



Career Development & Occupational Studies

The CDOS Commencement Credential is a credential recognized by the NYS Board of Regents as a certificate that the student has the knowledge and skills necessary for entry level employment. It is both an exit credential for students unable to meet diploma requirements as well as an additional designation for students certifying career readiness. To be eligible students will need to complete 216 hours of career and technical education instruction, with 54 hours being work based learning, along with an employability profile and career plan. In addition, students can use the CDOS Credential as an approved pathway to graduate with a diploma once they complete all credits, attain passing scores on all required examinations, and/or complete the provisions outlined by NYSED. The coursework included on this page is an available option created by the district to provide students with meaningful access to the CDOS Credential.

CDOS - Course Descriptions

CDOS – Financial Literacy

(Fall) 9981 Grades 9, 10, 11, 12

½ credit

Financial literacy is critical for students as they progress through their lives. The importance of being financially literate is crucial to success and stability. In this course students will learn to manage money to build wealth, in order to financially attain the lifestyle they desire. Students will attain the knowledge and skills necessary to navigate the financial services industry and begin the financial planning process. Topics include: earning and managing money, completing tax returns, budgeting, strategies of saving and investing, online banking, how to use credit, major purchasing decisions, and ways to protect against risk and financial loss. Students will also participate in a learning experience that may enable them to gain Work Based Learning towards the required 54 for the CDOS Credential by the end of this course.

CDOS – Business Computer Applications

(Spring) 9982 Grades 9, 10, 11, 12

½ credit

This course will focus on teaching students how to effectively integrate computers into their academic, professional, and personal lives. Students will learn how to efficiently keyboard, identify and explain how the computer components interact, and develop the skills necessary to effectively utilize the Microsoft Word, Excel, PowerPoint and various Google application programs. Prior knowledge about keyboarding basics is strongly suggested but not required for this course.



CDOS – Keyboarding

(Fall) 9983 Grades 9, 10, 11, 12

½ credit

This hands-on course focuses on mastery of the keyboard and touch-typing. Emphasis is placed on proper keyboarding techniques during the first ten weeks. Emphasis is placed on the development of speed and accuracy during the second ten weeks. Evaluation of speed and accuracy is based on timed tests throughout the course. Applications of word processing skills will be assessed by submission of correctly formatted, accurate documents and lab assignments.

CDOS – Developing Customer Service

9984 Grades 9, 10, 11, 12

½ credit

Developing Customer Service introduces students to the concept of service as a critical component of a hospitality or tourism business. Students analyze both good and poor customer service in a variety of contexts and through various methods. Students explore communication skills and strategies, and they use a problem-solving perspective to understand barriers to communication and good service. They learn various means of measuring the quality of service and explore careers that focus on customer service.

CDOS – 21st Century Skills

9985 Grades 9, 10, 11, 12

½ credit

The 21st Century skills course is designed to prepare students for the realities and responsibilities of managing all aspects of adulthood: education, career, interpersonal relationships, civic involvement, and financial security. Students will need the ability to make knowledge-based decisions as they learn to navigate the demands of the 21st century. For example, advances in technology provide consumers with almost limitless choices, but along with this wide array of choice comes an increasing need for significant knowledge and self-discipline. Financial transactions that can be made instantaneously can have long-ranging effects, both positive and negative. Personal and professional communications that can be shared worldwide with one keystroke need to be thoughtfully developed and distributed. In short, defining one's lifestyle goals and developing a plan to attain them is the core of this course.



CDOS – Career Exploration / Skills

(Spring) 9986 Grades 9, 10, 11, 12

½ credit

This course will allow students to identify their strengths and weaknesses, skills and abilities, explore careers, develop an individual career plan, discover sources of job leads, learn how to apply for and keep a job, develop a resume and cover letter, learn job interviewing techniques, explore higher education options and learn how to handle workplace issues such as human relations, time management and ethics.

CDOS – Business Math

9987 Grades 9, 10, 11, 12

1 credit

Business Mathematics is a two-semester course of which students learn to use mathematics effectively as a tool in their personal and business lives. After students, have completed this course, they will be able to apply mathematical concepts in various personal and business situations. This class shows how math topics apply to real-life situations. In this class, the topics covered include percent, measurement, metric, fractions, unit conversions, checking accounts, bank fees, loans, taxes, work forms, problem solving, consumer purchases, credit, probability, odds, commissions, work related math skills, and more. Everything learned in this class will be put to good use immediately. This course may be used to meet the mathematics requirements for graduation.

CDOS – Work-Based Learning

9988 Grades 11, 12

½ credit

- ⊗ Required: Pre-approval by CDOS Coordinator or CDOS Teacher
- ▶ Enrollment based on student and work site availability

Work Based Learning (WBL) course is designed to give students hands-on experience in a career field of their choice. It also includes classroom learning on important workplace topics, such as resume preparation and effective interviewing techniques, teamwork, projecting a professional image, and job motivation and benefits. Students are placed with an employer in a local company. This experience allows students the opportunity to work with people in their desired field which may lead to future job opportunities. Out of building placements for work experiences will be provided at our supported internship site Harris Hill Nursing Home. Students will be provided with opportunities to work with mentors in food service/nutrition, building/facilities management, business management, client care, and/or recreation. Considerations will also be made to specialize this experience to the needs of each student.

CDOS – Business Ownership & Marketing

9989 Grades 11, 12

1 credit

This course is designed to give students an insight into various aspects of the business environment with an emphasis on business organization, communication, management, and marketing. Topics include basic business accounting, marketing, ownership, the business cycle, digital media, advertising, computer technology, and customer service. Evaluation is based on tests, quizzes, assignments, and projects.