**CCTC Career Ready Practices, NYS CDOS Standards and NYS Career and Financial Management Course Objectives**

| **CCTC CRP:****Career Ready Practices** | **CDOS Standards** | **CFM: Career and Financial Management** |
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| 1. **Act as a responsible and contributing citizen and employee.**
2. **Apply appropriate academic and technical skills.**
3. **Attend to personal health and financial well-being.**
4. **Communicate clearly and effectively and with reason.**
5. **Consider the environmental, social and economic impacts of decisions.**
6. **Demonstrate creativity and innovation.**
7. **Employ valid and reliable research strategies.**
8. **Utilize critical thinking to make sense of problems and persevere in solving them.**
9. **Model integrity, ethical leadership and effective management.**
10. **Plan education and career paths aligned to personal goals.**
11. **Use technology to enhance productivity.**
12. **Work productively in teams while using cultural global competence.**
 | **Standard 1 Career Development*** 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

**Standard 2 Integrated Learning*** 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 a related to academic knowledge and technical skills when completing a career plan

**Standard 3a Universal Foundation Skills**1. **Basic Skills:**

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 skills1. **Thinking Skills:**

Demonstrate the ability to organize and process information and apply skills in new ways1. **Personal Qualities**:

Demonstrate leadership skills in setting goals, monitoring progress, and improving their performance1. **Interpersonal Skills:**

Communicate effectively and help others to learn a new skill1. **Technology:**

Apply their knowledge of technology to identify and solve problems1. **Managing Information**

Use technology to acquire, organize, and communicate information by entering, modifying, retrieving, and storing data1. **Managing Resources:**

Allocate resources to complete a task1. **Systems:**

Demonstrate an understanding of how systems performance relates to the goals, resources, and functions of an organization | **Topic 1: Business Systems and Economics**1. Economic systems – identify basic features of economic systems and analyze major features of the U.S. economic system.
2. Business systems – compare and contrast the operation of different business structures on business organization, business functions, and resource management.

**Topic 2: Career Planning**1. Self-assessment – assess and analyze personal talents, values, and interests as they relate to a future career.
2. Career plan– create and implement a plan including the required steps to transition from education/training to a career
3. Life goals – determine goals and identify steps to achieve an identified goal

**Topic 3: The Career Selection Process**1. Changing trends and employment opportunities – recognize the relationships between job search, selection, and the current state of the economy
2. Career search resources and planning – locate current information to direct the search for a career
3. Career presentation package – prepare materials to demonstrate individual qualifications in the career search/acquisition process
4. Job interview process – develop skills in presentation and procedures to secure a position

**Topic 4: Career Success**1. Successful employment – recognize skills needed for success in a chosen career and how that relates to work performance to achieve individual success in the workplace
	1. Personal qualities
	2. Interpersonal skills
2. Orientation/introduction to the job – appreciate how a good beginning is needed for success on the job
3. Conditions affecting job productivity and satisfaction - shared responsibility between business and employee
	1. Physical and mental health
	2. Interdependent relationships
	3. Time Management – determine importance of principles to success on the job
4. Workplace laws and regulations
5. Role of labor unions and/or professional organizations

**Topic 5: Financial Literacy**1. Managing finances and budgeting
2. Taxes – explain the role of government taxation and its effect on consumers and producers
3. Credit – understand the necessity of establishing and maintaining credit in today’s society
4. Credit Purchasing
5. Insurance
6. Consumer protection – legislation and agencies
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**Crosswalk of CCTC Career Ready Practices, NYS CDOS Standards and NYS Career and Financial Management Course Objectives**

| **CCTC CRP:** **Career Ready Practices** | **CDOS Standards** | **CFM: Career and Financial Management** |
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| 1. **Act as a responsible and contributing citizen and employee.**
 | **Standard 3a Universal Foundation Skills**1. **Personal Qualities**:

Demonstrate leadership skills in setting goals, monitoring progress, and improving their performance | **Topic 4: Career Success**1. Successful employment – recognize skills needed for success in a chosen career and how that relates to work performance to achieve individual success in the workplace
	1. Personal qualities
	2. Interpersonal skills
2. Orientation/introduction to the job – appreciate how a good beginning is needed for success on the job
3. Conditions affecting job productivity and satisfaction - shared responsibility between business and employee
	1. Physical and mental health
	2. Interdependent relationships
	3. Time Management – determine importance of principles to success on the job
4. Workplace laws and regulations
5. Role of labor unions and/or professional organizations
 |
| 1. **Apply appropriate academic and technical skills.**
 | **Standard 2 Integrated Learning*** 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 a related to academic knowledge and technical skills when completing a career plan

**Standard 3a Universal Foundation Skills**1. **Basic Skills:**

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 skills1. **Thinking Skills:**

Demonstrate the ability to organize and process information and apply skills in new ways  | **Topic 3: The Career Selection Process** 1. Changing trends and employment opportunities – recognize the relationships between job search, selection, and the current state of the economy
2. Career search resources and planning – locate current information to direct the search for a career
3. Career presentation package – prepare materials to demonstrate individual qualifications in the career search/acquisition process
4. Job interview process – develop skills in presentation and procedures to secure a position
 |
| 1. **Attend to personal health and financial well-being.**
 | **Standard 3a Universal Foundation Skills**1. **Personal Qualities**:

Demonstrate leadership skills in setting goals, monitoring progress, and improving their performance | **Topic 4: Career Success**1. Conditions affecting job productivity and satisfaction - shared responsibility between business and employee
	1. Physical and mental health

**Topic 5: Financial Literacy**1. Managing finances and budgeting
2. Taxes – explain the role of government taxation and its effect on consumers and producers
3. Credit – understand the necessity of establishing and maintaining credit in today’s society
4. Credit Purchasing
5. Insurance
6. Consumer protection – legislation and agencies
 |
| 1. **Communicate clearly and effectively and with reason.**
 | **Standard 2 Integrated Learning*** 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)

**Standard 3a Universal Foundation Skills**1. **Basic Skills:**

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 skills1. **Interpersonal Skills:**

Communicate effectively and help others to learn a new skill1. **Managing Information**

Use technology to acquire, organize, and communicate information by entering, modifying, retrieving, and storing data | **Topic 3: The Career Selection Process** 1. Career presentation package – prepare materials to demonstrate individual qualifications in the career search/acquisition process
2. Job interview process – develop skills in presentation and procedures to secure a position
 |
| 1. **Consider the environmental, social and economic impacts of decisions.**
 | **Standard 3a Universal Foundation Skills**1. **Managing Resources:**

Allocate resources to complete a task  | **Topic 1: Business Systems and Economics**1. Economic systems – identify basic features of economic systems and analyze major features of the U.S. economic system.
2. Business system – compare and contrast the operation of different business structures on business organization, business functions, and resource management.

**Topic 5: Financial Literacy**1. Managing finances and budgeting
2. Taxes – explain the role of government taxation and its effect on consumers and producers
3. Credit – understand the necessity of establishing and maintaining credit in today’s society
4. Credit Purchasing
5. Insurance
6. Consumer protection – legislation and agencies
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| 1. **Demonstrate creativity and innovation.**
 | **Standard 3a Universal Foundation Skills**1. **Thinking Skills:**

Demonstrate the ability to organize and process information and apply skills in new ways 1. **Personal Qualities**:

Demonstrate leadership skills in setting goals, monitoring progress, and improving their performance1. **Technology:**

Apply their knowledge of technology to identify and solve problems |  |
| 1. **Employ valid and reliable research strategies.**
 | **Standard 2 Integrated Learning*** Research, interpret, analyze, and evaluate information and experiences a related to academic knowledge and technical skills when completing a career plan

**Standard 3a Universal Foundation Skills**1. **Managing Information**

Use technology to acquire, organize, and communicate information by entering, modifying, retrieving, and storing data | **Topic 3: The Career Selection Process** 1. Career search resources and planning – locate current information to direct the search for a career
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| 1. **Utilize critical thinking to make sense of problems and persevere in solving them.**
 | **Standard 3a Universal Foundation Skills**1. **Thinking Skills:**

Demonstrate the ability to organize and process information and apply skills in new ways 1. **Personal Qualities**:

Demonstrate leadership skills in setting goals, monitoring progress, and improving their performance1. **Technology:**

Apply their knowledge of technology to identify and solve problems |  |
| 1. **Model integrity, ethical leadership and effective management.**
 | **Standard 3a Universal Foundation Skills**1. **Personal Qualities**:

Demonstrate leadership skills in setting goals, monitoring progress, and improving their performance1. **Interpersonal Skills:**

Communicate effectively and help others to learn a new skill1. **Managing Resources:**

Allocate resources to complete a task 1. **Systems:**

Demonstrate an understanding of how systems performance relates to the goals, resources, and functions of an organization  |  |
| 1. **Plan education and career paths aligned to personal goals.**
 | **Standard 1 Career Development*** 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

**Standard 2 Integrated Learning*** Research, interpret, analyze, and evaluate information and experiences a related to academic knowledge and technical skills when completing a career plan
 | **Topic 2: Career Planning**1. Self-assessment – assess and analyze personal talents, values, and interests as they relate to a future career.
2. Career plan– create and implement a plan including the required steps to transition from education/training to a career
3. Life goals – determine goals and identify steps to achieve an identified goal

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4. Job interview process – develop skills in presentation and procedures to secure a position
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| 1. **Use technology to enhance productivity.**
 | **Standard 3a Universal Foundation Skills**1. **Technology:**

Apply their knowledge of technology to identify and solve problems1. **Managing Information**

Use technology to acquire, organize, and communicate information by entering, modifying, retrieving, and storing data |  |
| 1. **Work productively in teams while using cultural global competence.**
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