



# Perris Union High School District Course of Study

## A. COURSE INFORMATION

<b>Course Title:</b> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">RCOE Career Readiness - MS</div> <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised	<b>Subject Area:</b> <input type="checkbox"/> Social Science <input type="checkbox"/> English <input type="checkbox"/> Mathematics <input type="checkbox"/> Laboratory Science <input type="checkbox"/> World Languages <input type="checkbox"/> Visual or Performing Arts <input checked="" type="checkbox"/> College Prep Elective <input type="checkbox"/> Other	<b>Grade Level</b> <input checked="" type="checkbox"/> MS <input type="checkbox"/> HS <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
<b>If revised previous course name if changed</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Is this classified as a Career Technical Education course?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Transcript Course Code/Number:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> (To be assigned by Educational Services)	<b>Credential Required to teach this course:</b> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <i>Any currently issued CTE Credential            Single Subject: Industrial + Tech Ed, Agriculture,            To be completed by Human Resources only!</i> </div>	
<b>Required for Graduation:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <i>Spilholz, Diller 4/6/2022</i> </div> <div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Date</span> </div> <div style="margin-top: 10px;"> <b>CaIPADS CODE</b> <span style="border: 1px solid black; padding: 5px; margin-left: 20px;">7000</span> </div>	
<b>Meets UC/CSU Requirements?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Was this course <u>previously approved by UC</u> for PUHSD?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Will be verified by Ed Services)	<b>Meets "Honors" Requirements?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Meets "AP" Requirements?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Unit Value/Length of Course:</b> <input type="checkbox"/> 0.5 (half year or semester equivalent) <input checked="" type="checkbox"/> 1.0 (one year equivalent) <input type="checkbox"/> 2.0 (two year equivalent) <input type="checkbox"/> Other:	
<b>Submitted by: Dian Martin</b> <b>Site: Educational Services</b> <b>Date: 04/05/2022</b>		
<b>Approvals</b>	<b>Name/Signature</b>	<b>Date</b>
Director of Curriculum & Instruction		4/7/22
Asst. Superintendent of Educational Services		4/7/22
Governing Board		

*Home Economics, Business*

**COURSE OUTLINE****Course:** 12623 Career Readiness**CBEDS Title:** Other Diversified Occupations Course**CBEDS Number:** 5869**Job Title(s):**

O'NET	JOB TITLES
41-2031.00	Retail Sales Person
27-1026.00	Merchandise Displayer and Window Trimmer
41-9011.00	Demonstrator and Product Promoter
41-2011.00	Cashier
43-5081.01	Stock Clerk
43-4051.00	Customer Service Representative
43-4171.00	Receptionist and Information Clerk
43-9061.00	General Office Clerk
43-9022.00	Word Processor and Typist
43-9021.00	Data Entry Keyers
53-7062.00	General Labor Jobs
31-0000.00	Healthcare Support Occupations
29-2071.00	Medical Records and Health Information Technicians

**Course Description:**

This course provides students with essential skills to make informed and satisfying career decisions. Strategies and skills for occupational and educational exploration, decision-making, and goal setting are developed. A realistic career action plan is developed using sound guidelines, strategies and practices for successful career planning within a changing global economy and contemporary workplace. The California Career Technical Education Foundation Standards are thoroughly integrated into the course competencies.

**Hours:**

Classroom	180	Classroom	180
Community Site (CC)	0	Coop VocEd (CVE)	0
<b>Total:</b>	<b>180</b>	<b>Total:</b>	<b>180</b>

**Prerequisites:**

None

**Date of Last Revision:** July 25, 2012**Additional Course Information:**

Hours		
Class	CC	CVE

## Occupational Competencies

4		
---	--	--

### 1 ORIENTATION TO CTE/ROP

- A Completes a course orientation.
- B Recognizes sexual harassment as defined by California and Federal Law.
- C Models effective strategies for resolving sexual harassment situations.
- D Evaluates and describes appropriate technology ethics for the workplace.

10		
----	--	--

### 2 CTE EXPECTED SCHOOLWIDE LEARNING RESULTS

- A Researches all aspects of the industry and develops a plan of action to meet career objectives.
- B Creates a professional portfolio that includes job acquisition documents and work samples.
- C Displays professionalism through appropriate attire, behavior, and work ethics.
- D Recognizes occupational safety hazards, demonstrates appropriate prevention measures, and observes safety rules for the work environment.
- H Identifies post-secondary opportunities and requirements.
- I Utilizes ongoing personal skills development for improved employability, including maintaining a positive attitude, honesty, self-confidence, time management, and other positive traits.

15		
----	--	--

### 3 ACADEMIC STANDARDS WHERE APPLIED IN CTE COURSES

- A Uses addition, subtraction, multiplication, and division with accuracy.
- B Uses fractions, percentages, and decimals.
- E Formulates explanations by using logic and evidence.
- I Analyzes the elements of America's market economy in a global setting.
- J Discusses wage differences among jobs and professions.
- K Generates relevant questions about readings on issues that relate to industry research.
- L Critiques the logic of functional documents by examining the sequence of information and procedures in anticipation of possible reader misunderstandings.
- M Verifies and clarifies facts presented in other types of expository texts by using a variety of consumer, workplace, and public documents.
- O Uses systematic strategies to organize and record information (e.g., anecdotal scripting, annotated bibliographies).
- P Formulates judgements about the ideas under discussion and supports those judgements with convincing evidence.
- Q Uses props, visual aids, graphs, and electronic media to enhance the appeal and accuracy of presentations.
- R Produces legible work that shows accurate spelling and correct punctuation and capitalization.
- S Uses technical terms and notations accurately.

25		
----	--	--

### 4 CAREER PLANNING AND MANAGEMENT

- A Identifies the personal qualifications, interests, aptitudes, information, and skills necessary to succeed in careers.
- B Understands the scope of career opportunities and knows the requirements for education, training, and licensure.
- C Develops a career plan that is designed to reflect career interests, pathways, and post-secondary options.
- D Understands the role and function of professional organizations, industry associations, and organized labor in a productive society.
- E Describes the past, present, and future trends that affect careers, such as technological developments and societal trends, and the resulting need for lifelong learning.
- F Identifies the important strategies for self-promotion in the hiring process, such as job applications, resume writing, interviewing skills, and preparation of a portfolio.

Hours		
Class	CC	CVE

15		
----	--	--

**5 PROBLEM-SOLVING, CRITICAL THINKING, AND RESPONSIBILITY AND FLEXIBILITY**

- A Applies appropriate problem-solving strategies and critical thinking skills to work-related issues and tasks.
- B Understands the systematic problem-solving models that incorporate input, process, outcome, and feedback components.
- C Uses critical thinking skills to make informed decisions and solve problems.
- D Models the qualities and behaviors that constitute a positive and professional work demeanor.
- E Identifies the importance of accountability and responsibility in fulfilling personal, community, and workplace roles.
- F Adapts to varied roles and responsibilities.
- G Demonstrates that individual actions can affect the larger community.
- H Understands the importance of time management to fulfill responsibilities.
- I Demonstrates how to apply high-quality craftsmanship to a product or presentation and continually refine and perfect it.

10		
----	--	--

**6 LEADERSHIP AND TEAMWORK**

- A Identifies and models the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace settings.
- B Able to organize and structure work individually and in teams for effective performance and the attainment of goals.
- C Knowledgeable in multiple approaches of conflict resolution and their appropriateness for a variety of situations in the workplace.
- D Demonstrates how to interact with others in ways that demonstrates respect for individual and cultural differences and for the attitudes and feelings of others.
- E Models leadership, cooperation, collaboration, and effective decision-making skills applied in group or team activities, including student organizations.

5		
---	--	--

**7 ENVIRONMENTAL CONCEPTS**

- A Practices conservation of classroom resources.
- B Identifies the use of green technology within the industry sector.
- C Identifies the impact the industry has on the environment.
- D Identifies industry practices that demonstrate a commitment to sustainability.

36		
----	--	--

**8 WORLD OF WORK SKILLS - JOB RETENTION**

- A Understands the organization's expectations for attendance and adhering to work schedules.
- B Exerts a high level of effort and perseverance towards goal completion; works hard to learn new tasks.
- C Seeks out information to improve skills and performance.
- D Selects appropriate and clean clothing or uniform and maintains personal hygiene.
- E Responds appropriately to written and oral instructions in the workplace.

30		
----	--	--

**9 TEAM WORK SKILLS - JOB RETENTION**

- A Demonstrates proper speaking, listening, writing, and social skills to participate as an effective team member.
- B Understands the importance and impact of one's work on others and the final outcome.

30		
----	--	--

**10 INTERPERSONAL SKILLS- JOB RETENTION**

- A Demonstrates speaking, listening, writing and social skills to participate as an active team member.
- B Interacts appropriately with persons of authority and responds appropriately to work place questions.
- C Resolves conflicts with persons of authority, co-workers, and customers in an appropriate manner.
- D Completes tasks and projects fully even when undesirable or unpleasant.

Hours		
Class	CC	CVE

12623 Career Readiness

## **Job Attitudes**

**99 A** Work Ready Certificate