New York Career Development & Occupational Studies

Grades Pre-K, K, 1, 2, 3, 4

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.**
   - begin a career plan that would assist in the transition from school to eventual entry into a career option
   - demonstrate an awareness of their interests, aptitudes, and abilities
   - know the value of work to the individual and society in general
   - describe the changing nature of the workplace brought about by global competition and technology
   - explore their preferences for working with people, information, and/or things
   - demonstrate understanding of the relationship of decision making to the attainment of future goals
   - describe the changing roles of men and women at home and in the workplace.

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.**
   - identify academic knowledge and skills that are required in specific occupations
   - demonstrate the difference between the knowledge of a skill and the ability to use the skill
   - solve problems that call for applying academic knowledge and skills.

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.
   - listen to and read the ideas of others and express themselves both orally and in writing; they use basic mathematical concepts and computations to solve problems.

Thinking Skills

Skip to main content

2. Thinking skills lead to problem solving, experimenting, and focused observation and allow the application of knowledge to new and unfamiliar situations.
    - use ideas and information to make decisions and solve problems related to accomplishing a task.

Personal Qualities

3. Personal qualities generally include competence in self-management and the ability to plan, organize, and take independent action.
    - demonstrate the personal qualities that lead to responsible behavior.

Interpersonal Skills

4. Positive interpersonal qualities lead to teamwork and cooperation in large and small groups in family, social, and work situations.
    - relate to people of different ages and from diverse backgrounds.

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.
    - demonstrate an awareness of the different types of technology available to them and of how technology affects society.

Managing Information

6. Information management focuses on the ability to access and use information obtained from other people, community resources, and computer networks.
    - describe the need for data and obtain data to make decisions.

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.
    - demonstrate an awareness of the knowledge, skills, abilities, and resources needed to complete a task.

Systems

8. Systems skills include the understanding of and ability to work within natural and constructed systems.
    - demonstrate understanding of how a system operates and identify where to obtain information and resources within the system.

Career Majors **Business/Information Systems**

Skip to main content

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.

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.

Skip to main content

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.

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.

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.

Skip to main content

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.

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.

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.

Skip to main content

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.