New York Career Development & Occupational Studies

# Grades 9, 10, 11, 12

Adopted 1995

**Career Development**

1. **Students will learn about the changing nature of the workplace, the value of work to society, and the connection of work to the achievement of personal goals.**
   - complete the development of a career plan that would permit eventual entry into a career option of their choosing
   - apply decision-making skills in the selection of a career option of strong personal interest
   - analyze skills and abilities required in a career option and relate them to their own skills and abilities.

**Integrated Learning**

1. **Integrated learning encourages students to use essential academic concepts, facts, and procedures in applications related to life skills and the world of work. This approach allows students to see the usefulness of the concepts that they are being asked to learn and to understand their potential application in the world of work.**
   - demonstrate the integration and application of academic and occupational skills in their school learning, work, and personal lives.
   - use academic knowledge and skills in an occupational context, and demonstrate the application of these skills by using a variety of communication techniques (e.g., sign language, pictures, videos, reports, and technology)
   - research, interpret, analyze, and evaluate information and experiences as related to academic knowledge and technical skills when completing a career plan.

**Universal Foundation Skills**

**Basic Skills**

1. Basic skills include the ability to read, write, listen, and speak as well as perform arithmetical and mathematical functions.
   - use a combination of techniques to read or listen to complex information and analyze what they hear or read; convey information confidently and coherently in written or oral form; and analyze and solve mathematical problems requiring use of multiple computational skills.

**Thinking Skills**

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2. Thinking skills lead to problem solving, experimenting, and focused observation and allow the application of knowledge to new and unfamiliar situations.
    - demonstrate the ability to organize and process information and apply skills in new ways.

**Personal Qualities**

3. Personal qualities generally include competence in self-management and the ability to plan, organize, and take independent action.
    - demonstrate leadership skills in setting goals, monitoring progress, and improving their performance.

**Interpersonal Skills**

4. Positive interpersonal qualities lead to teamwork and cooperation in large and small groups in family, social, and work situations.
    - communicate effectively and help others to learn a new skill.

**Technology**

5. Technology is the process and product of human skill and ingenuity in designing and creating things from available resources to satisfy personal and societal needs and wants.
    - apply their knowledge of technology to identify and solve problems.

**Managing Information**

6. Information management focuses on the ability to access and use information obtained from other people, community resources, and computer networks.
    - use technology to acquire, organize, and communicate information by entering, modifying, retrieving, and storing data.

**Managing Resources**

7. Using resources includes the application of financial and human factors, and the elements of time and materials to successfully carry out a planned activity.
    - allocate resources to complete a task.

**Systems**

8. Systems skills include the understanding of and ability to work within natural and constructed systems.
    - demonstrate an understanding of how systems performance relates to the goals, resources, and functions of an organization.

**Career Majors** **Business/Information Systems**

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1. Basic Business Understanding
    - demonstrate an understanding of business, marketing, and multinational economic concepts, perform business-related mathematical computations, and analyze/interpret business-related numerical information.
2. Business-Related Technology
    - select, apply, and troubleshoot hardware and software used in the processing of business transactions.
3. Information Management/Communication
    - prepare, maintain, interpret/analyze, and transmit/distribute information in a variety of formats while demonstrating the oral, nonverbal, and written communication skills essential for working in today's international service-/information-/technological-based economy.
4. Business Systems
    - demonstrate an understanding of the interrelatedness of business, social, and economic systems/subsystems.
5. Resource Management
    - identify, organize, plan, and allocate resources (e.g., financial, materials/facilities, human, time) in demonstrating the ability to manage their lives as learners, contributing family members, globally competitive workers, and self-sufficient individuals.
6. Interpersonal Dynamics
    - exhibit interpersonal skills essential for success in the multinational business world, demonstrate basic leadership abilities/skills, and function effectively as members of a work group or team.

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**Health Services**

1. Academic Foundations
    - apply knowledge/skills acquired in academic subjects to the health care environment.
2. Health Care Systems
    - understand the current health care system and its impact on health careers.
3. Health Maintenance
    - develop knowledge of the concept of optimal health and identify factors that affect health maintenance.
4. Legal and Ethical Responsibilities
    - know the importance of performing their role in the health care system in accordance with laws, regulations, policies, ethics, and the rights of clients.
5. Safety
    - identify safety hazards in a health care setting and prevent illness or injury through safe work practices.

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6. Communications
    - communicate information in a variety of formats and media.
7. Interpersonal Dynamics
    - interact effectively and sensitively with all other members of the health care team in order to provide high-quality client care.
8. Technical Skills
    - identify procedures within their scope of practice and job description and perform them accurately and in a timely fashion.

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**Engineering/Technologies**

1. Foundation Development
    - develop practical understanding of engineering technology through reading, writing, sample problem solving, and employment experiences.
2. Technology
    - demonstrate how all types of engineering/technical organizations, equipment (hardware/software), and well-trained human resources assist and expedite the production/distribution of goods and services.
3. Engineering/Industrial Processes
    - demonstrate knowledge of planning, product development and utilization, and evaluation that meets the needs of industry.

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**Human and Public Services**

1. Ethical/Legal Responsibilities
    - demonstrate professional, ethical, and legal responsibilities toward customers.
2. Communication
    - demonstrate effective communication skills needed to meet the expectations of human and public services consumers.
3. Sanitation
    - demonstrate a knowledge of the principles of sanitation used to prevent the transmission of disease-producing microorganisms from one person/object to another.
4. Human Growth and Development
    - understand the process of human growth and development and its influence on client needs.
5. Interpersonal Dynamics
    - demonstrate how to interact effectively and sensitively with others.
6. Safety
    - provide safe environments for others.

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7. Thinking/Problem Solving
    - solve problems, set goals, and make decisions in order to provide services to best meet the needs of others.
8. Personal Resource Management
    - apply personal and resource management skills.
9. Wellness
    - exhibit and promote a positive image of wellness.

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**Natural and Agricultural Sciences**

1. Basic Agriculture Foundation Development
    - demonstrate a solid base of knowledge and skills in natural and agricultural sciences.
2. Agriculture-Related Technology
    - demonstrate the ability to use technology to assist in production and distribution of food goods and services of today's agricultural industries.
3. Information Management and Communication
    - prepare, maintain, interpret, and disseminate quantitative and qualitative pieces of information relating to the natural and agricultural sciences.
4. Agriculture Business Systems
    - demonstrate an understanding of the interrelationship between agricultural businesses and organizations designed to produce products, services, and information.
5. Resource Management
    - demonstrate the ability to manage personal time, business, and financial resources.
6. Interpersonal Dynamics
    - demonstrate the interpersonal skills and abilities needed to function within a sophisticated and sometimes complicated agricultural environment.
7. Safety
    - demonstrate awareness of the importance of safety and accident prevention in all agricultural situations.

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**Arts/Humanities**

1. Foundations
    - demonstrate a solid base of knowledge/skills in one or more of the disciplines and the related professions of visual art, dance, music, theater, and humanities.
2. Communication
    - demonstrate the reading, writing, listening, speaking, graphic and multimedia skills necessary to participate effectively in one or more of the arts/humanities professions.

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3. Aesthetics
    - demonstrate the ability to express informed judgments about the arts/humanities and related professions.
4. Personal Qualities
    - demonstrate the skills necessary to function and interact effectively in a variety of settings within the arts/humanities.
5. Creative Processes and Practices
    - demonstrate a repertoire of experience when presenting an exhibition, performance, portfolio, or publication.
6. Making Results Public
    - create an ongoing portfolio that demonstrates the competencies and creative processes delineated in the preceding key ideas.