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ABSTRACT
        This Ohio Competency Analysis Profile (OCAP), derived
from a modified Developing a Curriculum (DACUM) process, is a current
comprehensive and verified employer competency program list for the
GRADS (Graduation, Reality, and Dual Role Skills) program. Each unit
(with or without subunits) contains competencies and competency
builders that identify the occupational, academic, and employability
skills needed to deal with personal, home, and work stresses. Within
that outline are three levels of items: core, advancing, and futuring.
Core items are essential to entry-level employment. Advancing items
are needed to advance in a given occupation. Futuring items are
needed to enter and remain in a given occupation 3 to 4 years from
now. This profile contains four units: (1) positive self; (2)
pregnancy; (3) parenting; and (4) economic independence. (NLA)

OCAP

OHIO'S COMPETENCY ANALYSIS PROFILE

GRADS

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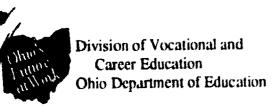
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What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic, and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items are essential to entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests (scheduled to begin in FY93). Advancing items (marked with one asterisk) are needed to advance in a given occupation. Futuring items (marked with two asterisks) are needed to enter and remain in a given occupation three to four years from now.

Districts may add as many units, subunits, competencies, and competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their courses of study and monitor competency gains via the new competency testing program.

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OHIO COMPETENCY ANALYSIS PROFILE

GRADS

UNIT 1: Positive Self

SUBUNIT 1.1: Self-formation

COMPETENCY 1.1.1: Assess personal development

COMPETENCY BUILDERS:

1.1.1.1 Examine the characteristics of adolescent development
1.1.1.2 Interpret physical, social, emotional, and cognitive changes that occur during the transition from adolescence to adulthood
1.1.1.3 Examine characteristics of adult development

COMPETENCY 1.1.2: Assess self-esteem and its effects on self and others

COMPETENCY BUILDERS:

1.1.2.1 Identify factors that affect self-esteem
1.1.2.2 Analyze the relationship between self-esteem and positive attitude
1.1.2.3 Analyze factors contributing to suicide
1.1.2.4 Analyze the role emotions play in self-empowerment
1.1.2.5 Analyze factors that influence personal image

COMPETENCY 1.1.3: Realize the importance of values

COMPETENCY BUILDERS:

1.1.3.1 Identify universal, cultural, and family values
1.1.3.2 Identify personal values
1.1.3.3 Analyze how values change throughout life

COMPETENCY 1.1.4: Create a plan to achieve personal goals

COMPETENCY BUILDERS:

1.1.4.1 Differentiate short-range goals from long-range goals
1.1.4.2 Identify barriers to meeting goals
1.1.4.3 Analyze the relationship between wants, needs, values, and goals
1.1.4.4 Set goals
1.1.4.5 Set objectives to meet those goals

  * Advancing
 ** Futuring   1

COMPETENCY 1.1.5: Analyze options available to the pregnant adolescent

COMPETENCY BUILDERS:

1.1.5.1 Compile facts about teenage pregnancy
1.1.5.2 Contrast available alternatives
1.1.5.3 Identify factors that affect a teenager's decision regarding pregnancy

COMPETENCY 1.1.6: Apply coping skills to stressful situations

COMPETENCY BUILDERS:

1.1.6.1 Identify causes of stress
1.1.6.2 Identify the physical, emotional, and behavioral symptoms of stress
1.1.6.3 Demonstrate methods of stress reduction
1.1.6.4 Demonstrate coping skills
1.1.6.5 Assess levels of stress*

COMPETENCY 1.1.7: Plan personal and family wellness programs that address diet, exercise, rest/relaxation, and preventive health care

COMPETENCY BUILDERS:

1.1.7.1 Analyze factors that contribute to a healthy lifestyle
1.1.7.2 Identify values that affect food choices
1.1.7.3 Develop a reference chart of nutrients and their functions
1.1.7.4 Analyze personal and family food habits
1.1.7.5 Analyze personal and family substance use and abuse

COMPETENCY 1.1.8: Investigate role of contributing citizen

COMPETENCY BUILDERS:

1.1.8.1 Identify local, state, national, and global organizations focusing on social issues
1.1.8.2 Analyze rights and responsibilities of citizenship
1.1.8.3 Explore volunteer opportunities in the community
1.1.8.4 Stay abreast of current events

* Advancing
** Futuring

UNIT 1: Positive Self

SUBUNIT 1.2: Communication skills

COMPETENCY 1.2.1: Demonstrate effective communication skills

COMPETENCY BUILDERS:

1.2.1.1 Analyze communication skills and patterns
1.2.1.2 Assess positive and negative factors that affect family communication
1.2.1.3 Demonstrate active listening

COMPETENCY 1.2.2: Demonstrate assertiveness skills

COMPETENCY BUILDERS:

1.2.2.1 Differentiate between assertive, passive, and aggressive behavior(s)
1.2.2.2 Explain problem ownership
1.2.2.3 Design positive and negative assertive responses
1.2.2.4 Demonstrate assertive questioning and reasoning techniques

COMPETENCY 1.2.3: Manage conflict

COMPETENCY BUILDERS:

1.2.3.1 Identify need for conflict management
1.2.3.2 Identify types of conflict
1.2.3.3 Identify negative conflict resolutions including domestic violence, child abuse, battering, sexual abuse, and verbal abuse
1.2.3.4 Analyze attitudes toward conflict
1.2.3.5 Practice positive conflict resolution techniques
1.2.3.6 Analyze conflict outcomes

UNIT 1: Positive Self

SUBUNIT 1.3: Relationships

COMPETENCY 1.3.1: Maintain friendships

COMPETENCY BUILDERS:

1.3.1.1 Determine the value of friendship
1.3.1.2 Contrast types of friendships
1.3.1.3 Contrast positive and negative aspects of peer pressure
1.3.1.4 Analyze problem situations involving friends

  * Advancing
** Futuring   3

COMPETENCY 1.3.2:   Identify dating attitudes, behaviors, and
                    problems

COMPETENCY BUILDERS:

1.3.2.1   Analyze factors involved in establishing dating
          relationships
1.3.2.2   Identify characteristics of dating partners
1.3.2.3   Demonstrate how to refuse a date
1.3.2.4   Examine dating problems

COMPETENCY 1.3.3:   Analyze factors related to marriage

COMPETENCY BUILDERS:

1.3.3.1   Identify desirable characteristics of a marriage partner
1.3.3.2   Negotiate financial responsibilities of marriage
1.3.3.3   Identify common expectations of marriage
1.3.3.4   Establish guidelines for building sound and mutually
          respectful relationships
1.3.3.5   Evaluate the role of friends in a marriage
1.3.3.6   Identify traits of successful marriages

COMPETENCY 1.3.4:   Analyze factors contributing to family
                    lifestyles

COMPETENCY BUILDERS:

1.3.4.1   Examine life events affecting the family
1.3.4.2   Identify common family traditions and cultural
          traditions
1.3.4.3   Evaluate effects of family patterns on
          pregnant/parenting teens
1.3.4.4   Assess role of the extended family in parenting and
          family relationships
1.3.4.5   Identify community resources available to assist
          families with problems

 * Advancing   7
** Futuring   4

UNIT 2: Pregnancy

SUBUNIT 2.1: Wellness and Prenatal Care

COMPETENCY 2.1.1: Examine onset of pregnancy

COMPETENCY BUILDERS:

2.1.1.1 Confirm conception
2.1.1.2 Identify pregnancy signs and symptoms
2.1.1.3 Verify pregnancy
2.1.1.4 Explain need for ongoing prenatal care
2.1.1.5 Evaluate agencies that provide prenatal medical care

COMPETENCY 2.1.2: Examine fetal development

COMPETENCY BUILDERS:

2.1.2.1 Examine each trimester of fetal development
2.1.2.2 Describe medical tests conducted during pregnancy
2.1.2.3 Research low-birth-weight and premature babies

COMPETENCY 2.1.3: Develop a plan to meet nutritional needs of
                   pregnant/lactating teens

COMPETENCY BUILDERS:

2.1.3.1 Identify nutritional requirements for a healthy mother
         and a healthy baby
2.1.3.2 Explain the function of the placenta
2.1.3.3 Describe the impact of weight gain during pregnancy
2.1.3.4 Identify diet-related pregnancy problems

COMPETENCY 2.1.4: Analyze genetic influences on fetus

COMPETENCY BUILDERS:

2.1.4.1 Identify types of genetic birth defects
2.1.4.2 Assess family histories for genetic disorders
2.1.4.3 Identify resources available to address birth defects

* Advancing
** Futuring   5

8

COMPETENCY 2.1.5: Investigate the adverse effects of substances
                   and environmental chemicals

COMPETENCY BUILDERS:

2.1.5.1 Identify causes of and preventive measures related to
         birth defects
2.1.5.2 Evaluate the effects of drug ingestion on both fetus and
         mother
2.1.5.3 Identify environmental chemicals that can harm fetus and
         mother

COMPETENCY 2.1.6: Examine effects of sexually transmitted
                   diseases (STDs) on father, mother, and baby

COMPETENCY BUILDERS:

2.1.6.1 Identify symptoms, transmission, complications, and
         treatment of STDs
2.1.6.2 Investigate impact of STDs on fetal development
2.1.6.3 Identify precautions used to prevent sexually
         transmitted diseases

COMPETENCY 2.1.7: Develop exercise plan for pregnant/lactating
                   teens

COMPETENCY BUILDERS:

2.1.7.1 Evaluate need for prenatal exercise/fitness
2.1.7.2 Analyze physical and psychological implications of
         prenatal exercise and fitness
2.1.7.3 Assess advantages of childbirth preparation classes

COMPETENCY 2.1.8: Evaluate maternal development needs

COMPETENCY BUILDERS:

2.1.8.1 Examine misconceptions regarding pregnancy and
         childbirth
2.1.8.2 Describe physical discomforts of pregnancy
2.1.8.3 Identify emotional adjustments during pregnancy

COMPETENCY 2.1.9: Examine possible complications during
                   pregnancy

COMPETENCY BUILDERS:

2.1.9.1 Identify warning signals of complications during
         pregnancy
2.1.9.2 Describe medical tests conducted during pregnancy
2.1.9.3 Explain risks of having sex during pregnancy

 * Advancing
** Futuring   6

                                           9

COMPETENCY 2.1.10: Evaluate infant feeding options

COMPETENCY BUILDERS:

2.1.10.1 Identify nutritional needs of infants
2.1.10.2 Contrast feeding of premature and full-term babies
2.1.10.3 Compare breast-feeding and bottle-feeding
2.1.10.4 Demonstrate burping techniques
2.1.10.5 Identify diet-related illnesses of infants

COMPETENCY 2.1.11: Examine labor and delivery

COMPETENCY BUILDERS:

2.1.11.1 Describe common fears and misconceptions of labor and delivery
2.1.11.2 Compare childbirth methods
2.1.11.3 Investigate premature birth(s) and implications
2.1.11.4 Prepare for delivery
2.1.11.5 Describe medical tests conducted during labor and delivery

UNIT 2: Pregnancy

SUBUNIT 2.2: Postnatal Care

COMPETENCY 2.2.1: Assess role of family members in postpartum care

COMPETENCY BUILDERS:

2.2.1.1 Identify physical changes of mother following delivery
2.2.1.2 Describe emc:ional adjustments following delivery
2.2.1.3 Investigate postpartum health checkup

COMPETENCY 2.2.2: Demonstrate care of the newborn

COMPETENCY BUILDERS:

2.2.2.1 Identify conditions present at birth
2.2.2.2 Describe common newborn responses
2.2.2.3 Explain bonding
2.2.2.4 Describe initial post-delivery care of newborn
2.2.2.5 Demonstrate feeding a newborn
2.2.2.6 Demonstrate putting on and taking clothing off of a newborn
2.2.2.7 Demonstrate bathing a newborn
2.2.2.8 Identify safety precautions of caring for newborns
2.2.2.9 Identify health care providers and support services

 * Advancing
** Futuring   7

COMPETENCY 2.2.3: Examine sexual decisions following pregnancy

COMPETENCY BUILDERS:

2.2.3.1 Identify values involved in making sexual decisions
2.2.3.2 Identify risks of being sexually active
2.2.3.3 Evaluate birth control options
2.2.3.4 Evaluate spacing of pregnancies

UNIT 2: **Pregnancy**

SUBUNIT 2.3: **Cost of Parenthood**

COMPETENCY 2.3.1: Estimate financial costs of parenthood

COMPETENCY BUILDERS:

2.3.1.1 Investigate medical costs during an.1 following pregnancy
2.3.1.2 Identify costs of baby equipment and supplies
2.3.1.3 Identify costs of rearing a child from birth to age 18

COMPETENCY 2.3.2: Analyze legal issues of parenthood
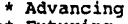
COMPETENCY BUILDERS:

2.3.2.1 Explain legal rights and responsibilities of mother,
         father, child, grandparents, school authorities, and
         community agencies
2.3.2.2 Explain use and importance of birth certificates
2.3.2.3 Explain child support, paternity, visitation, and
         custody
2.3.2.4 Explain guardianship, emancipated minor, and power of
         attorney
2.3.2.5 Explain adoption procedures
2.3.2.6 Explain abortion rights

COMPETENCY 2.3.3: Analyze community programs and resources that
                     offer health care or financial assistance

COMPETENCY BUILDERS:

2.3.3.1 Identify sources of health care/financial assistance
2.3.3.2 Examine factors in obtaining health care/financial
         assistance

* Advancing
** Futuring   8

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UNIT 3: Parenting

SUBUNIT 3.1: Adjustment to Parenting

COMPETENCY 3.1.1:   Examine attitudes and expectations of
                    parenthood

COMPETENCY BUILDERS:

3.1.1.1   Examine attitudes toward parenting
3.1.1.2   Identify goals parents have for their children
3.1.1.3   Identify adjustments in daily living caused by
          parenthood
3.1.1.4   Contrast behaviors of caring, neglectful, and abusive
          parents
3.1.1.5   Describe a positive home environment
3.1.1.6   Identify fear(s) of being a parent

COMPETENCY 3.1.2:   Examine parenting roles, rights, and
                    responsibilities

COMPETENCY BUILDERS:

3.1.2.1   Identify roles, rights, and responsibilities of parents,
          children, and grandparents
3.1.2.2   Assess rewards and sacrifices of child rearing

COMPETENCY 3.1.3:   Assess factors related to adolescent
                    parenthood

COMPETENCY BUILDERS:

3.1.3.1   Identify stresses and fears associated with parenthood
3.1.3.2   Investigate challenges of adolescent parenthood
3.1.3.3   Research need for pregnant/parenting adolescents to
          develop parenting skills

COMPETENCY 3.1.4:   Investigate challenges of parenting children
                    with special needs

COMPETENCY BUILDERS:

3.1.4.1   Identify types of special needs
3.1.4.2   Research types of developmental delays and developmental
          disabilities
3.1.4.3   Evaluate critical importance of bonding with special
          needs children
3.1.4.4   Describe problems with feeding, clothing, and bathing
          children with special needs
3.1.4.5   Identify available medical care and support services for
          children with special needs

 * Advancing
** Futuring   9

UNIT 3: Parenting

SUBUNIT 3.2: Child Development

COMPETENCY 3.2.1: Evaluate physical growth and development needs
                   of children

COMPETENCY BUILDERS:

3.2.1.1 Identify physical changes that occur from infancy to
         five years of age
3.2.1.2 Investigate ways to enhance physical development

COMPETENCY 3.2.2: Evaluate social development needs of children

COMPETENCY BUILDERS:

3.2.2.1 Identify need for social interaction
3.2.2.2 Examine types of social interactions
3.2.2.3 Identify personality characteristics
3.2.2.4 Select activities that teach gender roles

COMPETENCY 3.2.3: Evaluate emotional development needs of
                   children

COMPETENCY BUILDERS:

3.2.3.1 Identify emotional needs
3.2.3.2 Examine types of children's emotions
3.2.3.3 Identify attachment and independent behaviors

COMPETENCY 3.2.4: Evaluate cognitive development needs of
                   children

COMPETENCY BUILDERS:

3.2.4.1 Identify cognitive needs
3.2.4.2 Examine types of cognitive development
3.2.4.3 Prepare children for school
3.2.4.4 Identify ways to stimulate language development

COMPETENCY 3.2.5: Recognize parental role in overall child
                   development

COMPETENCY BUILDERS:

3.2.5.1 Describe parental role in enhancing development in
         infants and young children
3.2.5.2 Recognize parental role in preparing children for school
3.2.5.3 Identify use of developmental assessment tools

  * Advancing
 ** Futuring   10
                                                   13

UNIT 3: Parenting

SUBUNIT 3.3: Childcare

COMPETENCY 3.3.1: Plan meals for infants, toddlers, and
                  preschoolers

COMPETENCY BUILDERS:

3.3.1.1 Identify major food groups
3.3.1.2 Research nutritional needs of infants, toddlers, and
         preschoolers
3.3.1.3 Describe problems related to feeding schedules
3.3.1.4 Investigate the introduction of solid foods
3.3.1.5 Identify appropriate and inappropriate finger foods

COMPETENCY 3.3.2: Evaluate children's hygiene needs

COMPETENCY BUILDERS:

3.3.2.1 Identify need for good hygiene
3.3.2.2 Establish routines for good hygiene practices
3.3.2.3 Establish proper hair care practices
3.3.2.4 Establish proper dental care practices

COMPETENCY 3.3.3: Analyze safety practices and hazards

COMPETENCY BUILDERS:

3.3.3.1 Identify common home accidents
3.3.3.2 Establish criteria for a safe home
3.3.3.3 Investigate laws regarding vehicle safety
3.3.3.4 Evaluate toys for safety
3.3.3.5 Examine need for protection from the environment

COMPETENCY 3.3.4: Analyze the effects of media on children

COMPETENCY BUILDERS:

3.3.4.1 Examine types of media
3.3.4.2 Identify values children learn from media
3.3.4.3 Choose and establish limits for media exposure
3.3.4.4 Evaluate the effect of advertisements on children

 * Advancing
** Futuring   11

                                14

COMPETENCY 3.3.5: Demonstrate basic first-aid
techniques/procedures

COMPETENCY BUILDERS:

3.3.5.1 Identify items needed in first-aid kit
3.3.5.2 Establish up-to-date medical records

COMPETENCY 3.3.6: Care for the needs of ill children

COMPETENCY BUILDERS:

3.3.6.1 Identify signs and symptoms of childhood illnesses
3.3.6.2 Communicate information to medical personnel
3.3.6.3 Monitor administration of medication
3.3.6.4 Recognize the importance of immunizations

COMPETENCY 3.3.7: Evaluate child-care services

COMPETENCY BUILDERS:

3.3.7.1 Compare types, costs, and benefits of child care in the
community
3.3.7.2 Identify potential child-care emergencies
3.3.7.3 Describe ways to protect children from harm
3.3.7.4 Investigate steps to take if a child is missing

UNIT 3: Parenting

SUBUNIT 3.4: Family Relationships

COMPETENCY 3.4.1: Realize children's inherent self-worth

COMPETENCY BUILDERS:

3.4.1.1 Examine influences on self-concept
3.4.1.2 Identify ways to nurture self-esteem

COMPETENCY 3.4.2: Demonstrate effective communication skills in
guiding young children

COMPETENCY BUILDERS:

3.4.2.1 Listen to children's needs
3.4.2.2 Answer children's questions
3.4.2.3 Use positive reinforcement
3.4.2.4 Convey clear instructions

  * Advancing
** Futuring   12

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COMPETENCY 3.4.3: Contrast discipline techniques

COMPETENCY BUILDERS:

3.4.3.1 Research various discipline techniques
3.4.3.2 Distinguish between effective and ineffective discipline
3.4.3.3 Identify appropriate/inappropriate parental responses to
         common behaviors

COMPETENCY 3.4.4: Focus on specific parenting problems

COMPETENCY BUILDERS:

3.4.4.1 Contrast toilet training techniques
3.4.4.2 Examine the need for security

COMPETENCY 3.4.5: Manage rivalry among family members

COMPETENCY BUILDERS:

3.4.5.1 Identify types of rivalry
3.4.5.2 Identify common causes of sibling rivalry
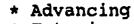3.4.5.3 Develop guidelines for dealing with rivalry

COMPETENCY 3.4.6: Analyze stresses affecting families

COMPETENCY BUILDERS:

3.4.6.1 Compare interrelationships of family members
3.4.6.2 Examine the impact of parents' relationship on children
3.4.6.3 Examine effects of substance abuse
3.4.6.4 Examine responses to death and dying

COMPETENCY 3.4.7: Examine child abuse and neglect

COMPETENCY BUILDERS:

3.4.7.1 Identify types and signs of abuse and neglect
3.4.7.2 Investigate procedures for protecting an
         abused/neglected child
3.4.7.3 Identify community agencies providing support/treatment
3.4.7.4 Identify prevention strategies

  * Advancing
 ** Futuring   13

COMPETENCY 3.4.8:   Investigate family legal issues

COMPETENCY BUILDERS:

3.4.8.1   Examine legal aspects of marriage
3.4.8.2   Explain annulment, legal separation, dissolution, and
          divorce
3.4.8.3   Explain the need for a will and power of attorney
3.4.8.4   Identify criteria for seeking legal advice

UNIT 4:   Economic Independence

SUBUNIT 4.1:   Career Exploration

COMPETENCY 4.1.1:   Assess work needs and values

COMPETENCY BUILDERS:

4.1.1.1   Identify reasons people work
4.1.1.2   Examine values related to employment
4.1.1.3   Interpret needs of employers and employees
4.1.1.4   Identify factors that influence work ethic
4.1.1.5   Identify employability skills valued by employers

**COMPETENCY 4.1.2:   Examine equitable roles, rights, and
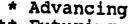   responsibilities in the workplace**

COMPETENCY BUILDERS:

4.1.2.1   Review legislation that ensures equity
4.1.2.2   Explore discrimination issues
4.1.2.3   Describe stereotyping that leads to discrimination
4.1.2.4   Practice conflict resolution

COMPETENCY 4.1.3:   Assess career interests and skills

COMPETENCY BUILDERS:

4.1.3.1   Identify personal interests and skills
4.1.3.2   Identify career interests/options
4.1.3.3   Utilize career assessment tools

* Advancing
** Futuring   14   17

COMPETENCY 4.1.4: Investigate traditional occupational options

COMPETENCY BUILDERS:

4.1.4.1 Identify factors that influence career choices
4.1.4.2 Examine list of traditional occupational choices
4.1.4.3 Examine several occupational clusters
4.1.4.4 Analyze career choices

COMPETENCY 4.1.5: Investigate nontraditional occupational
                   options

COMPETENCY BUILDERS:

4.1.5.1 Examine list of nontraditional occupational choices
4.1.5.2 Analyze myths and realities of nontraditional jobs
4.1.5.3 Identify barriers to choosing and succeeding in a
         nontraditional occupation
4.1.5.4 Participate in hands-on experiences relevant to a
         nontraditional occupation

COMPETENCY 4.1.6: Investigate entrepreneurial career options*

COMPETENCY BUILDERS:

4.1.6.1 Identify characteristics of entrepreneurs*
4.1.6.2 Identify potential entrepreneurial careers*

COMPETENCY 4.1.7: Develop a career plan

COMPETENCY BUILDERS:

4.1.7.1 Identify long-range career goal(s)
4.1.7.2 Assess work needs, values, skills, and interests as
         related to career goal(s)
4.1.7.3 Utilize career planning resources
4.1.7.4 Make a career change*

UNIT 4: Economic Independence

SUBUNIT 4.2: Employability

COMPETENCY 4.2.1: Assess employment realities

COMPETENCY BUILDERS:

4.2.1.1 Identify benefits of and barriers to employment
4.2.1.2 Analyze employment myths and realities for males and
         females

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COMPETENCY 4.2.2: Develop a job search plan

COMPETENCY BUILDERS:

4.2.2.1 Contrast job search methods
4.2.2.2 Identify job leads
4.2.2.3 Determine which job leads to pursue

COMPETENCY 4.2.3: Apply communication skills to employment
                   search(es)

COMPETENCY BUILDERS:

4.2.3.1 Make a telephone contact
4.2.3.2 Develop a resume
4.2.3.3 Complete a job application
4.2.3.4 Write a cover letter and a thank-you letter
4.2.3.5 Write an acceptance letter

COMPETENCY 4.2.4: Demonstrate interview skills

COMPETENCY BUILDERS:

4.2.4.1 Identify good grooming habits
4.2.4.2 Explain importance of appearance
4.2.4.3 Prepare for an interview
4.2.4.4 Explain importance of first impressions
4.2.4.5 Answer interview questions
4.2.4.6 Ask interviewer questions

COMPETENCY 4.2.5: Evaluate behaviors needed to maintain
                   employment

COMPETENCY BUILDERS:

4.2.5.1 Identify qualities of job success
4.2.5.2 Plan basic work wardrobe
4.2.5.3 Identify factors that influence professional image
4.2.5.4 Examine importance of job attendance and productivity
         level(s)
4.2.5.5 React to criticism positively
4.2.5.6 Practice teamwork skills
4.2.5.7 Demonstrate creativity on the job
4.2.5.8 Demonstrate initiative on the job
4.2.5.9 Explain the importance of loyalty on the job
4.2.5.10 Examine politics of corporate culture

UNIT 4:   Economic Independence

SUBUNIT 4.3:   Economic Resources and Expenditures

COMPETENCY 4.3.1:   Assess employment costs and benefits

COMPETENCY BUILDERS:

4.3.1.1   Identify salary options and fringe benefits
4.3.1.2   Investigate fringe benefit costs to employer
4.3.1.3   Research social security benefits and retirement plans
4.3.1.4   Identify hidden employment costs to employee

COMPETENCY 4.3.2:   Access public assistance agencies/programs

COMPETENCY BUILDERS:

4.3.2.1   Identify requirements to qualify for public assistance
4.3.2.2   Contrast financial assistance agencies/programs
4.3.2.3   Examine opportunities and benefits of various public
          assistance agencies/programs such as JOBS, LEAP, JTPA,
          SPH, and USDA

COMPETENCY 4.3.3:   Manage personal income and expenses

COMPETENCY BUILDERS:

4.3.3.1   Distinguish between needs and wants
4.3.3.2   Identify values that affect spending
4.3.3.3   Examine child care costs
4.3.3.4   Tally income and expenses
4.3.3.5   Develop a personal financial plan
4.3.3.6   Prepare and keep tax records
4.3.3.7   Describe how to cope with financial crises
4.3.3.8   Identify financial assistance agencies

COMPETENCY 4.3.4:   Evaluate use of credit

COMPETENCY BUILDERS:

4.3.4.1   Identify sources and types of credit
4.3.4.2   Analyze cost of credit
4.3.4.3   Contrast use of credit and cash
4.3.4.4   Complete a credit application
4.3.4.5   Identify problems caused by credit use and misuse
4.3.4.6   Investigate loan procedures
4.3.4.7   Investigate mortgage procedures*

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COMPETENCY 4.3.5: Examine savings and checking options

COMPETENCY BUILDERS:

4.3.5.1 Identify reasons to maintain savings and checking
         accounts
4.3.5.2 Identify costs associated with savings and checking
         accounts
4.3.5.3 Develop a savings plan
4.3.5.4 Calculate simple and compound interest
4.3.5.5 Maintain a checkbook
4.3.5.6 Reconcile a bank statement

COMPETENCY 4.3.6: Differentiate types of insurance

COMPETENCY BUILDERS:

4.3.6.1 Identify types and functions of insurance
4.3.6.2 Investigate estate planning*

COMPETENCY 4.3.7: Analyze alternatives for meeting housing needs

COMPETENCY BUILDERS:

4.3.7.1 Contrast wants, needs, and values associated with
         choosing a living environment
4.3.7.2 Identify factors affecting housing location
4.3.7.3 Compare renting to buying
4.3.7.4 Investigate responsibilities of home ownership
4.3.7.5 Examine problems associated with and alternatives to
         homelessness

UNIT 4: Economic Independence

SUBUNIT 4.4: Work and Family

COMPETENCY 4.4.1: Investigate concerns and responsibilities of
                   working parent(s)

COMPETENCY BUILDERS:

4.4.1.1 Identify concerns of working parent(s)
4.4.1.2 Contrast responsibilities and commitment to family
         versus work
4.4.1.3 Solve practical problems of balancing work and family as
         part of a global marketplace

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COMPETENCY 4.4.2: Examine work stress and its effect on the family

COMPETENCY BUILDERS:

4.4.2.1 Identify common stress factors in work situations
4.4.2.2 Examine the stress of work on family structure and relationships
4.4.2.3 Identify coping techniques used to reduce stress

COMPETENCY 4.4.3: Write a personal time-management plan

COMPETENCY BUILDERS:

4.4.3.1 Categorize time demands
4.4.3.2 Identify wasted time
4.4.3.3 Resolve time conflicts
4.4.3.4 Develop techniques for improving time management

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