



**Diversified Occupations Co-operative Education
Duty/Task List
CIP Code 32.0105**

DUTY AREAS AND TASKS	NOCTI COMPETENCY	NATIONAL SKILL STANDARD
A. ORIENTATION		
1. Identify program policies and procedures		
2. List program objectives		
3. Describe work ethics		
4. Complete forms		
5. List the benefits of career and technical student organizations		
B. CAREER DEVELOPMENT AND PLANNING		
1. Construct a profile of personal interests, aptitudes, abilities and values		
2. Compare careers in relation to job tasks, work environment, job availability and educational requirements		
C. EMPLOYMENT ACQUISITION		
1. Prepare a resume		
2. Prepare a letter of application		
3. Complete employment applications		
4. Demonstrate job interview techniques		
5. Demonstrate job interview/application follow-up activity(ies)		
6. List potential employers		
D. HUMAN RELATIONS		
1. Analyze human relations in terms of:		
a. Employer responsibilities		
b. Employee responsibilities		
c. Coworker responsibilities		
2. Demonstrate positive decision making skills		
3. Identify methods to resolve conflicts		
4. Distinguish between positive/negative criticisms		
5. Compare the advantages and disadvantages of unions and other employee organizations		

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E. HEALTH AND SAFETY		
1. Describe the need for safety practice and procedures		
2. Identify ways to achieve personal safety		
3. Identify general occupational safety practices		
4. Demonstrate general first aid procedures		
5. Describe the role of government agencies in providing for a safe workplace		
F. EMPLOYMENT RETENTION		
1. Demonstrate the positive attributes of a "good employee"		
2. Evaluate job changes and promotions		
3. Diagram the organizational structure of a company		
4. Interpret a performance evaluation		
5. Identify sources of employee information regarding company policies and procedures		
6. Summarize proper procedures for job termination		
G. COMMUNICATIONS DEVELOPMENT		
1. Demonstrate listening skills		
2. Demonstrate speaking skills		
3. Demonstrate nonverbal skills		
4. Demonstrate writing skills		
5. Demonstrate telephone skills		
6. Demonstrate self-assertiveness		
H. LEGAL AWARENESS		
1. Describe how labor regulations (federal and state) affect employment certificates		
2. Describe how labor regulations affect where a student can work		
3. Describe how labor regulations affect the time a student can work		
4. Describe how labor regulations affect wages		

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5. List the benefits provided by:		
a. Social Security		
b. Workers' Compensation		
c. Unemployment Compensation		
6. Describe the purpose of Equal Opportunity Employment (EOE)		
7. Identify major laws that regulate management relations		
I. YOUTH ORGANIZATIONS		
1. List good citizenship activities		
2. Participate in a leadership activity		
3. Demonstrate leadership qualities		
4. Demonstrate parliamentary procedure skills		
5. Participate in a public relations activity		
J. CONSUMER SKILLS		
1. Banking		
a. Discuss financial institutions		
b. Demonstrate ability to use basic banking services		
2. Credit		
a. Describe the function and purposes of credit		
b. Describe how to use credit wisely		
3. Money Management		
a. List personal financial goals		
b. Prepare a budget		
4. Taxes		
a. Describe the types and function of taxes		
b. Prepare tax forms of payroll deductions		

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5. Insurance		
a. Describe types and purposes of insurance		
b. List factors in buying insurance		
6. Consumer Protection Identify actions that can be taken for consumer protection		
7. Wages		
a. Identify types of earnings		
b. Describe forms of payroll deductions		
8. Fringe Benefits Describe the various fringe benefits		
K. ECONOMICS		
1. Describe types of business organizations		
2. Describe the opportunities of entrepreneurship		
3. Identify major differences in economic systems		
L. FUTURE PLANNING		
1. Describe the impact of technological change in the workplace		
2. List the occupational opportunities at your present skill level		
3. List short and long-term career goals		
4. Develop a plan for professional growth		
5. Discuss career changes		
M. TECHNICAL RELATED INSTRUCTION		
1. List specific safety rules and identify potential hazards at the job site		
2. Demonstrate safe work habits and attitudes on the job		
3. Define the specific occupational terms related to your job		
4. List your occupational skills		
5. List the occupational requirements to maintain employment at your job site		

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6. Describe the policies and procedures used by your cooperating employer		
7. Diagram your company's organizational structure		
8. Identify technical related resources that correlate with on the job experiences		

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