

2024-2025  
CAREER DEVELOPMENT & OCCUPATIONAL STUDIES  
COURSE GUIDE



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**CAREER DEVELOPMENT & OCCUPATIONAL STUDIES**

## *Career Development & Occupational Studies (CDOS)*

The Career Development and Occupational Studies Commencement Credential is a certificate recognized by the NYS Board of Regents for students demonstrating entry-level work readiness. This credential is often awarded as an addition to the diploma, but can also serve as an approved pathway to obtain a diploma or as a sole exiting credential. To be eligible, students will need to complete a career plan each year and obtain 216 hours of career and technical education (CTE) instruction (54 of those hours being work-based learning being evaluated by an employability profile). 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 – 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 – 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 – 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.

### 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.

**CAREER DEVELOPMENT & OCCUPATIONAL STUDIES**

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**CDOS – Intro to CDOS Internship****9368 Grades 11, 12****½ credit****⊗ Required: Pre-approval by CDOS Coordinator**

(WBL hours are typically earned at either Harris Hill Nursing Facility or an Elementary Ed. Internship)

This coursework is created in conjunction with the student participating in work-based learning internship experience. Students must complete a minimum of 54 hours of approved work-based learning to earn credit. The coursework reflects a variety of activities on obtaining and succeeding at a job. Each month there are a variety of required activities to be completed. Some of the activities for this course include career planning, career exploration, goal setting, career research and personal skills reflection.

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**CDOS – Advanced CDOS Internship****9369 Grades 11, 12****½ credit****⊗ Required: Pre-approval by CDOS Coordinator**

(WBL hours are typically earned at either Harris Hill Nursing Facility #9365 or an Elementary Ed. Internship #9366)

This course is created in conjunction with the student participating in a work-based learning internship experience. Students must complete a minimum of 54 hours of work-based learning to earn course credit. Students will complete a series of activities to justify their mastery of the CDOS/CTE Learning standards focused on career development, integrated learning, universal foundation skills, and career majors.

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**CDOS Career Focused Research Project****9367 Grades 10, 11, 12****½ credit****⊗ Required: Pre-approval by CDOS Coordinator**

This is an independent course of study that requires no internship hours. This course is divided into 6 learning components: researching a career of interest, researching post-secondary training/education, researching job opportunities, conducting interviews with professionals, participating in a job shadow experience, and a final presentation.