

## Bermudian Springs School District

**Program Title:** Diversified Occupations

**Goals/Objectives:** To provide our students with an experience that will benefit their future career path and skill set.

**Description:**

Students are prepared for the current and future workplace. They are provided with experiences in career preparation and good work habits on the job.

Topics include:

- Career research
- Market outlook
- Personal career interest survey
- Current and future career outlook
- Benefits of further training – Tech or College
- Good on the job work skills
- Job hunting skills
- Interviewing skills
- Communication skills
- Computer skills
- Resume and cover letter preparation
- Job advancement
- On the Job Training – 640 hours
- Recordkeeping
- Financial management skills
- Business organization skills

**Evaluation Tools & Procedures:**

- NOCTI Test Workplace Readiness
- Teacher prepared tests and quizzes
- Student generated projects related to careers
- Workplace evaluation forms
- Interview scorecard by outside evaluators
- Weekly time sheets of workplace participation

**Results of Activity:**

Students are prepared to enter the workplace with experiences and content knowledge, have the needed skills to search and prepare for career acquisition, and have skills to continue to be lifelong learners.

**Resources and Other Related Information:**

Succeeding in the World of Work (Local newspaper articles dealing with current trends in careers)

Occupational Handbook

Guidance resources

Career research search engines on the Internet

Resume and cover letter examples

**Contact Information:**

Dr. Shane Hotchkiss

Bermudian Springs School District

7335 Carlisle Pike

York Springs, PA 17372

[shotchkiss@bermudian.org](mailto:shotchkiss@bermudian.org)

717-528-4113 Ext. 1711