



McKEESPORT AREA
School District

Diversified Occupations
CIP CODE: 32.0215

Job-Seeking/Changing
Skills

Curriculum Modules Created for
D.O. Programs:

<https://ed.psu.edu/lps/workforce-ed/cte-teacher-certification/career-and-technical-teacher-certification/resources/caps/caps-pdf>

1st Nine Weeks		2nd Nine Weeks		3rd Nine Weeks		4th Nine Weeks	
Orientation	7.5	Human Relations	7.0	Employment Retention	9.0	Economics	9.0
1. Identify program policies and procedures <i>Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL) 1.1.11; 1.4.11; 1.5.11</i>		2. Employer responsibilities		4. Interpret a performance evaluation		1. Describe types of business organizations	
2. List program objectives <i>Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL) 1.1.11; 1.4.11; 1.5.11</i>		3. Employee responsibilities		5. Identify sources of employee information regarding company policies and procedures		2. Describe the opportunities of entrepreneurship	
3. Describe work ethics <i>Pennsylvania's Academic Standards for Career Education and Work 13.1.11; 13.3.11; Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL) 1.1.11; 1.6.11</i>		4. Co-worker responsibilities		6. Summarize proper procedures for job termination		3. Identify the major differences in economic systems	
4. Complete forms <i>Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL) 1.1.11; 1.5.11</i>		5. Demonstrate positive decision making skills		Legal Awareness	8.0	Consumer Skills	6.5
5. List the benefits of career and technical organizations <i>Pennsylvania's Academic Standards for Career Education and Work 13.1.11. Career Awareness and Planning</i>		6. Identify methods to resolve conflicts		1. Describe how labor regulations (federal and state) affect employment certificates		9. Describe the types and purposes of insurance	
Career Development and Planning	10.0	7. Distinguish between positive/negative criticisms		2. Describe how labor regulations affect where a students can work		10. List factors in buying insurance	
1. Construct a profile of personal interests, aptitudes, abilities and values <i>Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL) 1.1.11; 1.4.11; 1.5.11</i>		8. Compare the advantages and disadvantages of unions and other employee organizations		3. Describe how labor regulations can affect the time a student can work		11. Consumer protection	
2. Compare careers in relation to job tasks, work environment, job availability and educational requirements <i>Pennsylvania's Academic Standards for Career Education and Work 13.1.11. Career Awareness and Planning</i>		Health and Safety	9.0	4. Describe how labor regulations affect wages		12. Identify actions that can be taken for consumer protection	
Employment Acquisition	12.0	1. Describe the need for safety practice and procedures		5. List the benefits of Social Security		13. Identify types of earnings	
1. Prepare a resumé <i>Pennsylvania's Academic Standards for Career Education and Work 13.2.11</i>		2. Identify ways to achieve personal safety		6. List the benefits of Workers' Compensation		14. Describe forms of payroll deductions	
2. Prepare a letter of application <i>Pennsylvania's Academic Standards for Career Education and Work 13.2.11</i>		3. Identify general occupational safety practices		7. List the benefits of Unemployment Compensation		15. Describe various fringe benefits	

3. Complete employment applications <i>Pennsylvania's Academic Standards for Career Education and Work 13.2.11</i>		4. Demonstrate general first aid procedures		Youth Organizations	6.0	Future Planning	7.0
4. Demonstrate job interview techniques <i>Pennsylvania's Academic Standards for Career Education and Work 13.2.11</i>		5. Describe the role of government agencies in providing for a safe workplace		1. List good citizenship activities		1. Describe the impact of technological change in the workplace	
5. Demonstrate job interview/application follow-up activities <i>Pennsylvania's Academic Standards for Career Education and Work 13.2.11</i>		Employment Retention	6.0	2. Participate in a leadership activity		2. List the occupational opportunities at your present skill level	
6. List potential employers <i>Pennsylvania's Academic Standards for Career Education and Work 13.2.11; Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL) 1.1.11; 1.4.11; 1.5.11</i>		1. Demonstrate the positive attributes of a "good employee"		3. Demonstrate leadership qualities		3. List the short and long-term career goals	
Human Relations	2.0	2. Evaluate job changes and promotions		4. Demonstrate parliamentary procedure skills		4. Develop a plan for professional growth	
1. Analyze human relations <i>Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL) 1.1.11; 1.4.11; 1.5.11</i>		3. Diagram the organizational structure of a company		5. Participate in a public relations activity		5. Discuss career changes	
TOTAL:	31.5	Communications Development	9.5	Consumer Skills	8.5	Technical-Related Instruction	9.0
		1. Demonstrate listening skills		1. Discuss financial institutions		1. List specific safety rules and identify potential hazards at the job site	
		2. Demonstrate speaking skills		2. Demonstrate ability to use basic banking services		2. Demonstrate safe work habits and attitudes on the job	
		3. Demonstrate writing skills		3. Describe the function and purposes of credit		3. Define the specific occupational terms related to your job	
		4. Demonstrate telephone skills		4. Describe how to use credit wisely		4. List your occupational skills	
		5. Demonstrate self-assertiveness		5. List personal financial goals		5. List the occupational requirements to maintain employment at your job site	
		TOTAL:	31.5	6. Prepare a budget		6. Describe the policies and procedures used by your cooperating employer	
				7. Describe the types and functions of taxes		7. Diagram your company's organizational structure	
				8. Prepare tax forms of payroll deductions		8. Identify technical-related resources that correlate with on-the-job experiences	
				TOTAL:	31.5	TOTAL:	31.5