CRAWFORD TECH
Crawford County Career & Technical Center

Diversified Occupations Sequence Chart

CIP - 32.0105 (Job Seeking/Changing Skills)

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
YEAR I	• Complete D.O. forms/Objectives • Orientation • Health and Safety • Personality Traits • Job Search • Job Application • Cover Letter / Resume • Interviewing Skills • After the Interview Letter • Professional Skills • Career Safe/Employability Skills	• Human Relations • Work Ethic Skills • School Versus Work • Discipline in the Work World • Employment Retention • Top 15 Characteristics Wanted in Workers • Youth Organizations • Public Relations: Parliamentary Procedures Leadership Development Citizenship Community Involvement Community Responsibilities • Career Safe/Employability Skills	• Workplace Safety • Teamwork Skills • Attitudes for Success • Communications Development • Consumer Skills • Banking/Credit • Money Management • Taxes • Insurance • Employment Acquisition • Equal Opportunity Employment • Career Safe/Employability Skills	• Legal Awareness • Labor Law • Social Security • Workers' Compensation • Unemployment • Sexual Harassment • Social Media • How to Leave a Job • Resignation letter/Proper Notice • Career Development and Planning • Portfolio

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