

July 2012

**Florida Department of Education
Curriculum Framework**

Program Title: Applied Academics for Adult Education
Program Type: Adult Education
Career Cluster: N/A

ADULT GENERAL EDUCATION	
Program Number	S990001
CIP Number	1532.010503
Grade Level	30, 31 30, 31
Standard Length	Variable
Teacher Certification	Bachelors Degree or Higher

Purpose

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

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

- 2) Social Studies
- 3) Advanced Mathematics

- D. Complementary Skills

- E. 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.

Special Notes:

The Applied Academics program is a non-graded system.

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, language masters, videos, CD-ROMs, interactive videos, voice synthesizers, integrated work stations, screen magnifiers, talking books, "Visipitch," etc.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary service provider. Accommodations received in postsecondary education may differ from those received in secondary 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 and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note: postsecondary curriculum cannot be modified.

Career and Education Planning

The following career development standards should be integrated into the Applied Academics for Adult Education 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.

Standards

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

Identify career interests and aptitudes in making educational choices.

- Demonstrate basic reading skills.
- Demonstrate basic language skills.
- Demonstrate basic mathematics skills.
- Demonstrate study and reference skills.
- Demonstrate awareness of complementary skills.
- Demonstrate basic computer literacy.

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**Florida Department of Education
Student Performance Standards**

Program Title: Applied Academics for Adult Education- Mathematics
Program Number: S990001
Course Number: S990011

Applied Academics for Adult Education-Mathematics

Literacy Completion Point A

Career Assessment

01.0 Identify Career and Technical Interests and Aptitude in Making Career Decisions:

- 01.01 Assess his/her learning style.
- 01.02 Assess his/her occupational interest and aptitudes.
- 01.03 Relate individual interest to specific occupational areas.
- 01.04 Explore occupational 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 Preparatory Program:

- 02.01 Change words to numbers.
- 02.02 Identify place value.
- 02.03 Demonstrate the ability to round numbers.
- 02.04 Perform basic operations with whole numbers.
- 02.05 Perform basic operations with common fractions.
- 02.06 Perform basic operations with decimals.
- 02.07 Identify mathematics symbols and geometric forms.
- 02.08 Perform basic operations with percentages.
- 02.09 Interpret basic charts, graphs and tables.
- 02.10 Perform basic map reading techniques.
- 02.11 Use conversion procedures in both standard and metric systems.
- 02.12 Apply concepts of measurements.
- 02.13 Perform basic operations with signed numbers.
- 02.14 Demonstrate the ability to solve algebraic equations.
- 02.15 Apply basic geometric concepts.
- 02.16 Demonstrate problem-solving techniques.

Advanced Math

03.0 Demonstrate Advanced Math Skills and Subskills Appropriate to the Career and Technical Job Preparatory Program (the instruction in advanced math competencies is based on individual need and may include, but is not limited to the following):

- 03.01 Apply principles of algebra to technically related problems.
- 03.02 Apply principles of geometry/analytic geometry to technically related problems.
- 03.03 Apply principles of trigonometry to technically related problems.
- 03.04 Apply principles of calculus to technically related problems.
- 03.05 Demonstrate ability to operate a scientific calculator.

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**Florida Department of Education
Student Performance Standards**

Program Title: Applied Academics for Adult Education-Reading
Program Number: S990001
Course Number: S990031

Applied Academics for Adult Education-Reading
Literacy Completion Point B

Career Assessment

01.0 Identify Career and Technical Interests and Aptitudes in Making Career Decisions:

- 01.01 Assess his/her learning style.
- 01.02 Assess his/her occupational interest and aptitudes.
- 01.03 Relate individual interest to specific occupational areas.
- 01.04 Explore occupational 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 Identify synonyms.
- 02.02 Identify antonyms.
- 02.03 Identify homonyms.
- 02.04 Identify affixes.
- 02.05 Interpret the meaning of words in context.
- 02.06 Analyze passage details.
- 02.07 Interpret the feelings, motives, or traits of characters in a passage.
- 02.08 Identify the main idea.
- 02.09 Identify cause-and-effect relationships.
- 02.10 Interpret structural techniques of writing.
- 02.11 Differentiate between various forms of writing such as facts/opinion/fiction.

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.

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**Florida Department of Education
Student Performance Standards**

Program Title: Applied Academics for Adult Education- Language
Program Number: S990001
Course Number: S990021

Applied Academics for Adult Education-Language
Literacy Completion Point C

Career Assessment

01.0 Identify Career and Technical Interests and Aptitudes in Making Career Choices:

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

Basic Skills Language

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

- 02.01 Demonstrate proper usage of punctuation.
- 02.02 Identify the correct use of capital letters.
- 02.03 Demonstrate proper usage of troublesome words.
- 02.04 Demonstrate proper usage of common and proper nouns, pronouns, singular and plural forms.
- 02.05 Distinguish a complete sentence from sentence fragments and run-on sentences.
- 02.06 Demonstrate the correct use of various sentence types.
- 02.07 Demonstrate the proper usage of adjectives and adverbs.
- 02.08 Demonstrate the proper usage of regular and irregular verbs.
- 02.09 Demonstrate the ability to spell words correctly.
- 02.10 Demonstrate the proper use of other parts of speech.
- 02.11 Demonstrate appropriate word and syllable stress and intonation.
- 02.12 Demonstrate the use of multi-media communication tools.
- 02.13 Develop the ability to ask and respond to questions appropriately.
- 02.14 Distinguish between personal and professional language.
- 02.15 Demonstrate proper paragraph formation.

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**Florida Department of Education
Student Performance Standards**

Program Title: Applied Academics for Adult Education- Comprehensive
Program Number: S990001
Course Number: S990041

Applied Academics for Adult Education-Comprehensive

Literacy Completion Points A, B and/or C

Career Assessment

01.0 Identify Career and Technical Interests and Aptitudes in Making Career Choices:

- 01.01 Assess his/her learning style.
- 01.02 Assess his/her occupational interest and aptitudes.
- 01.03 Relate individual interest to specific occupational areas.
- 01.04 Explore occupational 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 Preparatory Program:

- 02.01 Identify synonyms.
- 02.02 Identify antonyms.
- 02.03 Identify homonyms.
- 02.04 Identify affixes.
- 02.05 Interpret the meaning of words in context.
- 02.06 Analyze passage details.
- 02.07 Interpret the feelings, motives, or traits of characters in a passage.
- 02.08 Identify the main idea.
- 02.09 Identify cause-and-effect relationships.
- 02.10 Interpret structural techniques of writing.
- 02.11 Differentiate between various forms of writing such as facts/opinion/fiction.

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.
- 03.12 Demonstrate the use of multi-media communication tools.
- 03.13 Develop the ability to ask and respond to questions appropriately.
- 03.14 Distinguish between personal and professional language.
- 03.15 Demonstrate proper paragraph formation.

Basic Skills Mathematics

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

- 04.01 Change words to numbers.
- 04.02 Identify place value.
- 04.03 Demonstrate the ability to round numbers.
- 04.04 Perform basic operations with whole numbers.
- 04.05 Perform basic operations with common fractions.
- 04.06 Perform basic operations with decimals.
- 04.07 Identify mathematics symbols and geometric forms.
- 04.08 Perform basic operations with percentages.
- 04.09 Interpret basic charts, graphs and tables.
- 04.10 Perform basic map reading techniques.
- 04.11 Use conversion procedures in both standard and metric systems.
- 04.12 Apply concepts of measurements.
- 04.13 Perform basic operations with signed numbers.
- 04.14 Demonstrate the ability to solve algebraic equations.
- 04.15 Apply basic geometric concepts.
- 04.16 Demonstrate problem-solving techniques.

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.

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.