

Florida Department of Education
Curriculum Framework

Course Title: Introduction to Government and Public Administration
Course Type: Orientation/Exploratory
Career Cluster: Government and Public Administration

Secondary – Middle School

Program Number	8900210
CIP Number	07439999EX
Grade Level	6-8
Standard Length	Semester
Teacher Certification	Refer to the Course Structure section.
CTSO	FPSC and Skills USA

Purpose

The purpose of this course is to assist students in making informed decisions regarding their future academic and occupational goals and to provide information regarding careers in the Government and Public Administration career cluster. The content includes but is not limited to education and information services; natural resource management; public administration; social and economic services; urban, rural and community development; transportation industry; public safety, corrections and judicial services; national defense occupations. Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.

Course Structure

The length of this course is one semester. It may be offered for two semesters when appropriate. When offered for one semester, it is recommended that it be at the exploratory level and more in-depth when offered for two semesters.

To teach the course listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the course structure:

Course Number	Course Title	Teacher Certification	Length
8900210	Introduction to Government and Public Administration	TEC CONSTR @7 7G ANY PUBLIC SERV OCC ED G	Semester

Florida Standards for English Language Development (ELD)

English language learners communicate for social and instructional purposes within the school setting. ELD.K12.SI.1.1

English Language Development (ELD) Standards Special Notes:

Teachers are required to provide listening, speaking, reading and writing instruction that allows English language learners (ELL) to communicate for social and instructional purposes within the school setting. For the given level of English language proficiency and with visual, graphic, or interactive support, students will interact with grade level words, expressions, sentences and discourse to process or produce language necessary for academic success. The ELD standard should specify a relevant content area concept or topic of study chosen by curriculum developers and teachers which maximizes an ELL's need for communication and social skills. For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate an understanding of the Governance career pathway.
- 02.0 Demonstrate an understanding of the National Security career pathway.
- 03.0 Demonstrate an understanding of the Foreign Service career pathway.
- 04.0 Demonstrate an understanding of the Planning career pathway.
- 05.0 Demonstrate an understanding of the Revenue and Taxation career pathway.
- 06.0 Demonstrate an understanding of the Regulation career pathway.
- 07.0 Demonstrate an understanding of the Public Management and Administration career pathway.
- 08.0 Apply leadership and communication skills.
- 09.0 Identify components of network systems.
- 10.0 Use information technology tools.
- 11.0 Identify components of network systems.
- 12.0 Describe and use communication features of information technology.

Florida Department of Education
Student Performance Standards

Course Title: Exploration of Public Service Occupations
(Introduction of Government and Public Administration)
Course Number: 8900210
Course Credit: Semester

Course Description:

Beginning with a broad overview of the Government and Public Administration career cluster, students are introduced to the terminology, careers, history, required skills, and technologies associated with each pathway in the Government and Public Administration career cluster. Additionally, they will be provided with opportunities to acquire and demonstrate beginning leadership skills.

CTE Standards and Benchmarks	
01.0	Demonstrate an understanding of the Governance career pathway – the student will be able to:
01.01	Define and use proper terminology associated with the Governance career pathway.
01.02	Describe some of the careers available in the Governance career pathway.
01.03	Identify common characteristics of the careers in the Governance career pathway.
01.04	Research the history of the Governance career pathway and describe how the associated careers have evolved and impacted society.
01.05	Identify skills required to successfully enter any career in the Governance career pathway.
01.06	Describe technologies associated in careers within the Governance career pathway.
02.0	Demonstrate an understanding of the National Security career pathway – the student will be able to:
02.01	Define and use proper terminology associated with the National Security career pathway.
02.02	Describe some of the careers available in the National Security career pathway.
02.03	Identify common characteristics of the careers in the National Security career pathway.
02.04	Research the history of the National Security career pathway and describe how the careers have evolved and impacted society.
02.05	Identify skills required to successfully enter any career in the National Security career pathway.
02.06	Describe technologies associated in careers within the National Security career pathway.

CTE Standards and Benchmarks

03.0 Demonstrate an understanding of the Foreign Service career pathway – the student will be able to:

03.01 Define and use proper terminology associated with the Foreign Service career pathway.

03.02 Describe some of the careers available in the Foreign Service career pathway.

03.03 Identify common characteristics of the careers in the Foreign Service career pathway.

03.04 Research the history of the Foreign Service career pathway and describe how the careers have evolved and impacted society.

03.05 Identify skills required to successfully enter any career in the Foreign Service career pathway.

03.06 Describe technologies associated in careers within the Foreign Service career pathway.

04.0 Demonstrate an understanding of the Planning career pathway – the student will be able to:

04.01 Define and use proper terminology associated with the Planning career pathway.

04.02 Describe some of the careers available in the Planning career pathway.

04.03 Identify common characteristics of the careers in the Planning career pathway.

04.04 Research the history of the Planning career pathway and describe how the careers have evolved and impacted society.

04.05 Identify skills required to successfully enter any career in the Planning career pathway.

04.06 Describe technologies associated in careers within the Planning career pathway.

05.0 Demonstrate an understanding of the Revenue and Taxation career pathway – the student will be able to:

05.01 Define and use proper terminology associated with the Revenue and Taxation career pathway.

05.02 Describe some of the careers available in the Revenue and Taxation career pathway.

05.03 Identify common characteristics of the careers in the Revenue and Taxation career pathway.

05.04 Research the history of the Revenue and Taxation career pathway and describe how the careers have evolved and impacted society.

05.05 Identify skills required to successfully enter any career in the Revenue and Taxation career pathway.

05.06 Describe technologies associated in careers within the Revenue and Taxation career pathway.

06.0 Demonstrate an understanding of the Regulation career pathway – the student will be able to:

06.01 Define and use proper terminology associated with the Regulation career pathway.

CTE Standards and Benchmarks

06.02 Describe some of the careers available in the Regulation career pathway.

06.03 Identify common characteristics of the careers in the Regulation career pathway.

06.04 Research the history of the Regulation career pathway and describe how the careers have evolved and impacted society.

06.05 Identify skills required to successfully enter any career in the Regulation career pathway.

06.06 Describe technologies associated in careers within the Regulation career pathway.

07.0 Demonstrate an understanding of the Public Management and Administration career pathway – the student will be able to:

07.01 Define and use proper terminology associated with the Public Management and Administration career pathway.

07.02 Describe some of the careers available in the Public Management and Administration career pathway.

07.03 Identify common characteristics of the careers in the Public Management and Administration career pathway.

07.04 Research the history of the Public Management and Administration career pathway and describe how the careers have evolved and impacted society.

07.05 Identify skills required to successfully enter any career in the Public Management and Administration career pathway.

07.06 Describe technologies associated in careers within the Public Management and Administration career pathway.

08.0 Apply leadership and communication skills – the student will be able to:

08.01 Discuss the establishment and history of the Florida Public Service Association (FPSA) organization.

08.02 Identify the characteristics and responsibilities of organizational leaders.

08.03 Demonstrate parliamentary procedure skills during a meeting.

08.04 Participate on a committee which has an assigned task and report to the class.

08.05 Demonstrate effective communication skills through delivery of a speech, a slide presentation, or conducting a demonstration.

08.06 Use a computer to assist in the completion of a project related to the Government and Public Administration career cluster.

09.0 Describe how information technology is used in Introduction to Government and Public Administration career cluster – the student will be able to:

09.01 Identify information technology (IT) careers in the Introduction to Government and Public Administration career cluster, including the responsibilities, tasks and skills they require.

09.02 Relate information technology project management concepts and terms to careers in the Introduction to Government and Public Administration career cluster.

CTE Standards and Benchmarks

09.03 Manage information technology components typically used in professions of the Introduction to Government and Public Administration career cluster.

09.04 Identify security-related ethical and legal IT issues faced by professionals in the Introduction to Government and Public Administration career cluster.

10.0 Use information technology tools – the student will be able to:

10.01 Identify the functions of web browsers, and use them to access the World Wide Web and other computer resources typically used in the Introduction to Government and Public Administration career cluster.

10.02 Use e-mail clients to send simple messages and files to other Internet users.

10.03 Demonstrate ways to communicate effectively using Internet technology.

10.04 Use different types of web search engines effectively to locate information relevant to the Introduction to Government and Public Administration career cluster.

11.0 Identify components of network systems –the student will be able to:

11.01 Identify structure to access internet, including hardware and software components.

11.02 Identify and configure user customization features in web browsers, including preferences, caching, and cookies.

11.03 Recognize essential database concepts.

11.04 Define and use additional networking and internet services.

12.0 Describe and use communication features of information technology – the student will be able to:

12.01 Define important internet communications protocols and their roles in delivering basic Internet services.

12.02 Identify basic principles of the Domain Name System (DNS).

12.03 Identify security issues related to Internet clients.

Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

The length of this course is one semester. It may be offered for two semesters when appropriate. When offered for one semester, it is recommended that it be at the exploratory level and more in-depth when offered for two semesters.

MyCareerShines is an interactive resource to assist students in identifying their ideal career and to enhance preparation for employment. Teachers are encouraged to integrate this resource into the program curriculum to meet the employability goals for each student.

Career and Technical Student Organization (CTSO)

FPESA and SkillsUSA are the inter-curricular career and technical student organizations providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations' plan to meet individual needs and ensure equal access. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

In addition to accommodations, some secondary students with disabilities (students with an IEP served in Exceptional Student Education (ESE)) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note: postsecondary curriculum and regulated secondary programs cannot be modified.

Florida Department of Education
Curriculum Framework

Course Title: Introduction to Government and Public Administration and Career Planning*
Course Type: Orientation/Exploratory and Career Planning
Career Cluster: Government and Public Administration

Secondary – Middle School

Program Number	8900360
CIP Number	148900360M
Grade Level	6-8
Standard Length	Semester
Teacher Certification	Refer to the Course Structure section.
CTSO	SkillsUSA, FPSA Inc.

*Effective July 1, 2017, there is no longer a promotion requirement for middle grades students to complete a Career and Education Planning course. However, these courses will continue to be available and should be taught integrating the eight career and education planning course standards. Additional information on the Middle School Career and Education Planning course and the list of standards is available online. The MyCareerShines powered by Kuder® career planning system is available free of charge to all Florida middle and high schools to assist students in exploring career options and developing an academic and career plan.

Purpose

The purpose of this course is to assist students in making informed decisions regarding their future academic and occupational goals and to provide information regarding careers in the Government and Public Administration career cluster. The content includes but is not limited to education and information services; natural resource management; public administration; social and economic services; urban, rural and community development; transportation industry; public safety, corrections and judicial services; national defense occupations. Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Course Structure

The length of this course is one semester. It may be offered for two semesters when appropriate. When offered for one semester, it is recommended that it be at the exploratory level and more in-depth when offered for two semesters.

To teach the course(s) listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the course structure:

Course Number	Course Title	Teacher Certification	Length
8900360	Introduction to Government and Public Administration and Career Planning	TEC CONSTR @7 7G ANY PUBLIC SERV OCC ED G	Semester

Florida Standards for English Language Development (ELD)

English language learners communicate for social and instructional purposes within the school setting. ELD.K12.SI.1.1

English Language Development (ELD) Standards Special Notes:

Teachers are required to provide listening, speaking, reading and writing instruction that allows English language learners (ELL) to communicate for social and instructional purposes within the school setting. For the given level of English language proficiency and with visual, graphic, or interactive support, students will interact with grade level words, expressions, sentences and discourse to process or produce language necessary for academic success. The ELD standard should specify a relevant content area concept or topic of study chosen by curriculum developers and teachers which maximizes an ELL's need for communication and social skills.

For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate an understanding of the Governance career pathway.
- 02.0 Demonstrate an understanding of the National Security career pathway.
- 03.0 Demonstrate an understanding of the Foreign Service career pathway.
- 04.0 Demonstrate an understanding of the Planning career pathway.
- 05.0 Demonstrate an understanding of the Revenue and Taxation career pathway.
- 06.0 Demonstrate an understanding of the Regulation career pathway.
- 07.0 Demonstrate an understanding of the Public Management and Administration career pathway.
- 08.0 Apply leadership and communication skills.
- 09.0 Identify components of network systems.
- 10.0 Use information technology tools.
- 11.0 Identify components of network systems.
- 12.0 Describe and use communication features of information technology.

Listed below are the eight career and education planning course standards.

- 13.0 Describe the influences that societal, economic, and technological changes have on employment trends and future training.
- 14.0 Develop skills to locate, evaluate, and interpret career information.
- 15.0 Identify and demonstrate processes for making short and long term goals.
- 16.0 Demonstrate employability skills such as working in a group, problem-solving and organizational skills, and the importance of entrepreneurship.
- 17.0 Understand the relationship between educational achievement and career choices/postsecondary options.
- 18.0 Identify a career cluster and related pathways through an interest assessment that match career and education goals.
- 19.0 Develop a career and education plan that includes short and long-term goals, high school program of study, and postsecondary/career goals.
- 20.0 Demonstrate knowledge of technology and its application in career fields/clusters.

**Florida Department of Education
Student Performance Standards**

Course Title: Introduction of Government and Public Administration and Career Planning
Course Number: 8900360
Course Credit: Semester

Course Description:

Beginning with a broad overview of the Government and Public Administration career cluster, students are introduced to the terminology, careers, history, required skills, and technologies associated with each pathway in the Government and Public Administration career cluster. Additionally, they will be provided with opportunities to acquire and demonstrate beginning leadership skills.

CTE Standards and Benchmarks	
01.0	Demonstrate an understanding of the Governance career pathway – the student will be able to:
01.01	Define and use proper terminology associated with the Governance career pathway.
01.02	Describe some of the careers available in the Governance career pathway.
01.03	Identify common characteristics of the careers in the Governance career pathway.
01.04	Research the history of the Governance career pathway and describe how the associated careers have evolved and impacted society.
01.05	Identify skills required to successfully enter any career in the Governance career pathway.
01.06	Describe technologies associated in careers within the Governance career pathway.
02.0	Demonstrate an understanding of the National Security career pathway – the student will be able to:
02.01	Define and use proper terminology associated with the National Security career pathway.
02.02	Describe some of the careers available in the National Security career pathway.
02.03	Identify common characteristics of the careers in the National Security career pathway.
02.04	Research the history of the National Security career pathway and describe how the careers have evolved and impacted society.
02.05	Identify skills required to successfully enter any career in the National Security career pathway.
02.06	Describe technologies associated in careers within the National Security career pathway.

CTE Standards and Benchmarks

03.0 Demonstrate an understanding of the Foreign Service career pathway – the student will be able to:

03.01 Define and use proper terminology associated with the Foreign Service career pathway.

03.02 Describe some of the careers available in the Foreign Service career pathway.

03.03 Identify common characteristics of the careers in the Foreign Service career pathway.

03.04 Research the history of the Foreign Service career pathway and describe how the careers have evolved and impacted society.

03.05 Identify skills required to successfully enter any career in the Foreign Service career pathway.

03.06 Describe technologies associated in careers within the Foreign Service career pathway.

04.0 Demonstrate an understanding of the Planning career pathway – the student will be able to:

04.01 Define and use proper terminology associated with the Planning career pathway.

04.02 Describe some of the careers available in the Planning career pathway.

04.03 Identify common characteristics of the careers in the Planning career pathway.

04.04 Research the history of the Planning career pathway and describe how the careers have evolved and impacted society.

04.05 Identify skills required to successfully enter any career in the Planning career pathway.

04.06 Describe technologies associated in careers within the Planning career pathway.

05.0 Demonstrate an understanding of the Revenue and Taxation career pathway – the student will be able to:

05.01 Define and use proper terminology associated with the Revenue and Taxation career pathway.

05.02 Describe some of the careers available in the Revenue and Taxation career pathway.

05.03 Identify common characteristics of the careers in the Revenue and Taxation career pathway.

05.04 Research the history of the Revenue and Taxation career pathway and describe how the careers have evolved and impacted society.

05.05 Identify skills required to successfully enter any career in the Revenue and Taxation career pathway.

05.06 Describe technologies associated in careers within the Revenue and Taxation career pathway.

06.0 Demonstrate an understanding of the Regulation career pathway – the student will be able to:

06.01 Define and use proper terminology associated with the Regulation career pathway.

CTE Standards and Benchmarks

06.02 Describe some of the careers available in the Regulation career pathway.

06.03 Identify common characteristics of the careers in the Regulation career pathway.

06.04 Research the history of the Regulation career pathway and describe how the careers have evolved and impacted society.

06.05 Identify skills required to successfully enter any career in the Regulation career pathway.

06.06 Describe technologies associated in careers within the Regulation career pathway.

07.0 Demonstrate an understanding of the Public Management and Administration career pathway – the student will be able to:

07.01 Define and use proper terminology associated with the Public Management and Administration career pathway.

07.02 Describe some of the careers available in the Public Management and Administration career pathway.

07.03 Identify common characteristics of the careers in the Public Management and Administration career pathway.

07.04 Research the history of the Public Management and Administration career pathway and describe how the careers have evolved and impacted society.

07.05 Identify skills required to successfully enter any career in the Public Management and Administration career pathway.

07.06 Describe technologies associated in careers within the Public Management and Administration career pathway.

08.0 Apply leadership and communication skills – the student will be able to:

08.01 Discuss the establishment and history of the Florida Public Service Association (FPSA) organization.

08.02 Identify the characteristics and responsibilities of organizational leaders.

08.03 Demonstrate parliamentary procedure skills during a meeting.

08.04 Participate on a committee which has an assigned task and report to the class.

08.05 Demonstrate effective communication skills through delivery of a speech, a slide presentation, or conducting a demonstration.

08.06 Use a computer to assist in the completion of a project related to the Government and Public Administration career cluster.

09.0 Describe how information technology is used in Introduction to Government and Public Administration career cluster – the student will be able to:

09.01 Identify information technology (IT) careers in the Introduction to Government and Public Administration career cluster, including the responsibilities, tasks and skills they require.

09.02 Relate information technology project management concepts and terms to careers in the Introduction to Government and Public Administration career cluster.

CTE Standards and Benchmarks

09.03 Manage information technology components typically used in professions of the Introduction to Government and Public Administration career cluster.

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10.01 Identify the functions of web browsers, and use them to access the World Wide Web and other computer resources typically used in the Introduction to Government and Public Administration career cluster.

10.02 Use e-mail clients to send simple messages and files to other Internet users.

10.03 Demonstrate ways to communicate effectively using Internet technology.

10.04 Use different types of web search engines effectively to locate information relevant to the Introduction to Government and Public Administration career cluster.

11.0 Identify components of network systems – the student will be able to:

11.01 Identify structure to access internet, including hardware and software components.

11.02 Identify and configure user customization features in web browsers, including preferences, caching, and cookies.

11.03 Recognize essential database concepts.

11.04 Define and use additional networking and internet services.

12.0 Describe and use communication features of information technology – the student will be able to:

12.01 Define important internet communications protocols and their roles in delivering basic Internet services.

12.02 Identify basic principles of the Domain Name System (DNS).

12.03 Identify security issues related to Internet clients.

Listed below are the eight career and education planning course standards:

The student will be able to:

13.0 Describe the influences that societal, economic, and technological changes have on employment trends and future training.

14.0 Develop skills to locate, evaluate, and interpret career information.

15.0 Identify and demonstrate processes for making short and long term goals.

CTE Standards and Benchmarks

16.0	Demonstrate employability skills such as working in a group, problem-solving and organizational skills, and the importance of entrepreneurship.
17.0	Understand the relationship between educational achievement and career choices/postsecondary options.
18.0	Identify a career cluster and related pathways through an interest assessment that match career and education goals.
19.0	Develop a career and education plan that includes short and long-term goals, high school program of study, and postsecondary/career goals.
20.0	Demonstrate knowledge of technology and its application in career fields/clusters.

Additional Information

Laboratory Activities

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Florida Department of Education
Curriculum Framework

Course Title: Fundamentals of Government and Public Administration
Course Type: Orientation/Exploratory
Career Cluster: Government and Public Administration

Secondary – Middle School

Program Number	8900500
CIP Number	148900500M
Grade Level	6-8
Standard Length	Semester
Teacher Certification	Refer to the Course Structure section.
CTSO	SkillsUSA, FPSA Inc.

Purpose

The purpose of this course is to assist students in making informed decisions regarding their future academic and occupational goals and to provide information regarding careers in the Government and Public Administration career cluster. The content includes but is not limited to education and information services; natural resource management; public administration; social and economic services; urban, rural and community development; transportation industry; public safety, corrections and judicial services; national defense occupations. Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.

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8900500	Fundamentals of Government and Public Administration	TEC CONSTR @7 7G ANY PUBLIC SERV OCC ED G	Semester

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Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Apply concepts of geography used in government and public administration.
- 02.0 Describe the functions of government and public administration.
- 03.0 Describe communication formats used to facilitate the exchange of ideas in government and public administration.
- 04.0 Discuss the governmental policy making process.
- 05.0 Discuss the importance of health, safety and environmental management systems in government and public administration.
- 06.0 Develop and present persuasive arguments on political and/or social topics.
- 07.0 Manage leadership and communication skills.
- 08.0 Demonstrate good work habits, and career planning.
- 09.0 Integrate the use of science, mathematics, reading, geography, history, writing, and communication.
- 10.0 Identify components of network systems.
- 11.0 Describe and use communication features of information technology.

**Florida Department of Education
Student Performance Standards**

Course Title: Fundamentals of Government and Public Administration
Course Number: 8900500
Course Credit: Semester

Course Description:

This course is designed to provide instruction that explores the tasks, training, education and physical requirements of occupations in the Government and Public Administration career cluster. The content is constructed to develop competencies in the areas of graphic tools and techniques; functions and forms of government and public administration and the mechanics of developing and implementing policy and law.

CTE Standards and Benchmarks	
01.0	Apply concepts of geography used in government and public administration – the student will be able to:
01.01	Identify graphic tools and technologies used in government and public administration occupations.
01.02	Locate places and regions using maps and globes.
01.03	Create maps and graphs to display geographic information.
02.0	Describe the functions of government and public administration – the student will be able to:
02.01	Discuss the various forms of governance.
02.02	Define the concepts of authority, rights, and responsibility in government and public administration.
03.0	Describe communication formats used to facilitate the exchange of ideas in government and public administration – the student will be able to:
03.01	Identify public issues at the local, state and national levels.
03.02	Debate a public issue of importance to your community
03.03	Debate a public issue impacting the state and/or nation.
03.04	Make a presentation explaining the impact of a national public issue on your local community.
03.05	Conduct an interview on a state public issue
04.0	Discuss the governmental policy making process – the student will be able to:

CTE Standards and Benchmarks

04.01 Explain the difference between the legislative branch and executive branch of government.

04.02 Explain the role of the legislature.

04.03 Explain the role of congress.

04.04 Discuss how bills become laws.

04.05 Identify organizations that engage in the political process.

04.06 Develop a public policy and explain the benefits to the community

05.0 Discuss the importance of health, safety and environmental management systems in government and public administration – the student will be able to:

05.01 Identify possible risk of injury/illness in the workplace.

05.02 Identify safety signs and symbols.

05.03 Create and present a solution to address risk of injury/illness in the workplace.

05.04 Identify hazards in the workplace.

05.05 Identify the government agencies responsible for providing a safe workplace.

05.06 Create a presentation for employees on preparedness for a safe environment.

06.0 Develop and present persuasive arguments on political and/or social topics – The student will be able to:

06.01 Identify differing political or social perspectives on a public policy impacting the local community.

06.02 Research and present a perspective on a policy

06.03 Debate a public policy.

07.0 Manage leadership and communication skills. – The student will be able to:

07.01 Compare the characteristics and responsibilities of organizational leaders.

07.02 Demonstrate parliamentary procedure skills during a meeting.

07.03 Participate on a committee which has an assigned task and report to the class.

07.04 Demonstrate effective communication skills through delivery of a speech or conducting a demonstration.

07.05 Use a computer to assist in the completion of a project.

CTE Standards and Benchmarks

08.0 Demonstrate good work habits, and career planning – The student will be able to:

08.01 Identify attitudes and habits necessary to achieve career success.

08.02 Describe personality aspects to consider when choosing a career.

08.03 Identify the basic steps in career planning.

08.04 Identify and research careers within a specific area of government or public administration.

09.0 Integrate the use of science, mathematics, reading, geography, history, writing, and communication – The student will be able to:

09.01 Apply basic mathematics operations to solve problems.

09.02 Correctly use measuring devices and utilize measurements.

09.03 Prepare written and/or oral materials using correct English grammar.

09.04 Identify the main idea in oral presentations and/or written materials.

09.05 Locate, organize, and interpret information from a variety of sources.

09.06 Describe the historical evolution of government and public administration.

10.0 Identify components of network systems – the student will be able to:

10.01 Identify structure to access internet, including hardware and software components.

10.02 Identify and configure user customization features in web browsers, including preferences, caching, and cookies.

10.03 Recognize essential database concepts.

10.04 Define and use additional networking and internet services.

11.0 Describe and use communication features of information technology – the student will be able to:

11.01 Define important internet communications protocols and their roles in delivering basic Internet services.

11.02 Identify basic principles of the Domain Name System (DNS).

11.03 Identify security issues related to Internet clients.

Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

MyCareerShines is an interactive resource to assist students in identifying their ideal career and to enhance preparation for employment. Teachers are encouraged to integrate this resource into the program curriculum to meet the employability goals for each student.

Career and Technical Student Organization (CTSO)

SkillsUSA, FPSA Inc. are the inter-curricular career and technical student organizations providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations' plan to meet individual needs and ensure equal access. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

In addition to accommodations, some secondary students with disabilities (students with an IEP served in Exceptional Student Education (ESE)) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note: postsecondary curriculum and regulated secondary programs cannot be modified.

Florida Department of Education
Curriculum Framework

Course Title: Orientation to Career Clusters
Course Type: Orientation/Exploratory

Secondary – Middle School

Course Number	8000400
CIP Number	1498999907
Grade Level	6 – 8
Standard Length	Semester
Teacher Certification	Refer to the Course Structure section.
CTSO	Any CTSO as appropriate

Purpose

The purpose of this course is to assist students in making informed decisions regarding their future academic and occupational goals and to provide information regarding careers in the seventeen career clusters. This course is a compilation of modules for each of the seventeen career clusters and is designed to provide flexibility in course offerings. Any number of modules can be selected to comprise a course that meets the needs of the students.

The content includes, but is not limited to, the orientation of students to career pathways in the career and technical education field. Reinforcement of academic skills occurs through classroom instruction and applied laboratory procedures. This course is recommended for students in the sixth grade, but not required.

Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Course Structure

The length of this course is one semester. It may be offered for two semesters when appropriate. When offered for one semester, it is recommended that it be at the exploratory level and more in-depth when offered for two semesters.

To teach the course(s) listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the course structure:

Course Number	Course Title	Teacher Certification	Length
8000400	Orientation to Career Clusters	ANY FIELD	Semester

Florida Standards for English Language Development (ELD)

English language learners communicate for social and instructional purposes within the school setting. ELD.K12.SI.1.1

English Language Development (ELD) Standards Special Notes:

Teachers are required to provide listening, speaking, reading and writing instruction that allows English language learners (ELL) to communicate for social and instructional purposes within the school setting. For the given level of English language proficiency and with visual, graphic, or interactive support, students will interact with grade level words, expressions, sentences and discourse to process or produce language necessary for academic success. The ELD standard should specify a relevant content area concept or topic of study chosen by curriculum developers and teachers which maximizes an ELL's need for communication and social skills. For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition.

Standards

After successfully completing this course, the student will be able to perform the following:

- 01.0 Identify Florida's seventeen career clusters.
- 02.0 Identify and explore careers in the Agriculture, Food & Natural Resources cluster.
- 03.0 Identify and explore careers in the Architecture & Construction cluster.
- 04.0 Identify and explore careers in the Arts, A/V Technology & Communication cluster.
- 05.0 Identify and explore careers in the Business Management & Administration cluster.
- 06.0 Identify and explore careers in the Education & Training cluster.
- 07.0 Identify and explore careers in the Energy cluster.
- 08.0 Identify and explore careers in the Finance cluster.
- 09.0 Identify and explore careers in the Government & Public Administration cluster.
- 10.0 Identify and explore careers in the Health Science cluster.
- 11.0 Identify and explore careers in the Hospitality and Tourism cluster.
- 12.0 Identify and explore careers in the Human Services cluster.
- 13.0 Identify and explore careers in the Information Technology cluster.
- 14.0 Identify and explore careers in the Law, Public Safety & Security cluster.
- 15.0 Identify and explore careers in the Manufacturing cluster.
- 16.0 Identify and explore careers in the Marketing, Sales & Service cluster.
- 17.0 Identify and explore careers in the Engineering and Technology Education cluster.
- 18.0 Identify and explore careers in the Transportation, Distribution & Logistics cluster.
- 19.0 Describe leadership skills.

Florida Department of Education
Student Performance Standards

Course Title: Orientation to Career Clusters
Course Number: 8000400
Course Credit: Semester

Course Description:

This course is a broad overview of the seventeen career clusters offered in Florida. This course provides hands-on introductory activities for each career cluster as well as opportunities to acquire and demonstrate beginning leadership skills.

CTE Standards and Benchmarks	
01.0	Identify Florida’s seventeen career clusters – the student will be able to:
01.01	List Florida’s seventeen career clusters.
01.02	Research the national career clusters website.
01.03	Identify the Career and Technical Student Organizations (CTSO) appropriate for Career and Technical Education (CTE) programs.
01.04	Explain the purpose of a CTSO.
02.0	Identify and explore careers in the Agriculture, Food & Natural Resources cluster – the student will be able to:
02.01	Identify the pathways in the Agriculture, Food & Natural Resources career cluster and the careers in each pathway.
02.02	Describe the types of places that employ individuals who have careers in the Agriculture, Food & Natural Resources career cluster.
02.03	Describe the variety of tasks performed by individuals who have careers in the Agriculture, Food & Natural Resources career cluster.
02.04	List the skills, abilities, and talents needed for careers in the Agriculture, Food & Natural Resources career cluster.
02.05	Identify the level of training and education required for careers in the Agriculture, Food & Natural Resources career cluster.
02.06	Research a career in the Agriculture, Food & Natural Resources career cluster and present findings to the class.
02.07	Apply math, science, and reading skills in the completion of a project or activity related to the Agriculture, Food & Natural Resources career cluster.
03.0	Identify and explore careers in the Architecture & Construction cluster – the student will be able to:
03.01	Identify the pathways in the Architecture & Construction career cluster and the careers in each pathway.

CTE Standards and Benchmarks

03.02 Describe the types of places that employ individuals who have careers in the Architecture & Construction career cluster.

03.03 Describe the variety of tasks performed by individuals who have careers in the Architecture & Construction career cluster.

03.04 List the skills, abilities, and talents needed for careers in the Architecture & Construction career cluster.

03.05 Identify the level of training and education required for careers in the Architecture & Construction career cluster.

03.06 Research a career in the Architecture & Construction career cluster and present findings to the class.

03.07 Apply math, science, and reading skills in the completion of a project or activity related to the Architecture & Construction career cluster.

04.0 Identify and explore careers in the Arts, A/V Technology & Communication cluster – the student will be able to:

04.01 Identify the pathways in the Arts, A/V Technology & Communication career cluster and the careers in each pathway.

04.02 Describe the types of places that employ individuals who have careers in the Arts, A/V Technology & Communication career cluster.

04.03 Describe the variety of tasks performed by individuals who have careers in the Arts, A/V Technology & Communication career cluster.

04.04 List the skills, abilities, and talents needed for careers in the Arts, A/V Technology & Communication career cluster.

04.05 Identify the level of training and education required for careers in the Arts, A/V Technology & Communication career cluster.

04.06 Research a career in the Arts, A/V Technology & Communication career cluster and present findings to the class.

04.07 Apply math, science, and reading skills in the completion of a project or activity related to the Arts, A/V Technology & Communication career cluster.

05.0 Identify and explore careers in the Business, Management & Administration cluster – the student will be able to:

05.01 Identify the pathways in the Business, Management & Administration career cluster and the careers in each pathway.

05.02 Describe the types of places that employ individuals who have careers in the Business Management & Administration career cluster.

05.03 Describe the variety of tasks performed by individuals who have careers in the Business Management & Administration career cluster.

05.04 List the skills, abilities, and talents needed for careers in the Business Management & Administration career cluster.

05.05 Identify the level of training and education required for careers in the Business Management & Administration career cluster.

05.06 Research a career in the Business Management & Administration career cluster and present findings to the class.

05.07 Apply math, science, and reading skills in the completion of a project or activity related to the Business Management & Administration career cluster.

CTE Standards and Benchmarks

06.0 Identify and explore careers in the Education & Training cluster – the student will be able to:

06.01 Identify the pathways in the Education & Training career cluster and the careers in each pathway.

06.02 Describe the types of places that employ individuals who have careers in the Education & Training career cluster.

06.03 Describe the variety of tasks performed by individuals who have careers in the Education & Training career cluster.

06.04 List the skills, abilities, and talents needed for careers in the Education & Training career cluster.

06.05 Identify the level of training and education required for careers in the Education & Training career cluster.

06.06 Research a career in the Education & Training career cluster and present findings to the class.

06.07 Apply math, science, and reading skills in the completion of a project or activity related to the Education & Training career cluster.

07.0 Identify and explore careers in the Energy cluster – the student will be able to:

07.01 Identify the pathways in the Energy career cluster and the careers in each pathway.

07.02 Describe the types of places that employ individuals who have careers in the Energy career cluster.

07.03 Describe the variety of tasks performed by individuals who have careers in the Energy career cluster.

07.04 List the skills, abilities, and talents needed for careers in the Energy career cluster.

07.05 Identify the level of training and education required for careers in the Energy career cluster.

07.06 Research a career in the Energy career cluster and present findings to the class.

07.07 Apply math, science, and reading skills in the completion of a project or activity related to the Energy career cluster.

08.0 Identify and explore careers in the Finance cluster – the student will be able to:

08.01 Identify the pathways in the Finance career cluster and the careers in each pathway.

08.02 Describe the types of places that employ individuals who have careers in the Finance career cluster.

08.03 Describe the variety of tasks performed by individuals who have careers in the Finance career cluster.

08.04 List the skills, abilities, and talents needed for careers in the Finance career cluster.

08.05 Identify the level of training and education required for careers in the Finance career cluster.

08.06 Research a career in the Finance career cluster and present findings to the class.

CTE Standards and Benchmarks

08.07 Apply math, science, and reading skills in the completion of a project or activity related to the Finance career cluster.

09.0 Identify and explore careers in the Government & Public Administration cluster – the student will be able to:

09.01 Identify the pathways in the Government & Public Administration career cluster and the careers in each pathway.

09.02 Describe the types of places that employ individuals who have careers in the Government & Public Administration career cluster.

09.03 Describe the variety of tasks performed by individuals who have careers in the Government & Public Administration career cluster.

09.04 List the skills, abilities, and talents needed for careers in the Government & Public Administration career cluster.

09.05 Identify the level of training and education required for careers in the Government & Public Administration career cluster.

09.06 Research a career in the Government & Public Administration career cluster and present findings to the class.

09.07 Apply math, science, and reading skills in the completion of a project or activity related to the Government & Public Administration career cluster.

10.0 Identify and explore careers in the Health Science cluster – the student will be able to:

10.01 Identify the pathways in the Health Science career cluster and the careers in each pathway.

10.02 Describe the types of places that employ individuals who have careers in the Health Science career cluster.

10.03 Describe the variety of tasks performed by individuals who have careers in the Health Science career cluster.

10.04 List the skills, abilities, and talents needed for careers in the Health Science career cluster.

10.05 Identify the level of training and education required for careers in the Health Science career cluster.

10.06 Research a career in the Health Science career cluster and present findings to the class.

10.07 Apply math, science, and reading skills in the completion of a project or activity related to the Health Science career cluster.

11.0 Identify and explore careers in the Hospitality & Tourism cluster – the student will be able to:

11.01 Identify the pathways in the Hospitality & Tourism career cluster and the careers in each pathway.

11.02 Describe the types of places that employ individuals who have careers in the Hospitality & Tourism career cluster.

11.03 Describe the variety of tasks performed by individuals who have careers in the Hospitality & Tourism career cluster.

11.04 List the skills, abilities, and talents needed for careers in the Hospitality & Tourism career cluster.

11.05 Identify the level of training and education required for careers in the Hospitality & Tourism career cluster.

CTE Standards and Benchmarks

11.06 Research a career in the Hospitality & Tourism career cluster and present findings to the class.

11.07 Apply math, science, and reading skills in the completion of a project or activity related to the Hospitality & Tourism career cluster.

12.0 Identify and explore careers in the Human Services cluster – the student will be able to:

12.01 Identify the pathways in the Human Services career cluster and the careers in each pathway.

12.02 Describe the types of places that employ individuals who have careers in the Human Services career cluster.

12.03 Describe the variety of tasks performed by individuals who have careers in the Human Services career cluster.

12.04 List the skills, abilities, and talents needed for careers in the Human Services career cluster.

12.05 Identify the level of training and education required for careers in the Human Services career cluster.

12.06 Research a career in the Human Services career cluster and present findings to the class.

12.07 Apply math, science, and reading skills in the completion of a project or activity related to the Human Services career cluster.

13.0 Identify and explore careers in the Information Technology cluster – the student will be able to:

13.01 Identify the pathways in the Information Technology career cluster and the careers in each pathway.

13.02 Describe the types of places that employ individuals who have careers in the Information Technology career cluster.

13.03 Describe the variety of tasks performed by individuals who have careers in the Information Technology career cluster.

13.04 List the skills, abilities, and talents needed for careers in the Information Technology career cluster.

13.05 Identify the level of training and education required for careers in the Information Technology career cluster.

13.06 Research a career in the Information Technology career cluster and present findings to the class.

13.07 Apply math, science, and reading skills in the completion of a project or activity related to the Information Technology career cluster.

14.0 Identify and explore careers in the Law, Public Safety & Security cluster–The student will be able to:

14.01 Identify the pathways in the Law, Public Safety & Security career cluster and the careers in each pathway.

14.02 Describe the types of places that employ individuals who have careers in the Law, Public Safety & Security career cluster.

14.03 Describe the variety of tasks performed by individuals who have careers in the Law, Public Safety & Security career cluster.

14.04 List the skills, abilities, and talents needed for careers in the Law, Public Safety & Security career cluster.

CTE Standards and Benchmarks

14.05 Identify the level of training and education required for careers in the Law, Public Safety & Security career cluster.

14.06 Research a career in the Law, Public Safety & Security career cluster and present findings to the class.

14.07 Apply math, science, and reading skills in the completion of a project or activity related to the Law, Public Safety & Security career cluster.

15.0 Identify and explore careers in the Manufacturing cluster – the student will be able to:

15.01 Identify the pathways in the Manufacturing career cluster and the careers in each pathway.

15.02 Describe the types of places that employ individuals who have careers in the Manufacturing career cluster.

15.03 Describe the variety of tasks performed by individuals who have careers in the Manufacturing career cluster.

15.04 List the skills, abilities, and talents needed for careers in the Manufacturing career cluster.

15.05 Identify the level of training and education required for careers in the Manufacturing career cluster.

15.06 Research a career in the Manufacturing career cluster and present findings to the class.

15.07 Apply math, science, and reading skills in the completion of a project or activity related to the Manufacturing career cluster.

16.0 Identify and explore careers in the Marketing, Sales & Service cluster – the student will be able to:

16.01 Identify the pathways in the Marketing, Sales & Service career cluster and the careers in each pathway.

16.02 Describe the types of places that employ individuals who have careers in the Marketing, Sales & Service career cluster.

16.03 Describe the variety of tasks performed by individuals who have careers in the Marketing, Sales & Service career cluster.

16.04 List the skills, abilities, and talents needed for careers in the Marketing, Sales & Service career cluster.

16.05 Identify the level of training and education required for careers in the Marketing, Sales & Service career cluster.

16.06 Research a career in the Marketing, Sales & Service career cluster and present findings to the class.

16.07 Apply math, science, and reading skills in the completion of a project or activity related to the Marketing, Sales & Service career cluster.

17.0 Identify and explore careers in Engineering and Technology Education – the student will be able to:

17.01 Identify the pathways in Engineering and Technology Education.

17.02 Describe the types of places that employ individuals who have careers in Engineering and Technology Education.

17.03 Describe the variety of tasks performed by individuals who have careers in Engineering and Technology Education.

CTE Standards and Benchmarks

17.04 List the skills, abilities, and talents needed for careers in Engineering and Technology Education.

17.05 Identify the level of training and education required for careers in Engineering and Technology Education.

17.06 Research a career in Engineering and Technology Education and present findings to the class.

17.07 Apply math, science, and reading skills in the completion of a project or activity related to the Engineering and Technology Education.

18.0 Identify and explore careers in the Transportation & Logistics cluster – the student will be able to:

18.01 Identify the pathways in the Transportation & Logistics career cluster and the careers in each pathway.

18.02 Describe the types of places that employ individuals who have careers in the Transportation & Logistics career cluster.

18.03 Describe the variety of tasks performed by individuals who have careers in the Transportation & Logistics career cluster.

18.04 List the skills, abilities, and talents needed for careers in the Transportation & Logistics career cluster.

18.05 Identify the level of training and education required for careers in the Transportation & Logistics career cluster.

18.06 Research a career in the Transportation & Logistics career cluster and present findings to the class.

18.07 Apply math, science, and reading skills in the completion of a project or activity related to the Transportation & Logistics career cluster.

19.0 Describe leadership skills – the student will be able to:

19.01 Identify the Career and Technical Student Organization(s) that are appropriate for CTE programs in each of the career clusters.

19.02 Describe the leadership opportunities available to members of the CTSOs identified above.

19.03 Investigate the CTSOs at your school and/or in your school district (e.g., membership requirements, dues, activities, events).

Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

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Career and Technical Student Organization (CTSO)

The Florida Technology Student Association (FL-TSA) is the intercurricular career and technical student organization for providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

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Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations' plan to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

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