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.