

# ADULT AND FAMILY LIVING PROFILE OF TRAINING MASTERY

Instructor \_\_\_\_\_

Date \_\_\_\_\_

Program \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

In Case of Emergency, Contact \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Allergies/Disabilities that might require special accommodation for training (please specify) \_\_\_\_\_

**The above information can be used for school records and/or to ensure safety of students. This confidential information is not to be released to employers or the general public.**

Date of Enrollment \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Total Class Hours \_\_\_\_\_ Total Hours Absent \_\_\_\_\_

Date of Withdrawal \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Total On-the-Job Training Hours \_\_\_\_\_ Total Hours Tardy \_\_\_\_\_

Date of Completion \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Total Lab Hours \_\_\_\_\_

## ON-THE-JOB TRAINING/WORK EXPERIENCE

Duration of Employment \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Address of Employer \_\_\_\_\_ Phone \_\_\_\_\_

Duration of Employment \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Address of Employer \_\_\_\_\_ Phone \_\_\_\_\_

### Use of This Document

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## SPECIFIC JOB COMPETENCIES ADULT AND FAMILY LIVING

**Instructor:** As each competency is mastered, place your initials and the date in the blank on the left. This will verify that the student can perform the skill with a minimum of supervision.

Date/Initials	Date/Initials
<p><b>UNIT 1 — PLANNING A CAREER</b></p> <p>_____ 1. Describe characteristics needed by entrepreneurs.            _____ 2. Identify occupational clusters.            _____ 3. Select factors that influence career choices.            _____ 4. Assess self.            _____ 5. Define factors that influence career success.            _____ 6. Evaluate habits and career success.            _____ 7. Investigate a job in a career cluster.            _____ 8. Identify the components in a portfolio.            _____ 9. Prepare a portfolio.            _____ 10. Select appropriate interview practices.            _____ 11. Identify reasons people lose jobs.            _____ 12. Select actions to take after losing a job.            _____ 13. Arrange the steps in a plan to finance education and training.</p> <p><b>UNIT 2 — IMPROVING COMMUNICATION SKILLS</b></p> <p>_____ 1. Identify causes of communication problems.            _____ 2. Apply ways to improve communication to situations.            _____ 3. Select ways to communicate positive attitudes.            _____ 4. Identify appropriate ways to communicate negative feelings.            _____ 5. Identify ways to be tactful.            _____ 6. Match listening skills to their descriptions.            _____ 7. Distinguish between positive and negative forms of nonverbal communications.            _____ 8. Respond to "You" messages using "I" messages.            _____ 9. Describe ways to communicate directions.            _____ 10. Identify practices to follow when writing e-mail.            _____ 11. Construct sentences using communication skills.</p> <p><b>UNIT 3 — UNDERSTANDING SELF</b></p> <p>_____ 1. Select true statements about heredity.            _____ 2. Select statements that describe how gender is determined.            _____ 3. Complete statements about heredity and environment.            _____ 4. Complete personality surveys.            _____ 5. Select characteristics of a positive self-concept.            _____ 6. Identify signs of depression.            _____ 7. Match problems that teenage runaways face to their results.            _____ 8. Define factors linked to teenage suicide.            _____ 9. Identify suicide warning signs.            _____ 10. Describe ways to care for yourself.</p> <p><b>UNIT 4 — MAKING DECISIONS</b></p> <p>_____ 1. Match factors which affect decision-making to their descriptions.            _____ 2. Identify how goals affect decision-making.            _____ 3. List in order steps in the FCCLA planning process.            _____ 4. Practice using the decision-making process.            _____ 5. Select time-management skills that assist in decision-making.            _____ 6. Develop a time plan.            _____ 7. Identify ways to resist peer influences when making decisions.            _____ 8. Identify reasons people use tobacco.            _____ 9. Match health problems linked to tobacco use to their descriptions.            _____ 10. Identify consequences of alcohol consumption.            _____ 11. Match types of drugs with their effects on health.            _____ 12. Respond to decision-making situations.</p> <p><b>UNIT 5 — DEVELOPING EMOTIONALLY AND SOCIALLY</b></p> <p>_____ 1. Identify the developmental tasks of adolescence.            _____ 2. Match tasks of emotional development to their descriptions.            _____ 3. Choose benefits of friendship development.            _____ 4. Select actions which reflect common courtesy.            _____ 5. Apply guidelines for making introductions and greetings.            _____ 6. Identify guidelines for shaking hands.            _____ 7. Determine telephone etiquette.</p>	<p>_____ 8. Identify basic table manners.            _____ 9. Identify dining etiquette when using formal table settings.            _____ 10. Identify parts of a table setting.            _____ 11. Complete statements about tipping for services.            _____ 12. Calculate tips.            _____ 13. Choose etiquette for attending public events.            _____ 14. Select manners to use as a guest in someone's home.            _____ 15. Determine points to include in writing thank-you notes and R.S.V.P.s.            _____ 16. Write thank-you notes and R.S.V.P.s.            _____ 17. Select functions of dating.            _____ 18. Describe rules of date etiquette.            _____ 19. Determine qualities desired in a date.            _____ 20. Select dating concerns.            _____ 21. Select strategies for managing stress.</p> <p><b>UNIT 6 — DEVELOPING PHYSICALLY</b></p> <p>_____ 1. Identify male reproductive organs and their functions/descriptions.            _____ 2. Identify female reproductive organs and their functions/descriptions.            _____ 3. Complete statements relating to anatomy and the reproductive system.            _____ 4. Select ways to maintain good physical health.            _____ 5. Match methods of contraception to their descriptions.            _____ 6. Describe consequences of teenage pregnancy.            _____ 7. Select facts about sexually transmitted diseases.            _____ 8. Match sexually transmitted diseases to their descriptions.            _____ 9. Prepare a fact sheet on a sexually transmitted disease.</p> <p><b>UNIT 7 — DEFINING MARRIED AND SINGLE LIFESTYLES</b></p> <p>_____ 1. Identify developmental tasks associated with early adulthood and marriage.            _____ 2. Complete statements about characteristics of people who live single lifestyles.            _____ 3. Compare lifestyles of married and single people.            _____ 4. Determine the relationship of lifestyles and work.            _____ 5. Identify descriptions of factors that affect the choice of a companion.            _____ 6. Distinguish between infatuation and mature love.            _____ 7. Distinguish between positive and negative reasons to choose marriage.            _____ 8. Match characteristics of marital readiness to their descriptions.            _____ 9. Select purposes of an engagement period.            _____ 10. Distinguish between positive and negative reasons for having children.            _____ 11. Discuss basic characteristics of parent readiness.            _____ 12. Evaluate personal readiness for parenthood.            _____ 13. Distinguish among areas of marital counseling.            _____ 14. Define adjustment stages individuals experience after a divorce.</p> <p><b>UNIT 8 — UNDERSTANDING FAMILY LIFE</b></p> <p>_____ 1. Describe the functions of families.            _____ 2. Match family structures to their descriptions.            _____ 3. Distinguish among the stages of the family life cycle.            _____ 4. Develop a family life cycle chart.            _____ 5. Distinguish between myths and facts about older adults.            _____ 6. Interview someone over 65 years of age.            _____ 7. Describe factors that affect sibling relationships.            _____ 8. Identify the effects of gender equity in families.            _____ 9. Distinguish between advantages and disadvantages of the dual-career family.            _____ 10. Evaluate how families balance work and home life.            _____ 11. Distinguish between characteristics of effective and ineffective families.            _____ 12. Identify factors that may contribute to family violence.            _____ 13. Describe phases in the cycle of physical violence.            _____ 14. Match strategies for breaking a cycle of family violence to their descriptions.</p>

**Student ratings on specific competencies evaluated during the course are available upon student's written request and/or by calling the instructor. Parent's or guardian's signature is necessary if student is under 18 years of age.**

# ADULT AND FAMILY LIVING

Date/Initials

## UNIT 9 — UNDERSTANDING PREGNANCY AND CHILDBIRTH

1. Select initial symptoms of pregnancy.
2. Describe factors that affect healthy prenatal development.
3. Identify reasons to seek early medical care during pregnancy.
4. Match reasons good nutrition, rest, and exercise are important during pregnancy to their descriptions.
5. Distinguish between normal discomforts and danger signals during pregnancy.
6. Describe the stages of prenatal development.
7. Describe prenatal tests.
8. Recall signs of approaching labor.
9. Describe the three stages of labor and delivery.
10. Describe delivery methods and options.
11. Calculate the cost of having a baby.
12. Identify tasks of the male partner throughout the pregnancy.
13. Select guidelines for postnatal care of the new mother.
14. Identify parental adjustments after the birth of a baby.

## UNIT 10 — CARING FOR INFANTS

1. Select situations to expect when caring for a newborn.
2. Define developmental tasks of infants.
3. Describe basic needs of every infant.
4. Distinguish between characteristics of breast-feeding and bottle-feeding.
5. Identify safety rules for bathing an infant.
6. Select ways to childproof an environment.
7. Distinguish among types of child care.
8. Select characteristics of a good child care facility.
9. Evaluate the quality and cost of infant or child care services.
10. Calculate the cost of raising a child.

## UNIT 11 — UNDERSTANDING PARENT-CHILD RELATIONSHIPS

1. Describe responsibilities of parents.
2. Identify ways to maintain a child's good health.
3. Identify ways parents can help children meet psychological needs.
4. Identify rights of parents and children.
5. Describe the stages of child development.
6. Distinguish among guidance techniques.
7. Match patterns of parenting to their descriptions.
8. Describe ways children learn behaviors.
9. Evaluate self as a model for children.
10. Select good communication skills to use with children.
11. Construct statements using positive communication skills.
12. Evaluate parent-child interactions.
13. Survey working parents.

## UNIT 12 — UNDERSTANDING GRIEF AND LOSS OF LIFE

1. Define stages of dying.
2. Identify advantages and limitations of the hospice concept.
3. Define phases of mourning.
4. Select guidelines for helping others handle personal loss.
5. Identify ways to help others cope with death.
6. Identify procedures necessary in making funeral arrangements.
7. Describe guidelines for funeral etiquette.
8. Match documents related to death to their descriptions.

## UNIT 13 — LIVING ON YOUR OWN

1. Define housing alternatives.
2. Evaluate advantages and disadvantages of housing.
3. Identify factors to consider when selecting housing.
4. Complete statements about spending guidelines for housing.
5. Calculate amounts to spend on housing.
6. Describe fees and deposits associated with housing.
7. Investigate start-up costs associated with housing.
8. Identify conditions to check in leases.
9. Interpret a lease.
10. Make housing decisions.

## UNIT 14 — SELECTING AND CARING FOR CLOTHING

1. Recall factors to consider when selecting clothing.
2. Select guidelines for choosing wardrobe items.
3. Select guidelines for purchasing wardrobe items.
4. Describe factors that determine cleaning methods.
5. Calculate the cost per wearing of a clothing item.
6. Select steps in doing machine laundry.
7. Remove stains.
8. List laundry sorting groups.
9. Sort laundry into wash loads.
10. Match laundry products to their descriptions.
11. Select procedures for ironing.
12. Sew on buttons.
13. Hem using a slip stitch.
14. Iron a shirt.

## UNIT 15 — MANAGING YOUR FINANCES

1. Match the purposes of financial goals to their descriptions.
2. Categorize fixed and flexible expenses.
3. Identify planned and impulse buying.
4. Describe steps in creating a financial plan.
5. Analyze a budget.
6. Match types of consumer fraud to their descriptions.
7. Match terms associated with credit and loans to their definitions.
8. Identify advantages and disadvantages of using consumer credit.
9. Calculate the cost of credit/loans.
10. Describe bankruptcy and its consequences.
11. Describe types of savings accounts.
12. Apply the "Rule of 72."

## UNIT 16 — UNDERSTANDING TAXES AND INSURANCE

1. Select the purposes of taxes.
2. Complete W-4 Forms.
3. Locate information on a pay stub.
4. Select records that should be kept for taxes.
5. Locate information on a W-2 Form.
6. Complete a 1040EZ Form.
7. Identify five types of insurance.
8. Analyze insurance situations.
9. Describe types of auto insurance.
10. Identify factors that affect the cost of insurance.
11. Determine types of automobile insurance coverage.

## UNIT 17 — CHOOSING FOOD FOR FITNESS

1. Describe dietary guidelines.
2. Match life stages to nutritional needs.
3. Analyze the Food Guide Pyramid.
4. Use the Food Guide Pyramid to select meals.
5. Match common nutrients to their functions and food sources.
6. Describe information on food products.
7. Analyze a food label.
8. Calculate the fat, sodium, and sugar content of foods.
9. Identify factors related to caloric requirements.
10. Identify benefits of exercise and fitness.
11. Select guidelines to follow when on a food plan.
12. Compare foods when eating out.
13. Distinguish among eating disorders.
14. Recall facts on fad diets and diet aids.

## UNIT 18 — PREPARING FOOD

1. Name basic kitchen utensils and tools.
2. Complete principles of kitchen storage.
3. Match common food-borne illnesses to their descriptions.
4. Select recipe abbreviations for measures, weights, times, and sizes.
5. Match common measures used in recipes to their equivalents.
6. Arrange in order steps for measuring ingredients.
7. Match mixing techniques to their descriptions.
8. Match cutting techniques to their descriptions.
9. Match cooking techniques to their descriptions.
10. Identify factors to consider in meal planning.
11. Select steps for the successful use of a recipe.
12. Evaluate recipes.
13. Convert recipes.
14. Prepare a food product using a recipe.