**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 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 performance   1. **Interpersonal Skills:**   Communicate effectively and help others to learn a new skill   1. **Technology:**   Apply their knowledge of technology to identify and solve problems   1. **Managing Information**   Use technology to acquire, organize, and communicate information by entering, modifying, retrieving, and storing data   1. **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 | **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 |

**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 skills   1. **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 skills   1. **Interpersonal Skills:**   Communicate effectively and help others to learn a new skill   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 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 |
| 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 performance   1. **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 |
| 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 performance   1. **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 performance   1. **Interpersonal Skills:**   Communicate effectively and help others to learn a new skill   1. **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   **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. **Use technology to enhance productivity.** | **Standard 3a Universal Foundation Skills**   1. **Technology:**   Apply their knowledge of technology to identify and solve problems   1. **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.** | **Standard 3a Universal Foundation Skills**   1. **Interpersonal Skills:**   Communicate effectively and help others to learn a new skill   1. **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. |