Listed below you will find the Competencies that have to be met to obtain credit.

**Applied Communication Arts Embedded Credit**

**For Career & Tech students**

1. Prepare newsletter / brochure advertising your program area
2. Prepare a research paper using professional style format
3. Use job-related vocabulary
4. Write a job invoice or estimate sheet
5. Develop a PowerPoint presentation
6. Presentation of an idea, procedure or topic (outline required)
7. Follow a written procedure on a skill exercise
8. Write a minimum of eight (8) article reviews
9. Conduct a research project through technical manuals
10. Read and interpret technical documents and/or diagrams
11. Keep a log book to document procedures used to solve problems
12. Write up a purchase requisition (P.O.)
13. Write a cover letter
14. Prepare a resume (interview ready)
15. Write a business letter
16. Evaluate lectures, sales presentations, and/or informational presentations
17. Perform job skills demonstrations
18. Debate an issue (i.e. masonry block wall vs. poured in place concrete or health-related issue, computer-related etc.)
19. Present an idea to your supervisor or peers
20. Participate in a mock job interview
21. Demonstrate interpersonal skills when working with customers
22. Demonstrate professional communication (E-mail/phone)
23. Prepare personal autobiography
24. Create a professional portfolio

**Technical Math Embedded Credit**

**For Career & Tech students**

**I. Numbers and Operations**

A. Use whole number operations to solve problems

1. Compare whole numbers

2. Add/Subtract/Multiply/Divide whole numbers

3. Use correct order of operations

B. Use fractional number operations to solve problems

1. Compare and order fractions

2. Add/Subtract/Multiply/Divide fractions

3. Make appropriate conversions between whole numbers,

fractions, mixed numbers, decimals and percentages

C. Use decimal number operations to solve problems

1. Compare and order decimals

2. Add/Subtract/Multiply/Divide decimals

3. Make appropriate conversions between whole numbers,

fractions, mixed numbers, and decimals

4. Determine acceptable degree of accuracy and correctly round

a decimal

D. Solve problems using percents

E. Solve problems using ratio and proportion

F. Use signed numbers, powers and roots to solve problems

1. Compare, order, perform operations with signed numbers

2. Perform operations of powers and roots

G. Determine the reasonableness of a solution

H. Utilize the appropriate technology to perform mathematical operations

**II. Algebraic Relationships**

A. Solve problems using equations

1. Evaluate and simplify expressions

2. Solve simple algebraic equations

3. Express word statements as mathematical symbols or equations

B. Solve problems using formulas

1. Choose appropriate formula

2. Determine the effects of variable changes

**III. Geometric and Spatial Relationships**

A. Apply geometric principles in problem solving

1. Draw or use visual models to represent and solve problems

2. Use the Pythagorean theorem

3. Find the perimeter, area and volume of geometric figures

B. Use trigonometric relationships with right triangles to determine

lengths and angle measures.

**IV. Measurement**

A. Utilize the appropriate measurement tools

B. Determine the precision and accuracy of measurement

C. Convert to appropriate units of measure

**V. Data and Probability**

A. Select, interpret, and create appropriate graphical representations of

Data (ie. Charts, diagram, bar graphs, line graphs, circle graphs)

B. Calculate measures of central tendency (ie. Mean, median, mode)