

DIVERSIFIED OCCUPATIONS

COURSE NUMBER: 0710

JUNE 2009

Diversified Occupations 0710

Course Description:	<i>Diversified Occupations is a program that is available for students who are interested in exploring a vocation and gaining practical on-the-job work experience while in high school. The program is available to those students their senior year.</i>
Grade Level:	<i>12th Grade</i>
Length of Course:	<i>Frequency: 6 days per 6 day cycle Duration: 44 minutes Length: full year course Credits 1</i>
Prerequisites:	<i>Each student will meet with their guidance counselor to discuss the basis of his/her career intent, ability, attendance and the required educational credits to be completed.</i>
Textbook:	<i>Succeeding In The World of Work: Copyright 2008</i>
Expected Level of Achievement:	<i>Students will be required to maintain a 70% or better. They will be required to come to class prepared to learn. 93-100% = A 85-92% = B 77-84% = C 70-76% = D Below 70% = F</i>

Northern York County School District Curriculum

Course Name:	II. Diversified Occupations
Content:	Cooperative Education Overview and Program Orientation
Key Learning(s):	Essential terminology and documents used in a Co-op Program
Essential Question(s):	What are the necessary documents required for participating in a Co-op Program?
Vocabulary:	Training Agreements, Training Plans, Training Stations, Teacher-Coordinator, Student-Trainee, Evaluations, Supervisor
Grade Level:	Grade 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
13.1:11	Career Awareness and Planning (C)Evaluate opportunities for career preparation	<p>The student will identify terms and concepts associated with Cooperative Education Programs.</p> <p>The student will read related material.</p> <p>The student will explain the benefit of Cooperative Education Programs.</p> <p>The student will interpret and comply with D.O. Program policies and procedures as outlined for Northern High School.</p> <p>The student will compile information and complete required documentation by PDE and Northern High School.</p>	<p>Evaluate with application exercises, chapter review, and test.</p> <p>Evaluate completion of training agreements and training plans.</p> <p>Evaluate completion of work activity packets</p>	<p>Cooperative Work Experience Manual</p> <p>Guidelines to Initiate a Cooperative Vocational Ed. Program. (PDE)</p> <p>The Work Experience Planner.</p> <p>Program Guidelines</p>

Northern York County School District Curriculum

Course Name:	III. Diversified Occupations
Content:	Workplace Legislation
Key Learning(s):	Child Labor Laws regulate the enforcement of hours and certain occupations for minors.
Essential Question(s):	What are the hours of employment permitted for a minor?
Vocabulary:	Child Labor Laws, Labor and Industry
Grade Level:	Grade 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
13.2.11	Career Acquisition (D) Identify sources of regulatory practices and their effect of the work environment.	<p>The student will identify the purposes of the Child Labor Law.</p> <p>The student will discuss occupations that are prohibited by minors.</p> <p>The student will state the maximum number of hours of employment per week a minor is permitted to work.</p> <p>The student will state the maximum number of consecutive days of employment a minor may work and state the purposes of a work permit.</p>	<p>Pre-Test</p> <p>Test</p>	Child Labor Law Abstract

Northern York County School District Curriculum

Course Name:	IV. Diversified Occupations
Content:	Understanding Paycheck Computations
Key Learning(s):	There are several methods used to calculate pay.
Essential Question(s):	What is the most common method used to determine pay for minors?
Vocabulary:	Wages, Gross Pay, Net Pay, Overtime Pay, Hourly Rate, Salary, Commission
Grade Level:	Grade 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
13.3.11	Career Retention (D) Compare and contrast gross and net pay.	<p>The student will identify several methods of payments.</p> <p>The student will list several deductions that are withheld from a pay each pay period.</p> <p>The student will compute Federal Withholding Tax.</p> <p>The student will compute Social Security Tax.</p> <p>The student will compute State Tax withheld.</p> <p>The student will compute Local Tax withheld.</p> <p>The student will calculate O/T Pay.</p> <p>The student will compute Gross and Net Pay.</p>	<p>Evaluate activities from the work experience Planner. Work Activity 26. Different Wage Payment Plans.</p> <p>Evaluate completed wkly activity schedules showing computations of gross and net pay.</p> <p>Evaluate supplemental worksheet.</p> <p>Evaluate chapter test.</p>	<p>The work experience planner—Packet 26.</p> <p>Student payroll stubs.</p> <p>Overhead.</p>

Northern York County School District Curriculum

Course Name:	V. Diversified Occupations
Content:	Taxes and Social Security
Key Learning(s):	Understanding the tax system and the social security program.
Essential Question(s):	What are the procedures for filing a federal tax return and what are the challenges facing the Social Security System?
Vocabulary:	Withhold, Form W-4, Form W-2, IRS, Social Security, Work Credits, Medicare
Grade Level:	Grade 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
13.3.11	Career Retention (D) Recognize the relationship between careers and taxes	<p>The students will describe the U.S. tax system and the services it finances.</p> <p>The student will explain how to complete a federal tax return.</p> <p>The student will describe how the Social Security System works.</p> <p>The student will identify Social Security benefits.</p> <p>The student will describe the challenges facing the Social Security system today.</p>	<p>Workbook activity.</p> <p>Quiz</p> <p>Test</p>	<p>Student edition of Succeeding In The World of Work Text.</p> <p>Student workbook.</p> <p>Supplemental worksheets.</p>

Northern York County School District Curriculum

Course Name:	VI. Diversified Occupations
Content:	Workplace Health and Safety
Key Learning(s):	Factors affecting personal health and safety on the job
Essential Question(s):	What is the relationship between health and safety to one's career success?
Vocabulary:	Nutrients, sedentary, depression, OSHA ergonomics, EPA, first aid
Grade Level:	Grade 12

number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
13.2.11	Career Acquisition (D) Identify sources of health, safety, and regulatory practices and their effect on the work environment.	<p>The student will be able to describe how a nutritious diet and good sleep contribute to health.</p> <p>The student will be able to identify the causes of stress and ways to manage stress.</p> <p>The student will be able to describe rules and procedures for maintaining a safe workplace.</p> <p>The student will be able to summarize the role of the employer and the employee in protecting the environment.</p> <p>The student will be able to explain how to respond effectively to workplace emergencies.</p> <p>The student will be able to identify how a company such as Sheetz enforces safety in the workplace.</p>	<p>Completion of a Study Organizer.</p> <p>Completion of Workbook Activities.</p> <p>Completion of Supplemental Worksheet</p> <p>Quiz: Health and Safety</p> <p>Test: Health and Safety</p>	<p>Textbook: Succeeding In The World Of Work. Copyright 2008</p> <p>Student Activity Workbook: Succeeding In The World of Work.</p> <p>Supplemental Articles on Workplace Safety.</p> <p>Video: Hazardous Duty in The Workplace.</p> <p>Powerpoint: OSHA</p>

Northern York County School District Curriculum

Course Name:	VII. Diversified Occupations
Content:	Self-Assessment
Key Learning(s):	Factors influencing career decisions.
Essential Question(s):	What type of factors will have an impact on selecting a career?
Vocabulary:	Job, career, interests, transferable skills, global economy, outsourcing, environmental, decision-making, values, self-concept, life-style
Grade Level:	Grade 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
13.1.11	Career Awareness and Planning (A)Analyze career options based on student interests, abilities, aptitudes and accomplishments.	<p>The student will be able to identify some reasons why people work.</p> <p>The student will be able to differentiate between a job and a career.</p> <p>The student will be able to identify workplace trends such as the global economy, changing technology, diversity, and teamwork.</p> <p>The student will be able examine how lifestyle and personal motivation steer people to different careers.</p> <p>The student will be able to discuss how aptitudes, abilities, and values influence the career they choose.</p> <p>The student will be able to explain how to use the decision-making process to choose a career.</p>	<p>Completion of Graphic Organizers.</p> <p>Completion of Workbook Activities.</p> <p>Quiz</p> <p>Test</p> <p>Completion of Interactive On-Line Activities: Pre-Test and Learning Activities</p> <p>Unit Test</p>	<p>Text: Succeeding In The World of Work. Copyright 2008.</p> <p>Student Activity Workbook. Succeeding in The World of Work.</p> <p>Computer Lab: Online Learning Center: glencoe.com</p>

Northern York County School District Curriculum

Course Name:	VIII. Diversified Occupations
Content:	Exploring Careers
Key Learning(s):	Understand how to identify, research, and evaluate career and employment options.
Essential Question(s):	What are the methods used to research and evaluate career opportunities?
Vocabulary:	Career clusters, exploratory interview, temp work, co-op program, job shadowing, internship, flextime, benefits, entrepreneur, franchise, sole-proprietor, partnership, corporation, operating expenses, revenue, start-up costs.
Grade Level:	Grade 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
13.1.11	Career Awareness and Planning (G) Evaluate individual career plan using decision making skills	<p>The student will be able to identify the methods used for performing career research.</p> <p>The student will be able to identify the type of information that should be located in researching careers.</p> <p>The student will be able to identify the pros and cons of running your own business.</p> <p>The student will be able to discuss the pros and cons of a franchising opportunity.</p> <p>The student will be able to discuss the pros and cons of a sole-proprietor, partnership, corporation.</p> <p>The student will be able to identify the strategies used in obtaining the education and training needed for a future career.</p>	<p>Completion of Study Organizers.</p> <p>Completion of workbook and supplemental activities.</p> <p>Quiz</p> <p>Chapter Tests</p> <p>Unit Test</p>	<p>Text: Succeeding In The World of Work. Copyright 2008</p> <p>Student Activity Workbook: Succeeding In The World of Work.</p> <p>Videos: Starting Your Own Business, Franchising, and Hudsucker Proxy</p>

Northern York County School District Curriculum

Course Name:	IX. Diversified Occupations			
Content:	Employability Skills			
Key Learning(s):	Exploring job leads, applying for a job, and developing interviewing skills.			
Essential Question(s):	What are the methods and procedures used in preparing for today's job market?			
Vocabulary:	Job lead, networking, contact list, referral, resume, references, cover letter, standard English, interview, body language			
Grade Level:	Grade 12			
Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
13.2.11	Career Acquisition (E)Evaluate prepared acquisition documents based upon industry acceptable standards.	<p>The student will be able to identify sources of job leads.</p> <p>The student will be able to identify the components of a resume.</p> <p>The student will be able to recognize the factors that create an employer's first impression of a job candidate.</p> <p>The student will be able to identify the various methods used in preparing for a job interview.</p> <p>The student will be able to respond to typical questions asked during a job interview.</p>	<p>Complete a graphic organizer.</p> <p>Develop a marketable resume.</p> <p>Effectively complete a job application.</p> <p>Complete a list of Do's and Don'ts of a job interview.</p> <p>Supplemental worksheets/activities.</p> <p>Quiz</p> <p>Chapter Tests</p> <p>Unit Test</p>	<p>Text: Succeeding In The World of Work. Copyright 2008.</p> <p>Student Workbook Activities.</p> <p>Computer Lab</p> <p>Employability Tapes</p> <p>Videos: Employability</p>

Northern York County School District Curriculum

Course Name:	X. Diversified Occupations			
Content:	Joining The Workforce			
Key Learning(s):	Understanding employee and employer expectations.			
Essential Question(s):	What skills and personal qualities will help new employees succeed in their jobs?			
Vocabulary:	Company culture, orientation, mentor, overtime, performance bonuses, probation layoff, cooperativeness, initiative, responsibility, self-management, ethics, unethical behavior, confidentiality, prejudice, attitude, assertive, arrogance			
Grade Level:	Grade 12			
Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
13.3.11	Career Retention (A)Analyze work habits needed to advance within a career.	<p>The student will be able to describe how to manage the anxieties and challenge of the first day of work.</p> <p>The student will be able to explain the purpose of orientation and distinguish among the different types of orientation programs.</p> <p>The student will be able to identify the expectations employees have of their employer.</p> <p>The student will be able to identify the expectations employers have of their employees.</p> <p>The student will be able to explain the role of employee performance reviews.</p> <p>The student will be able to explain the importance of ethics in the workplace.</p> <p>The student will be able to describe strategies for handling unethical practices.</p>	<p>Complete Study Organizer</p> <p>Complete Workbook Activities</p> <p>Complete Supplemental Worksheets.</p> <p>Quiz</p> <p>Chapter Tests</p>	<p>Text: Succeeding In The World of Work. Copyright 2008.</p> <p>Student Workbook. Succeeding In The World of Work.</p> <p>Activity Packet 8: Expectations.</p> <p>Video: Dateline: Jason Blair and the New York Times.</p> <p>Video: 60 Minutes: Abercrombie & Fitch</p> <p>Video: Sexual Harassment</p>

		<p>The student will be able to explain why a positive attitude, high self-esteem, and enthusiasm contribute to career success.</p>		
--	--	--	--	--

Northern York County School District Curriculum

Course Name:	XI. Diversified Occupations			
Content:	Workplace Rights and Laws			
Key Learning(s):	Additional laws affecting employment			
Essential Question(s):	What can you describe about the role of labor unions, as well as the laws that protect workers from discrimination?			
Vocabulary:	Collective bargaining, discrimination, diversity, affirmative action, sexual harassment, criminal law, felony, contingency fee, summons			
Grade Level:	Grade 12			
Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
13.2.11	Career Acquisition (D) Identify sources of regulatory practices and their effect of the work environment.	<p>The student will be able to explain how labor laws and labor unions affect the workplace.</p> <p>The student will be able to identify the main anti-discrimination laws and explain their role in protecting workers. (Civil Rights Act, Age Discrimination Act, Rehabilitation Act)</p> <p>The student will be able describe effective strategies for handling sexual harassment.</p> <p>The student will be able to distinguish between civil law and criminal law.</p> <p>The student will be able to explain how to find and evaluate legal services.</p>	<p>Complete Graphic Organizer.</p> <p>Complete Workbook Activities.</p> <p>Quiz</p> <p>Chapter Test</p>	<p>Text: Succeeding In The World of Work. Copyright 2008.</p> <p>Student Activities Workbook. Succeeding In The World of Work.</p> <p>Video: 60 Minutes: Immigration</p> <p>Video: Remember The Titans</p>

Northern York County School District Curriculum

Course Name:	XII. Diversified Occupations
Content:	Professional Development
Key Learning(s):	Understanding the importance of developing interpersonal skills, thinking and self-management skills to succeed in today's workplace.
Essential Question(s):	What are some personal traits and interpersonal skills that may need to be developed to succeed in today's workplace?
Vocabulary:	Tact, empathize, etiquette, conflict resolution, compromise, diversity, stereotype, team-planning
Grade Level:	Grade 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
13.3.11	Career Retention (G) Analyze the availability and societal and economical factors of lifelong participation in career preparation and advancement opportunities.	<p>The student will be able to identify personal traits and interpersonal skills that will make them effective co-workers.</p> <p>The student will be able to describe steps to self-improvement.</p> <p>The student will be able to summarize the rules of workplace etiquette.</p> <p>The student will be able to describe the process of conflict resolution.</p> <p>The student will be able to define diversity and describe effective ways to work with a diverse group of people.</p> <p>The student will be able to identify the purpose of an effective team.</p> <p>The student will be able to discuss the traits associated with being a good leader.</p> <p>The student will be able to identify several types of leadership styles.</p>	<p>Complete Graphic Organizer</p> <p>Complete workbook activities.</p> <p>Quiz</p> <p>Chapter Test</p>	<p>Text: Succeeding In The World of Work. Copyright 2008</p> <p>Study Activity Workbook. Succeeding In The World of Work.</p>

Northern York County School District Curriculum

Course Name:	XIII. Diversified Occupations			
Content:	Consumer Life Skills			
Key Learning(s):	Develop an understanding of the many skills involved in financial literacy including budgeting, saving money, and banking and credit.			
Essential Question(s):	Why is financial literacy so important in today's world?			
Vocabulary:	Budgeting, financial responsibility, deposits, withdrawals, balance, interests			
Grade Level:	Grade 12			
Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
13.3.11	Career Retention (G) Analyze the availability and societal and economical factors of lifelong participation in career preparation and advancement opportunities.	<p>The student will be able to identify the steps to take to prepare a budget.</p> <p>The student will explain how to keep records effectively.</p> <p>The student will describe strategies to stay within a budget.</p> <p>The student will state personal changes that can affect one's financial situation.</p> <p>The student will be able to manage and reconcile a checking account.</p> <p>The student will be able to realize how someone could over- extend themselves with the use of credit.</p>	<p>Complete Graphic Organizer</p> <p>Computer Simulation Activity</p> <p>Complete Workbook Activities</p> <p>Quiz</p> <p>Chapter Test</p>	<p>Text: Succeeding In The World of Work. Copyright 2008</p> <p>Student Workbook Activity. Succeeding In The World of Work.</p> <p>Supplemental Activities: Checking Accounts</p> <p>Computer Lab</p>