

*PLEASE NOTE: Students may take courses in this program without participating in Co-op and/or getting an early release from school.*

## **DIVERSIFIED OCCUPATIONS and COOPERATIVE WORK EXPERIENCE**

### **COURSES OFFERED**

#### **Grade 12**

**Career and Personal Success**

**# 0438**

**Diversified Occupations Co-Op**

**all course #'s listed on page 26**

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## DECA IS AVAILABLE TO ALL DIVERSIFIED OCCUPATIONS STUDENTS

Students enrolled in Career and Personal Success are encouraged to join DECA (An Association of Marketing Students). Leadership skills and individualized career competencies will be developed. Students also have the opportunity to compete at the DECA district, state, and national levels. Areas of competition include: Advertising, Apparel and Accessories, Finance & Credit, Hospitality and Tourism, Restaurant Management, Entrepreneurship, and Sports and Entertainment Marketing.

**CAREER AND PERSONAL SUCCESS** No. 0438  
**Full Year/Full Time**  
**Grade 12** Credit 1.0

Increase your chances for career and personal success when you apply the skills you will learn in this essential course! Students will explore a variety of career fields and will cover materials relating to application forms, cover letters, resumes, job interviews, and career advancement. Communications skills for effectiveness on the job and in personal relationships will be addressed. Included is a section on human relations, including job-situation case studies. Explore labor law pertaining to employees and employers. This course will help you acquire the tools necessary to manage the personal aspects of your life. You will learn money management, banking, credit, and consumerism. You will also learn how to buy a car, buy insurance, rent an apartment, and adapt smoothly to your independent lifestyle. Students will have an opportunity to participate in a shadow study related to their career interest. For an additional credit, students have the opportunity to work at an approved job for at least 15 hours per week and may be RELEASED EARLY FROM SCHOOL each day under the supervision of the teacher-coordinator. However, co-op work experience is NOT REQUIRED for a student to enroll in the class. Students having a full schedule may still participate in co-op for an additional credit. This is a valuable course for ALL students.

**Criteria for Selection** - None.

**DIVERSIFIED OCCUPATIONS CO-OP**  
**Semester/Full Time**  
**Grade 12** Credit 1.0

For an additional credit, students enrolled in the Diversified Occupations Program can receive an EARLY RELEASE FROM SCHOOL each day in order to fulfill the requirements of co-op. Students must work an average of 15 hours per week at an approved work station, and are encouraged to work at a job related to their career goals. The work experience is supervised by the Diversified Occupations Teacher/Coordinator and the student's work supervisor. If students have a full academic schedule, they may still participate in co-op (refer to No. 0436 and 0437 for period 12 - No Early Release). Select the course numbers that correspond to the work release time requested. PLEASE MAKE SELECTIONS CAREFULLY.

*The teacher-coordinator will assist in the placement of students who do not have jobs.*

**Criteria for Selection** - Enrollment in any course in the Diversified Occupations Program.

**DIVERSIFIED OCCUP. CO-OP** No. 0433  
**Semester 1 Period 11 Full Time**

**DIVERSIFIED OCCUP. CO-OP** No. 0431  
**Semester 1 Periods 10-11 Full Time**

**DIVERSIFIED OCCUP. CO-OP** No. 0429  
**Semester 1 Periods 8-11 Full Time**

**DIVERSIFIED OCCUP. CO-OP** No. 0427  
**Semester 1 Periods 7-11 Full Time**

**DIVERSIFIED OCCUP. CO-OP** No. 0425  
**Semester 1 Periods 5-11 Full Time**

**DIVERSIFIED OCCUP. CO-OP** No. 0434  
**Semester 2 Period 11 Full Time**

**DIVERSIFIED OCCUP. CO-OP** No. 0432  
**Semester 2 Periods 10-11 Full Time**

**DIVERSIFIED OCCUP. CO-OP** No. 0435  
**Semester 2 Periods 9-11 Full Time**

**DIVERSIFIED OCCUP. CO-OP** No. 0428  
**Semester 2 Periods 7-11 Full Time**

**DIVERSIFIED OCCUP. CO-OP** No. 0426  
**Semester 2 Periods 5-11 Full Time**

**DIVERSIFIED OCCUP. CO-OP** No. 0436  
**Semester 1 Period 12 Full Time**  
 For those students who have a full schedule, but would like to participate in Co-op.

**DIVERSIFIED OCCUP. CO-OP** No. 0437  
**Semester 2 Period 12 Full Time**  
 For those students who have a full schedule, but would like to participate in Co-op.