
- 04.12 Understand and apply the concept of counting.
- 04.13 Identify place value.
- 04.14 Classify numbers as odd or even.
- 04.15 Understand and explain the effect of multiplication on whole numbers.

- 04.16 Multiply 1-, 2-, -3 and 4- digit numbers.
- 04.17 Divide 1-, 2-, 3- and 4- digit numbers.
- 04.18 Explain the reasoning steps in solving real-world problems
- 04.19 Demonstrate the ability to round numbers.
- 04.20 Perform basic operations with common fractions.
- 04.21 Perform basic operations with decimals.
- 04.22 Identify mathematics symbols and geometric forms.
- 04.23 Interpret basic charts, graphs and tables.
- 04.24 Apply basic geometric concepts.
- 04.25 Demonstrate problem-solving techniques.

Study and Reference Skills

05.0 Demonstrate Basic Study and Reference Skills and Subskills Appropriate to the Career and Technical Job Preparatory Program:

- 05.01 Request oral and written directions.
- 05.02 Follow oral and written directions.
- 05.03 Identify and use a variety of resources and reference materials.
- 05.04 Interpret graphs, charts, diagrams, maps and tables.
- 05.05 Develop note-taking skills.
- 05.06 Develop test-taking skills.
- 05.07 Develop study skills.

Complementary Skills

06.0 Demonstrate Awareness of Complementary Skills—(the instruction in complementary skills is based on individual need and may include, but is not limited to the following):

- 06.01 Identify sources of community services agencies.
- 06.02 Demonstrate consumer awareness.
- 06.03 Identify principles of business organization and management.
- 06.04 Practice health maintenance skills.
- 06.05 Demonstrate knowledge of responsible citizenship.
- 06.06 Demonstrate a basic understanding of the governmental structure.
- 06.07 Recognize fraudulent practices.
- 06.08 Demonstrate cultural and environmental awareness.

Basic Computer Literacy

07.0 Demonstrate Basic Computer Literacy Skills and Subskills Appropriate to the Career and Technical Job Preparatory Program—(the instruction in basic computer literacy is based on individual need and may include, but is not limited to the following):

- 07.01 Define computer terms.
- 07.02 List practical applications of the computer in the workplace.
- 07.03 Develop proficiency in keyboarding.
- 07.04 Demonstrate an understanding of operating systems.
- 07.05 Demonstrate an understanding of software applications.
- 07.06 Develop Internet/network literacy.