

**Illinois Community College Board
Integrated English Literacy and Civics Education
Civics Competencies**

The Democratic Process (DP)

- DP1. Identify the basic rights of immigrants and U.S. citizens.
- DP2. Define and explain the importance of voting.
- DP3. List the requirements for voting in their communities.
- DP4. Identify the titles of executive leaders of national, state, and local government.
- DP5. Identify the legislative leaders of national, state, and local government.
- DP6. Identify various courts of the judicial system (e.g., traffic court, small claims court, Supreme Court).
- DP7. Identify ways to contact their elected leaders.
- DP8. Contact an elected official to express their opinions.
- DP9. Participate in a decision-making process in their communities (e.g., by attending a local government meeting, by signing a petition, by sending a letter or email).

Community Resources (CR)

- CR1. Distinguish between emergency and non-emergency situations and make a list of the corresponding telephone numbers to call for help.
- CR2. Call 911 or other police/fire emergency telephone numbers to report an emergency.
- CR3. State the laws regarding safe transportation of themselves and their children in motor vehicles (e.g., using seat belts and child car seats, following speed limits).
- CR4. Read common traffic and pedestrian signs.
- CR5. Identify or participate in community safety education programs (e.g., Neighborhood Watch, crime prevention, CPR classes).
- CR6. Identify social services available in the community (e.g., elder care, food pantries, transportation for disabled residents).
- CR7. Locate, visit, or use a public library in the community and, if applicable, apply for a library card.
- CR8. Identify opportunities for volunteer work in the community.
- CR9. Use appropriate language and behavior if stopped by the police.
- CR10. Identify situations in which they are entitled to interpreter services (e.g., health clinics, courts, 911).

The U.S. School System (SC)

- SC1. Identify how schools are organized in the U.S. school system (i.e., preschool through college).
- SC2. Identify the ages of children that public schools are required to serve.
- SC3. Identify the organization of grades and schools within their local school districts.
- SC4. Explain the function of school boards.
- SC5. Differentiate between public and private schools.

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- SC6. Describe the similarities and differences between the U.S. school system and the school system in their native countries.
- SC7. Identify ways in which parents and community members can participate in schools and interact with school personnel.
- SC8. Identify additional services available to students in local school districts (e.g., extracurricular activities, lunch programs, accommodations for disabilities).
- SC9. Identify sources of financial assistance for vocational and/or post-secondary education.

Health and Wellness (HW)

- HW1. Explain the difference between public and private health care.
- HW2. Locate public health services in their communities and/or complete an application.
- HW3. Complete a health information form, including family medical history, current medications, and allergies.
- HW4. Explain the importance of good nutrition and where to find information about it.
- HW5. Explain the importance of physical fitness and locate fitness programs in their communities.
- HW6. Identify community resources for wellness programs including prenatal care, immunizations, and screenings.
- HW7. Describe situations needing intervention including domestic violence, child abuse, substance abuse, and mental health issues.
- HW8. Identify community resources for crisis services including domestic violence, child abuse, substance abuse, and mental health issues.

Housing (HO)

- HO1. Identify types of housing in their communities (e.g., rental, purchase, shelter).
- HO2. Locate agencies to assist with finding affordable housing.
- HO3. Identify the rights and responsibilities of landlords and tenants.
- HO4. Identify components of a rental or lease agreement and list typical features of rental agreements (e.g., first/last month's rent, 12-month agreement, pet policy).
- HO5. Report housing problems to landlords, property associations, or other officials.
- HO6. Contact utility providers for service or to report a problem.
- HO7. Identify resources for resolving housing problems.
- HO8. Identify resources for home ownership information.
- HO9. Check the references of contractors or solicitors and/or report a complaint against them.

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Employment (EM)

- EM1. Identify job titles, responsibilities, wages, and places of work.
- EM2. Describe common employee benefits (e.g., health care, vacation, sick days).
- EM3. Identify typical steps in obtaining a job.
- EM4. Complete a job application (paper or online), resume, or cover letter.
- EM5. Identify local employment agencies, training agencies, and/or resource centers.
- EM6. Locate local job market information using the Internet (e.g., Illinoisworknet.com or other resources).
- EM7. Identify typical and illegal job interview questions and how to respond.
- EM8. Describe the function of a labor union.
- EM9. Explain the rights that workers are entitled to (e.g., overtime pay, breaks, safe work environment) and identify ways to report violations.
- EM10. Read and interpret a pay stub.
- EM11. Read safety signs and instructions commonly found at work.
- EM12. Read and write basic work-related messages.
- EM13. Compare and contrast differences in U.S. workplace behavior and communication with workplace behavior and communication in their native countries.
- EM14. Describe ways employers may evaluate work performance.
- EM15. Identify opportunities to gain marketable skills and work experience as a volunteer in a work setting.

Consumer Economics (CE)

- CE1. Locate financial service options (e.g., banks, check cashing services) in their communities and describe services offered.
- CE2. Describe the advantages and disadvantages of bank services and check-cashing services.
- CE3. Prepare a household budget.
- CE4. Explain the role of credit in the U.S. economy (e.g., credit cards, personal credit rating, interest rates).
- CE5. Compare credit and debit cards.
- CE6. Define identity theft and describe ways to protect against it.
- CE7. Distinguish between legitimate and fraudulent mail, phone, and email solicitations.
- CE8. Identify common consumer complaints and locate agencies to help resolve them.
- CE9. Identify services provided by notary publics in Illinois and locate notaries in their communities.
- CE10. Describe types of insurance (e.g., car, home, life) and/or how to file a claim.