

COOPERATIVE OCCUPATIONAL FAMILY & CONSUMER SCIENCES (COFACS)

The Family and Consumer Science academic standards for Cooperative Occupational Family & Consumer Sciences (COFACS) support the course description, which can be found at <http://www.doe.in.gov/octe/facs/cofacs.html>.

Standard 1

Career Planning

Students understand the process involved in planning a career.

- ___ COFACS.1.1 Identify workplace trends.
- ___ COFACS.1.2 Research career pathways related to field of interest.
- ___ COFACS.1.3 Establish career goals.
- ___ COFACS.1.4 Demonstrate the decision making process.
- ___ COFACS.1.5 Create a career plan.

Standard 2

Communication

Students demonstrate proficiency in communication skills.

- ___ COFACS.2.1 Select and use appropriate technological communication.
- ___ COFACS.2.2 Identify and demonstrate verbal and non-verbal communication in the classroom and workplace.
- ___ COFACS.2.3 Demonstrate listening, reading, speaking, and writing on the job and in the classroom.

Standard 3

Computation

Students show proficiency in computation and problem solving.

- ___ COFACS.3.1 Demonstrate basic mathematical operations.
- ___ COFACS.3.2 Solve problems using algebraic methods.
- ___ COFACS.3.3 Select and use appropriate standards of measure.
- ___ COFACS.3.4 Apply basic statistical procedures.
- ___ COFACS.3.5 Apply the problem-solving model.

Standard 4

Economics

Students understand basic economic concepts.

- ___ COFACS.4.1 Define supply and demand.
- ___ COFACS.4.2 Identify factors that cause changes in market supply and demand.
- ___ COFACS.4.3 Analyze the risks/rewards of entrepreneurship.

Standard 5

Employment

Students demonstrate knowledge of employment strategies.

- ___ COFACS.5.1 Prepare a career portfolio.
- ___ COFACS.5.2 Demonstrate interviewing skills.

Standard 5.2

Computer Proficiency

Students show proficiency in using computer software.

- ___ COFACS.5.2.1 Select and use appropriate software.
- ___ COFACS.5.2.2 Utilize industry-specific software.

Standard 6**Human Relations***Students understand and apply the personal qualities that affect success.*

- ___ COFACS.6.1 Demonstrate appropriate appearance for various occasions.
- ___ COFACS.6.2 Utilize appropriate etiquette for various occasions.
- ___ COFACS.6.3 Distinguish between ethical and non-ethical behaviors.
- ___ COFACS.6.4 Evaluate feedback to improve job performance.
- ___ COFACS.6.5 Demonstrate a positive customer/client attitude.

Standard 6.2**Group Dynamics***Students understand the importance of group dynamics.*

- ___ COFACS.6.2.1 Identify issues between employers and employees.
- ___ COFACS.6.2.2 Explain procedures to take against sexual harassment.
- ___ COFACS.6.2.3 Apply effective team and leadership skills.

Standard 6.3**Diversity***Students understand diversity.*

- ___ COFACS.6.3.1 Identify the benefits of diversity in the workplace.
- ___ COFACS.6.3.2 Describe examples of discrimination forbidden by law.
- ___ COFACS.6.3.3 Identify laws that prohibit discrimination.

Standard 7**Life Skills***Students show proficiency in financial management.*

- ___ COFACS.7.1 Apply decision making in on-the-job and personal financial management.
- ___ COFACS.7.2 Demonstrate use of financial services.

Standard 7.2**Legal Rights***Students understand employee/employer legal rights.*

- ___ COFACS.7.2.1 Explain the responsibilities of an employee.
- ___ COFACS.7.2.2 Describe the major parts of a legal contract.
- ___ COFACS.7.2.3 Explain laws in the workplace that protect the worker.

Standard 7.3**Self-learning***Students understand opportunities for self-learning.*

- ___ COFACS.7.3.1 Describe continuing education programs in your community.
- ___ COFACS.7.3.2 Identify community programs designed to assist families.
- ___ COFACS.7.3.3 Outline methods of upgrading workplace skills.

Standard 7.4**Self-management**

Students demonstrate self-management.

- ___ COFACS.7.4.1 Describe strategies for balancing work roles and family responsibilities.
- ___ COFACS.7.4.2 Develop strategies for improving time management.
- ___ COFACS.7.4.3 Identify opportunities to work from home.

Standard 8**Safety**

Students understand safety practices.

- ___ COFACS.8.1 Identify causes of accidents and apply safety procedures to prevent accidents.
- ___ COFACS.8.2 Describe how costs of accidents affect workers, employers, and the economy.
- ___ COFACS.8.3 Identify governmental agencies that protect people's health and safety.

Standard 8.2**Health/wellness**

Students understand ways to maintain good health/wellness.

- ___ COFACS.8.2.1 Explain the guidelines needed to stay physically healthy.
- ___ COFACS.8.2.2 Assess stress factors in the workplace and at home.
- ___ COFACS.8.2.3 Apply the principles of anger management.