DACUM: Developing a Curriculum

Teach what **should be** taught—
the latest skills & concepts

Don’t teach what **should not be** taught—outdated skills & equipment
The DACUM Philosophy—You are the expert!
DACUM Structure: **Job/Occupation—>**

**DUTIES**

**TASKS**

**STEPS**

knowledge, safety, tools, criteria, etc.
Duties (General Statements)

Main Responsibilities of the Job (Categories ... Buckets)
Tasks *(Specific unit of work)*

Something you are paid to do
Examples:

<table>
<thead>
<tr>
<th>Job</th>
<th>Home Owner</th>
<th>Home Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duty (Responsibility)</strong></td>
<td>Maintain house exterior</td>
<td>Maintain the Yard</td>
</tr>
<tr>
<td><strong>Task (Paid to do)</strong></td>
<td>Paint exterior trim</td>
<td>Mow the Lawn</td>
</tr>
<tr>
<td><strong>Step</strong></td>
<td>Obtain supplies, prepare surface, etc.</td>
<td>Check oil, Fill gas tank, Start the mower, etc.</td>
</tr>
</tbody>
</table>
Enabler Lists*

Academic Competencies

Personal/Workplace Competencies

Industry Competencies

Tools, equipment, supplies

Future trends or concerns

Acronyms

*Enabler Lists support performance of a task (but are NOT tasks)
Workshop Outline:

* Orientation

* Identify Duties (6-12 per chart)

* Job Title/Organizational Chart

* Identify Tasks (6-20 per duty)

* Review the Enabler Lists

* Review/fine-tune chart and lists
Thank You!