

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: Pre-Apprenticeship
Program Type: Career Preparatory
Career Cluster: Any Program within an Apprenticeship Occupation

	Secondary	PSAV
Program Number	8000100	E920100
CIP Number	1691.010001	1691.010001
Grade Level	9-12	30,31
Standard Length	6 Credits	900 Hours
Teacher Certification	Any vocational field or coverage	Any vocational field or coverage
CTSO	Program Specific	Program Specific
SOC Codes (all applicable)	Discipline Specific	Discipline Specific
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)	
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm	
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp	
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp	
Eligibility	16 Years of Age	

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Apprenticeship Occupation career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Apprenticeship Occupation career cluster.

Program Structure

This program is a planned sequence of instruction to prepare students for initial employment who are disadvantaged or who have not otherwise had the opportunity to enter into the apprenticeship occupations or upward mobility employment. The program will include related

instruction and may include paid on-the-job training, supervised by the employer and teacher/coordinator.

The content should include but not be limited to communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and skills needed to operate and maintain a variety of related equipment and tools.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Apprenticeship industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues; and health, safety, and environmental issues.

When offered at the post secondary level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

The following table illustrates the **Secondary** program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	8000110	Pre-Apprenticeship 1	1 Credit	Discipline Specific
	8000120	Pre-Apprenticeship 2	1 Credit	Discipline Specific
	8000130	Pre-Apprenticeship 3	1 Credit	Discipline Specific
B	8000140	Pre-Apprenticeship 4	1 Credit	Discipline Specific
	8000150	Pre-Apprenticeship 5	1 Credit	Discipline Specific
	8000160	Pre-Apprenticeship 6	1 Credit	Discipline Specific

The following table illustrates the **PSAV** program structure:

OCP	Course Number	Course Title	Length	SOC Code
A	SLS0314	Pre-Apprenticeship I	450 Hours	Discipline Specific
B	SLS0315	Pre-Apprenticeship II	450 Hours	Discipline Specific

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students. Laboratory activities provided through on-the-job training are an integral part of this program. Supervised on-the-job training includes a training plan. The training plan shall include instructional objectives and a list of on-the-job and in-school learning experiences. On-the-job

experiences will emphasize those skills that deal with "workplace know-how" and effective job performance.

Special Notes

Career and Technical Student Organization (CTSO)

The appropriate career and technical student organization for providing leadership training and reinforcing specific career and technical skills is discipline specific. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the program-specific OJT framework apply.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Basic Skills (if applicable)

In PSAV programs offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C., the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program are: Mathematics N/A, Language N/A, and Reading N/A. These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination. Students may be exempt from meeting the Basic Skills requirements by earning an eligible industry certification. See the Basic Skills Exemption List document for a list of eligible industry certifications (<http://www.fldoe.org/workforce/dwdframe/rtf/basic-skills.rtf>).

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01(3)(a), F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91(3), F.S.

Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination pursuant to Section

1008.29, F.S.; or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement (Rule 6A-10.040, F.A.C.)

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular occupational completion point (OCP) or a modified occupational completion point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP(s)/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Articulation

For details on statewide articulation agreements which correlate to programs and industry certifications, refer to http://www.fl DOE.org/workforce/dwdframe/artic_frame.asp.

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

Fine Arts/Practical Arts Credit

Many courses in CTE programs meet the Fine Arts/Practical Arts credit for high school graduation. For additional information refer to <http://www.fl DOE.org/schools/pdf/ListPracticalArtsCourses.pdf>.

Standards

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

Pre-Apprenticeship 1

- 01.0 Identify apprenticeship occupations.
- 02.0 and properly use subparts in OSHA (Occupational Safety and Health Administration) Standards (1926.
- 03.0 Achieve certifications.
- 04.0 Demonstrate appropriate communication skills.

Pre-Apprenticeship 2

- 05.0 Demonstrate and apply appropriate math and reading skills.
- 06.0 Identify awareness of drugs and drug-free workplace.
- 07.0 Use technology, tools, equipment and supplies safely and correctly.
- 08.0 Read and interpret appropriate technical references and manuals.

Pre-Apprenticeship 3

- 09.0 Apply designated occupational standards.
- 10.0 Demonstrate an understanding of employability skills.
- 11.0 Demonstrate an understanding of entrepreneurship.
- 12.0 Demonstrate acquired skills through on-the-job training.
- 13.0 Demonstrate leadership and organization skills.

Pre-Apprenticeship 4

- 14.0 Demonstrate acquired skills through on-the-job training.

Pre-Apprenticeship 5

Pre-Apprenticeship 6

- 15.0 Develop a portfolio

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**Florida Department of Education
Student Performance Standards**

Program Title: Pre-Apprenticeship
PSAV Number: E920100

Pre-Apprenticeship 1

- 01.0 Identify apprenticeship occupations--The student will be able to:
- 01.01 Prepare a list of apprenticeship occupations in the student's area of interest.
 - 01.02 Student will collect information and maintain a notebook on the apprenticeship occupation in which he or she has indicated an interest.
 - 01.03 Contact a representative of the chosen apprenticeship occupation and ask, at a minimum, 10 prepared questions about the student's area of interest.
- 02.0 Identify and properly use subparts in OSHA (occupational safety and health administration) standards (1926) --The student will be able to:
- 02.01 Describe how the OSHA standards relate to the student's area of interest.
 - 02.02 Apply OSHA standards to work activities.
 - 02.03 Access and find information on the OSHA web site.
- 03.0 Achieve certifications--The student will be able to:
- 03.01 Identify the appropriate areas of certification for his or her apprenticeship area. (i.e., Safety, First Aid, CPR, required information)
 - 03.02 Prepare and test for appropriate certifications in selected occupational area.
- 04.0 Demonstrate appropriate communication skills--The student will be able to:
- 04.01 Ask and answer questions coherently and concisely.
 - 04.02 Read and follow written instructions; and listen to and follow oral instructions.
 - 04.03 Give reports orally and in writing.
 - 04.04 Read and interpret reading materials related to the apprenticeship occupation.
 - 04.05 Find information in appropriate literature such as a manufacturer's manual or regulatory requirements.
 - 04.06 Write logical and understandable statements or phrases, and accurately fill out the forms commonly used in the apprenticeship area.
 - 04.07 Communicate job-related information and coordinate with other trades.
 - 04.08 Demonstrate appropriate telephone communication skills.
 - 04.09 Demonstrate trade-related computer skills.
 - 04.10 Explain the chosen occupation culture and the spoken and unspoken rules.

Pre-Apprenticeship 2

- 05.0 Demonstrate and apply appropriate math and reading skills--The student will be able to:
- 05.01 Prepare a workbook containing the formulas, rules of thumb, general knowledge and mathematics used in the student's apprenticeship area.

- 05.02 Apply Basic math, geometry, algebra, and trigonometry to solving problems, with and without a calculator, related to the apprenticeship occupation.
- 06.0 Identify awareness of drugs and drug-free workplace--The student will be able to:
 - 06.01 Describe the effects of drugs and alcohol on job performance and safety.
 - 06.02 Explain how an alcohol/drug conviction will affect the student's ability to acquire employment
 - 06.03 Prepare a workbook describing the health-related effects of alcohol/drugs.
- 07.0 Use technology, tools, equipment and supplies safely and correctly--The student will be able to:
 - 07.01 Correctly use tools and equipment appropriate to apprenticeship occupation.
 - 07.02 Demonstrate the ability to wear, select, adjust, and maintain safety equipment.
 - 07.03 Determine if safety equipment is serviceable.
 - 07.04 Read safety warnings on equipment, chemicals, tools and work sites. Correctly interpret and apply the necessary precautions.
 - 07.05 Read the procedures for servicing equipment and accomplish the needed actions with 100 percent accuracy.
 - 07.06 Determine if equipment used in the apprenticeship occupation is safe.
- 08.0 Read and interpret appropriate technical references and manuals--The student will be able to:
 - 08.01 Use the charts, graphs and tables to solve problems related to the chosen apprenticeship occupation.
 - 08.02 Design solutions for work problems using data from the appropriate manuals.
 - 08.03 Use Internet resources to acquire technical information for job related problems.
 - 08.04 Read and use appropriate manuals in work assignments. Demonstrate an understanding of the material read through correct procedures and application. Accomplish specified tasks.
 - 08.05 Read and use appropriate manuals for work assignments.

Pre-Apprenticeship 3

- 09.0 Apply designated occupational standards--The student will be able to:
 - 09.01 Perform assigned tasks to the appropriate level of competency.
 - 09.02 Select and apply correct standards for a given task.
- 10.0 Demonstrate an understanding of employability skills--The student will be able to:
 - 10.01 Demonstrate productive work habits and positive attitudes.
 - 10.02 Identify the ethical and responsible practices expected of apprenticeship trainees.
 - 10.03 Demonstrate acceptable personal-hygiene habits and a professional appearance.
 - 10.04 Apply the principles of time management, work simplification, and teamwork when performing assigned tasks.
 - 10.05 Explain the importance of taking pride in the quality of work performed.

- 10.06 Explain the importance of maintaining a good driver's record and the ramifications of having a poor driving record on employment.
 - 10.07 Describe "Florida's Right-to-Know" Law as recorded in the Florida Statutes, Chapter 442.
 - 10.08 Secure information about a job.
 - 10.09 Identify documents that may be required for an application for an apprenticeship program.
 - 10.10 Complete a job-application form.
 - 10.11 Demonstrate competence in job-interview techniques.
 - 10.12 Demonstrate appropriate knowledge of how to make job changes.
 - 10.13 Discuss the need for balancing work and family.
- 11.0 Demonstrate An Understanding Of Entrepreneurship--The student will be able to:
- 11.01 Define "entrepreneurship."
 - 11.02 Describe the importance of entrepreneurship to the American economy and the role of small business in the free-enterprise system.
 - 11.03 Discuss the advantages and disadvantages of business ownership.
 - 11.04 Discuss the risks involved in the ownership of a business.
 - 11.05 Identify the personal characteristics of a successful entrepreneur.
 - 11.06 Identify the business skills, including computer skills, needed to operate an entrepreneurial business efficiently and effectively.
- 12.0 Demonstrate acquired skills through on-the job training--The student will be able to:
- 12.01 Keep daily log of on-the-job activities. Including number of hours worked, skills learned, safety equipment used and hazardous materials used.
- 13.0 Demonstrate leadership and organizational skill--The student will be able to:
- 13.01 Define and practice brainstorming.
 - 13.02 Identify and use resource and time management skills.
 - 13.03 Identify characteristics of a leader and team members.
 - 13.04 Identify professional and youth organizations related to the apprenticeship occupation
 - 13.05 Identify purposes and functions of student organizations related to apprenticeship occupation.

OCCUPATIONAL COMPLETION POINT - DATA CODE B (450 Hours)

PRE-APPRENTICESHIP II - INDUSTRY TITLE

Pre-Apprenticeship 4

- 14.0 Demonstrate acquired skills through on-the job training--The student will:
- 14.01 Keep a daily log of on-the-job activities. Including number of hours worked, skills learned, safety equipment used and hazardous materials used.

Pre-Apprenticeship 5

- 15.0 Develop a portfolio--The student will:

- 15.01 Include career and educational goals.
- 15.02 Provide a copy of social security card.
- 15.03 Provide autobiography, picture, and resume.

Pre-Apprenticeship 6

- 15.04 Present picture identification, Letters of recommendation, and completed job application.
- 15.05 Provide history of work and volunteer activities.

2011-2012

**Florida Department of Education
Student Performance Standards****Course Title: Pre-Apprenticeship
Program Number: 8000100****Pre-Apprenticeship 1**

- 16.0 Identify apprenticeship occupations--The student will be able to:
- 16.01 Prepare a list of apprenticeship occupations in the student's area of interest.
 - 16.02 Student will collect information and maintain a notebook on the apprenticeship occupation in which he or she has indicated an interest.
 - 16.03 Contact a representative of the chosen apprenticeship occupation and ask, at a minimum, 10 prepared questions about the student's area of interest.
- 17.0 Identify and properly use subparts in OSHA (occupational safety and health administration) standards (1926) --The student will be able to:
- 17.01 Describe how the OSHA standards relate to the student's area of interest.
 - 17.02 Apply OSHA standards to work activities.
 - 17.03 Access and find information on the OSHA web site.
- 18.0 Achieve certifications--The student will be able to:
- 18.01 Identify the appropriate areas of certification for his or her apprenticeship area. (i.e., Safety, First Aid, CPR, required information)
 - 18.02 Prepare and test for appropriate certifications in selected occupational area.
- 19.0 Demonstrate appropriate communication skills--The student will be able to:
- 19.01 Ask and answer questions coherently and concisely.
 - 19.02 Read and follow written instructions; and listen to and follow oral instructions.
 - 19.03 Give reports orally and in writing.
 - 19.04 Read and interpret reading materials related to the apprenticeship occupation.
 - 19.05 Find information in appropriate literature such as a manufacturer's manual or regulatory requirements.
 - 19.06 Write logical and understandable statements or phrases, and accurately fill out the forms commonly used in the apprenticeship area.
 - 19.07 Communicate job-related information and coordinate with other trades.
 - 19.08 Demonstrate appropriate telephone communication skills.
 - 19.09 Demonstrate trade-related computer skills.
 - 19.10 Explain the chosen occupation culture and the spoken and unspoken rules.

Pre-Apprenticeship 2

- 20.0 Demonstrate and apply appropriate math and reading skills--The student will be able to:

- 20.01 Prepare a workbook containing the formulas, rules of thumb, general knowledge and mathematics used in the student's apprenticeship area.
- 20.02 Apply Basic math, geometry, algebra, and trigonometry to solving problems, with and without a calculator, related to the apprenticeship occupation.
- 21.0 Identify awareness of drugs and drug-free workplace--The student will be able to:
 - 21.01 Describe the effects of drugs and alcohol on job performance and safety.
 - 21.02 Explain how an alcohol/drug conviction will affect the student's ability to acquire employment
 - 21.03 Prepare a workbook describing the health-related effects of alcohol/drugs.
- 22.0 Use technology, tools, equipment and supplies safely and correctly--The student will be able to:
 - 22.01 Correctly use tools and equipment appropriate to apprenticeship occupation.
 - 22.02 Demonstrate the ability to wear, select, adjust, and maintain safety equipment.
 - 22.03 Determine if safety equipment is serviceable.
 - 22.04 Read safety warnings on equipment, chemicals, tools and work sites. Correctly interpret and apply the necessary precautions.
 - 22.05 Read the procedures for servicing equipment and accomplish the needed actions with 100 percent accuracy.
 - 22.06 Determine if equipment used in the apprenticeship occupation is safe.
- 23.0 Read and interpret appropriate technical references and manuals--The student will be able to:
 - 23.01 Use the charts, graphs and tables to solve problems related to the chosen apprenticeship occupation.
 - 23.02 Design solutions for work problems using data from the appropriate manuals.
 - 23.03 Use Internet resources to acquire technical information for job related problems.
 - 23.04 Read and use appropriate manuals in work assignments. Demonstrate an understanding of the material read through correct procedures and application. Accomplish specified tasks.
 - 23.05 Read and use appropriate manuals for work assignments.

Pre-Apprenticeship 3

- 24.0 Apply designated occupational standards--The student will be able to:
 - 24.01 Perform assigned tasks to the appropriate level of competency.
 - 24.02 Select and apply correct standards for a given task.
- 25.0 Demonstrate an understanding of employability skills--The student will be able to:
 - 25.01 Demonstrate productive work habits and positive attitudes.
 - 25.02 Identify the ethical and responsible practices expected of apprenticeship trainees.
 - 25.03 Demonstrate acceptable personal-hygiene habits and a professional appearance.

- 25.04 Apply the principles of time management, work simplification, and teamwork when performing assigned tasks.
 - 25.05 Explain the importance of taking pride in the quality of work performed.
 - 25.06 Explain the importance of maintaining a good driver's record and the ramifications of having a poor driving record on employment.
 - 25.07 Describe "Florida's Right-to-Know" Law as recorded in the Florida Statutes, Chapter 442.
 - 25.08 Secure information about a job.
 - 25.09 Identify documents that may be required for an application for an apprenticeship program.
 - 25.10 Complete a job-application form.
 - 25.11 Demonstrate competence in job-interview techniques.
 - 25.12 Demonstrate appropriate knowledge of how to make job changes.
 - 25.13 Discuss the need for balancing work and family.
- 26.0 Demonstrate an understanding of entrepreneurship--The student will be able to:
- 26.01 Define "entrepreneurship."
 - 26.02 Describe the importance of entrepreneurship to the American economy and the role of small business in the free-enterprise system.
 - 26.03 Discuss the advantages and disadvantages of business ownership.
 - 26.04 Discuss the risks involved in the ownership of a business.
 - 26.05 Identify the personal characteristics of a successful entrepreneur.
 - 26.06 Identify the business skills, including computer skills, needed to operate an entrepreneurial business efficiently and effectively.
- 27.0 Demonstrate acquired skills through on-the job training--The student will be able to:
- 27.01 Keep daily log of on-the-job activities. Including number of hours worked, skills learned, safety equipment used and hazardous materials used.
- 28.0 Demonstrate leadership and organizational skill--The student will be able to:
- 28.01 Define and practice brainstorming.
 - 28.02 Identify and use resource and time management skills.
 - 28.03 Identify characteristics of a leader and team members.
 - 28.04 Identify professional and youth organizations related to the apprenticeship occupation
 - 28.05 Identify purposes and functions of student organizations related to apprenticeship occupation.

OCCUPATIONAL COMPLETION POINT - DATA CODE B (3 Credits)
PRE-APPRENTICESHIP II - INDUSTRY TITLE

Pre-Apprenticeship 4

- 29.0 Demonstrate acquired skills through on-the job training--The student will:
- 29.01 Keep a daily log of on-the-job activities. Including number of hours worked, skills learned, safety equipment used and hazardous materials used.

Pre-Apprenticeship 5

30.0 Develop a portfolio--The student will:

- 30.01 Include career and educational goals.
- 30.02 Provide a copy of social security card.
- 30.03 Provide autobiography, picture, and resume.

Pre-Apprenticeship 6

- 30.04 Present picture identification, Letters of recommendation, and completed job application.
- 30.05 Provide history of work and volunteer activities.

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: M/J Exploratory Career Wheel 1 and Career Planning
Program Type: Orientation/Exploratory
Career Cluster: Additional CTE Programs/Courses

Secondary – Middle School	
Program Number	8000200
CIP Number	1498.9999CE
Grade Level	6-9
Standard Length	One Semester or the equivalent of one-half a school year
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE
CTSO	Program Specific
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

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 Additional CTE Programs/Courses career cluster. The content includes but is not limited to: exploration of basic principles, concepts, processes, and knowledge of subject areas to which the student is exposed, specific content based on selected intended outcomes from existing courses, instruction in making career choices and basic employability skills. 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.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Course Length: With the exception of the optional integration of the Career Exploration and Decision-Making Course into the M/J Exploratory Career Wheel 1 course, the Curriculum Frameworks are identical for all M/J Exploratory Wheel courses. Districts may combine courses as desired to compose the exploratory wheel. Regardless of the length of the wheel, outcomes 1-4 must be addressed along with the selected outcomes from the subject area. If the wheel is at least 18 weeks in length, all outcomes of this framework must be addressed along with the selected outcomes from the subject areas included. The following objectives are required in

addition to the standards listed below to satisfy the requirements of Section 1003.4156, Florida Statutes.

Understanding the Workplace

- 01.0 Describe how work relates to the needs and functions of the economy, society, and personal fulfillment.
- 02.0 Describe the influences that societal, economic, and technological changes have on employment trends and future training.
- 03.0 Describe the need for career planning, changing careers, and the concept of lifelong learning and how they relate to personal fulfillment.
- 04.0 Describe how legislation such as the Americans with Disabilities Act and Child Labor Laws regulates employee rights.

Self- awareness

- 05.0 Use results of an interest assessment to describe their top interest areas and relate to careers/career clusters.
- 06.0 Identify five values that they consider important in making a career choice.
- 07.0 Identify skills needed for career choices and match to personal abilities.
- 08.0 Demonstrate the ability to apply skills of self-advocacy and self-determination throughout the career planning process.
- 09.0 Identify strengths and areas in which assistance is needed at school.
- 10.0 Apply results of all assessments to personal abilities in order to make realistic career choices.

Exploring careers

- 11.0 Demonstrate the ability to locate, understand, and use career information.
- 12.0 Use the Internet to access career and education planning information.
- 13.0 Identify skills that are transferable from one occupation to another.
- 14.0 Demonstrate use of career resources to identify occupational clusters, career opportunities within each cluster, employment outlook, and education/ training requirements.
- 15.0 Explain the relationship between educational achievement and career success.

Goal Setting and Decision-Making

- 16.0 Identify and demonstrate use of steps to make career decisions.
- 17.0 Identify and demonstrate processes for making short and long term goals.

Workplace skills

- 18.0 Demonstrate personal qualities (e.g. dependability, punctuality, responsibility, integrity, getting along with others) that are needed to be successful in the workplace.
- 19.0 Demonstrate skills to interact positively with others.

- 20.0 Demonstrate employability skills such as working on a team, problem-solving and organizational skills.

Career and Education Planning

- 21.0 Identify secondary and postsecondary school courses and major area of interests that meet tentative career plans.
- 22.0 Identify advantages and disadvantages of entering various secondary and postsecondary programs for the attainment of career goals.
- 23.0 Demonstrate knowledge of varied types and sources of financial aid to obtain assistance for postsecondary education.
- 24.0 Identify inappropriate discriminatory behaviors that may limit opportunities in the workplace.
- 25.0 Develop a career and education plan that includes short and long-term goals, high school program of study, and postsecondary/work goals.
- 26.0 Describe how extracurricular programs can be incorporated in career and education planning.
- 27.0 Demonstrate knowledge of high school exit options (e.g., standard diploma, certificate of completion, special diploma, GED, etc.) and impact on post-school opportunities.
- 28.0 Describe high school credits and explain how GPAs are calculated.

Job search

- 29.0 Demonstrate skills to complete a job application.
- 30.0 Demonstrate skills essential for a job interview.

Career and Technical Student Organization (CTSO)

The CTSO are program specific 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 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 (ESE) will need modifications to meet their special 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.

Standards

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

- 01.0 Demonstrate language arts knowledge and skills. AF 2.0
- 02.0 Demonstrate mathematics knowledge and skills. AF3.0
- 03.0 Demonstrate science knowledge and skills. AF4.0
- 04.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 05.0 Solve problems using critical thinking skills, creativity and innovation.
- 06.0 Use information technology tools.
- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 08.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 10.0 Describe the importance of professional ethics and legal responsibilities.
- 11.0 Explain the importance of employability skill and entrepreneurship skills.
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 13.0 Understanding the Workplace
- 14.0 Self- Awareness
- 15.0 Exploring Careers
- 16.0 Goal Setting and Decision-Making
- 17.0 Workplace Skills
- 18.0 Career and Education Planning
- 19.0 Job Search

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: M/J Exploratory Career Wheel 1 and Career Planning
Course Number: 8000200
Course Credit: One Semester or the equivalent of one-half a school year

- 01.0 Demonstrate language arts knowledge and skills--The students will be able to: (AF 2.0)
- 01.01 Locate, comprehend and evaluate key elements of oral and written information. (AF2.4)
 - 01.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. (AF2.5)
 - 01.03 Present information formally and informally for specific purposes and audiences. (AF2.9)
- 02.0 Demonstrate mathematics knowledge and skills--The students will be able to: (AF3.0)
- 02.01 Demonstrate knowledge of arithmetic operations. (AF3.2)
 - 02.02 Analyze and apply data and measurements to solve problems and interpret documents. (AF3.4)
 - 02.03 Construct charts/tables/graphs using functions and data. (AF3.5)
- 03.0 Demonstrate science knowledge and skills--The students will be able to: (AF4.0)
- 03.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. (AF4.1)
 - 03.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. (AF4.3)
- 04.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 04.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. (CM 1.0)
 - 04.02 Locate, organize and reference written information from various sources. (CM 3.0)
 - 04.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. (CM 5.0)
 - 04.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. (CM 6.0)
 - 04.05 Apply active listening skills to obtain and clarify information. (CM 7.0)
 - 04.06 Develop and interpret tables and charts to support written and oral communications. (CM 8.0)
 - 04.07 Exhibit public relations skills that aid in achieving customer satisfaction. (CM 10.0)

- 05.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
- 05.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. (PS1.0)
 - 05.02 Employ critical thinking and interpersonal skills to resolve conflicts. (PS 2.0)
 - 05.03 Identify and document workplace performance goals and monitor progress toward those goals. (PS 3.0)
 - 05.04 Conduct technical research to gather information necessary for decision-making. (PS 4.0)
- 06.0 Use information technology tools--The students will be able to:
- 06.01 Use personal information management (PIM) applications to increase workplace efficiency. (IT 1.0)
 - 06.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. (IT 2.0)
 - 06.03 Employ computer operations applications to access, create, manage, integrate, and store information. (IT 3.0)
 - 06.04 Employ collaborative/groupware applications to facilitate group work. (IT 4.0)
- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 07.01 Describe the nature and types of business organizations. (SY 1.0)
 - 07.02 Explain the effect of key organizational systems on performance and quality.
 - 07.03 List and describe quality control systems and/or practices common to the workplace. (SY 2.0)
 - 07.04 Explain the impact of the global economy on business organizations.
- 08.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 08.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. (SHE 1.0)
 - 08.02 Explain emergency procedures to follow in response to workplace accidents.
 - 08.03 Create a disaster and/or emergency response plan. (SHE 2.0)
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 09.01 Employ leadership skills to accomplish organizational goals and objectives. (LT1.0)
 - 09.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. (LT3.0)
 - 09.03 Conduct and participate in meetings to accomplish work tasks. (LT 4.0)
 - 09.04 Employ mentoring skills to inspire and teach others. (LT 5.0)

- 10.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:
- 10.01 Evaluate and justify decisions based on ethical reasoning. (ELR 1.0)
 - 10.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. (ELR1.1)
 - 10.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. (ELR1.2)
 - 10.04 Interpret and explain written organizational policies and procedures. (ELR 2.0)
- 11.0 Explain the importance of employability skill and entrepreneurship skills. The students will be able to:
- 11.01 Identify and demonstrate positive work behaviors needed to be employable. (ECD 1.0)
 - 11.02 Develop personal career plan that includes goals, objectives, and strategies. (ECD 2.0)
 - 11.03 Examine licensing, certification, and industry credentialing requirements. (ECD 3.0)
 - 11.04 Maintain a career portfolio to document knowledge, skills, and experience. (ECD 5.0)
 - 11.05 Evaluate and compare employment opportunities that match career goals. (ECD 6.0)
 - 11.06 Identify and exhibit traits for retaining employment. (ECD 7.0)
 - 11.07 Identify opportunities and research requirements for career advancement. (ECD 8.0)
 - 11.08 Research the benefits of ongoing professional development. (ECD 9.0)
 - 11.09 Examine and describe entrepreneurship opportunities as a career planning option. (ECD 10.0)
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies. The students will be able to:
- 12.01 Identify and describe the services and legal responsibilities of financial institutions. (FL 2.0)
 - 12.02 Describe the effect of money management on personal and career goals. (FL 3.0)
 - 12.03 Develop a personal budget and financial goals. (FL3.1)
 - 12.04 Complete financial instruments for making deposits and withdrawals. (FL3.2)
 - 12.05 Maintain financial records. (FL3.3)
 - 12.06 Read and reconcile financial statements. (FL3.4)
 - 12.07 Research, compare and contrast investment opportunities.
- 13.0 Understanding the Workplace. The students will be able to:
- 13.01 Describe how work relates to the needs and functions of the economy, society, and personal fulfillment.
 - 13.02 Describe the influences that societal, economic, and technological changes have on employment trends and future training.

- 13.03 Describe the need for career planning, changing careers, and the concept of lifelong learning and how they relate to personal fulfillment.
 - 13.04 Describe how legislation such as the Americans with Disabilities Act and Child Labor Laws regulates employee rights.
- 14.0 Self- awareness. The students will be able to:
- 14.01 Use results of an interest assessment to describe their top interest areas and relate to careers/career clusters.
 - 14.02 Identify five values that they consider important in making a career choice.
 - 14.03 Identify skills needed for career choices and match to personal abilities.
 - 14.04 Demonstrate the ability to apply skills of self-advocacy and self-determination throughout the career planning process.
 - 14.05 Identify strengths and areas in which assistance is needed at school.
 - 14.06 Apply results of all assessments to personal abilities in order to make realistic career choices.
- 15.0 Exploring careers. The students will be able to:
- 15.01 Demonstrate the ability to locate, understand, and use career information.
 - 15.02 Use the Internet to access career and education planning information.
 - 15.03 Identify skills that are transferable from one occupation to another.
 - 15.04 Demonstrate use of career resources to identify occupational clusters, career opportunities within each cluster, employment outlook, and education/ training requirements.
 - 15.05 Explain the relationship between educational achievement and career success.
- 16.0 Goal Setting and Decision-Making. The students will be able to:
- 16.01 Identify and demonstrate use of steps to make career decisions.
 - 16.02 Identify and demonstrate processes for making short and long term goals.
- 17.0 Workplace skills. The students will be able to:
- 17.01 Demonstrate personal qualities (e.g. dependability, punctuality, responsibility, integrity, getting along with others) that are needed to be successful in the workplace.
 - 17.02 Demonstrate skills to interact positively with others.
 - 17.03 Demonstrate employability skills such as working on a team, problem-solving and organizational skills.
- 18.0 Career and Education Planning. The students will be able to:
- 18.01 Identify secondary and postsecondary school courses and major area of interests that meet tentative career plans.
 - 18.02 Identify advantages and disadvantages of entering various secondary and postsecondary programs for the attainment of career goals.
 - 18.03 Demonstrate knowledge of varied types and sources of financial aid to obtain assistance for postsecondary education.
 - 18.04 Identify inappropriate discriminatory behaviors that may limit opportunities in the workplace.

- 18.05 Develop a career and education plan that includes short and long-term goals, high school program of study, and postsecondary/work goals.
 - 18.06 Describe how extracurricular programs can be incorporated in career and education planning.
 - 18.07 Demonstrate knowledge of high school exit options (e.g., standard diploma, certificate of completion, special diploma, GED, etc.) and impact on post-school opportunities.
 - 18.08 Describe high school credits and explain how GPAs are calculated.
- 19.0 Job search. The students will be able to:
- 19.01 Demonstrate skills to complete a job application.
 - 19.02 Demonstrate skills essential for a job interview.

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: M/J Exploratory Career Wheel 2
Program Type: Orientation/Exploratory
Career Cluster: Additional CTE Programs/Courses

Secondary – Middle School	
Program Number	8000210
CIP Number	1498.999902
Grade Level	6-9
Standard Length	One Semester or the equivalent of one-half a school year
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE
CTSO	Program Specific
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

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 Additional CTE Programs/Courses career cluster. The content includes but is not limited to: exploration of basic principles, concepts, processes, and knowledge of subject areas to which the student is exposed, specific content based on selected intended outcomes from existing courses, instruction in making career choices and basic employability skills. 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.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Course Length: With the exception of the optional integration of the Career Exploration and Decision-Making Course into the M/J Exploratory Career Wheel 1 course, the Curriculum Frameworks are identical for all M/J Exploratory Wheel courses. Districts may combine courses as desired to compose the exploratory wheel. Regardless of the length of the wheel, outcomes 1-4 must be addressed along with the selected outcomes from the subject area. If the wheel is at least 18 weeks in length, all outcomes of this framework must be addressed along with the selected outcomes from the subject areas included.

Career and Technical Student Organization (CTSO)

The CTSO are program specific 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 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 (ESE) will need modifications to meet their special 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.

Standards

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

- 01.0 Demonstrate language arts knowledge and skills. AF 2.0
- 02.0 Demonstrate mathematics knowledge and skills. AF3.0
- 03.0 Demonstrate science knowledge and skills. AF4.0
- 04.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 05.0 Solve problems using critical thinking skills, creativity and innovation.
- 06.0 Use information technology tools.
- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 08.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 10.0 Describe the importance of professional ethics and legal responsibilities.
- 11.0 Explain the importance of employability skill and entrepreneurship skills.
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: M/J Exploratory Career Wheel 2
Course Number: 8000210
Course Credit: One Semester or the equivalent of one-half a school year

- 01.0 Demonstrate language arts knowledge and skills--The students will be able to: (AF 2.0)
- 01.01 Locate, comprehend and evaluate key elements of oral and written information. (AF2.4)
 - 01.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. (AF2.5)
 - 01.03 Present information formally and informally for specific purposes and audiences. (AF2.9)
- 02.0 Demonstrate mathematics knowledge and skills--The students will be able to: (AF3.0)
- 02.01 Demonstrate knowledge of arithmetic operations. (AF3.2)
 - 02.02 Analyze and apply data and measurements to solve problems and interpret documents. (AF3.4)
 - 02.03 Construct charts/tables/graphs using functions and data. (AF3.5)
- 03.0 Demonstrate science knowledge and skills--The students will be able to: (AF4.0)
- 03.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. (AF4.1)
 - 03.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. (AF4.3)
- 04.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 04.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. (CM 1.0)
 - 04.02 Locate, organize and reference written information from various sources. (CM 3.0)
 - 04.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. (CM 5.0)
 - 04.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. (CM 6.0)
 - 04.05 Apply active listening skills to obtain and clarify information. (CM 7.0)
 - 04.06 Develop and interpret tables and charts to support written and oral communications. (CM 8.0)
 - 04.07 Exhibit public relations skills that aid in achieving customer satisfaction. (CM 10.0)

- 05.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
- 05.01 employ critical thinking skills independently and in teams to solve problems and make decisions. (PS1.0)
 - 05.02 Employ critical thinking and interpersonal skills to resolve conflicts. (PS 2.0)
 - 05.03 Identify and document workplace performance goals and monitor progress toward those goals. (PS 3.0)
 - 05.04 Conduct technical research to gather information necessary for decision-making. (PS 4.0)
- 06.0 Use information technology tools--The students will be able to:
- 06.01 Use personal information management (PIM) applications to increase workplace efficiency. (IT 1.0)
 - 06.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. (IT 2.0)
 - 06.03 Employ computer operations applications to access, create, manage, integrate, and store information. (IT 3.0)
 - 06.04 Employ collaborative/groupware applications to facilitate group work. (IT 4.0)
- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 07.01 Describe the nature and types of business organizations. (SY 1.0)
 - 07.02 Explain the effect of key organizational systems on performance and quality.
 - 07.03 List and describe quality control systems and/or practices common to the workplace. (SY 2.0)
 - 07.04 Explain the impact of the global economy on business organizations.
- 08.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 08.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. (SHE 1.0)
 - 08.02 Explain emergency procedures to follow in response to workplace accidents.
 - 08.03 Create a disaster and/or emergency response plan. (SHE 2.0)
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 09.01 Employ leadership skills to accomplish organizational goals and objectives. (LT1.0)
 - 09.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. (LT3.0)
 - 09.03 Conduct and participate in meetings to accomplish work tasks. (LT 4.0)
 - 09.04 Employ mentoring skills to inspire and teach others. (LT 5.0)

- 10.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:
- 10.01 value and justify decisions based on ethical reasoning. (ELR 1.0)
 - 10.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. (ELR1.1)
 - 10.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. (ELR1.2)
 - 10.04 Interpret and explain written organizational policies and procedures. (ELR 2.0)
- 11.0 Explain the importance of employability skill and entrepreneurship skills. The students will be able to:
- 11.01 Identify and demonstrate positive work behaviors needed to be employable. (ECD 1.0)
 - 11.02 Develop personal career plan that includes goals, objectives, and strategies. (ECD 2.0)
 - 11.03 Examine licensing, certification, and industry credentialing requirements. (ECD 3.0)
 - 11.04 Maintain a career portfolio to document knowledge, skills, and experience. (ECD 5.0)
 - 11.05 Evaluate and compare employment opportunities that match career goals. (ECD 6.0)
 - 11.06 Identify and exhibit traits for retaining employment. (ECD 7.0)
 - 11.07 Identify opportunities and research requirements for career advancement. (ECD 8.0)
 - 11.08 Research the benefits of ongoing professional development. (ECD 9.0)
 - 11.09 Examine and describe entrepreneurship opportunities as a career planning option. (ECD 10.0)
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies. The students will be able to:
- 12.01 Identify and describe the services and legal responsibilities of financial institutions. (FL 2.0)
 - 12.02 Describe the effect of money management on personal and career goals. (FL 3.0)
 - 12.03 Develop a personal budget and financial goals. (FL3.1)
 - 12.04 Complete financial instruments for making deposits and withdrawals. (FL3.2)
 - 12.05 Maintain financial records. (FL3.3)
 - 12.06 Read and reconcile financial statements. (FL3.4)
 - 12.07 Research, compare and contrast investment opportunities.

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: M/J Exploratory Career Wheel 3
Program Type: Orientation/Exploratory
Career Cluster: Additional CTE Programs/Courses

Secondary – Middle School	
Program Number	8000220
CIP Number	1498.999903
Grade Level	6-9
Standard Length	One Semester or the equivalent of one-half a school year
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE
CTSO	Program Specific
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

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 Additional CTE Programs/Courses career cluster. The content includes but is not limited to: exploration of basic principles, concepts, processes, and knowledge of subject areas to which the student is exposed, specific content based on selected intended outcomes from existing courses, instruction in making career choices and basic employability skills. 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.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Course Length: With the exception of the optional integration of the Career Exploration and Decision-Making Course into the M/J Exploratory Career Wheel 1 course, the Curriculum Frameworks are identical for all M/J Exploratory Wheel courses. Districts may combine courses as desired to compose the exploratory wheel. Regardless of the length of the wheel, outcomes 1-4 must be addressed along with the selected outcomes from the subject area. If the wheel is at least 18 weeks in length, all outcomes of this framework must be addressed along with the selected outcomes from the subject areas included.

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- 04.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 05.0 Solve problems using critical thinking skills, creativity and innovation.
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- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
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- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 10.0 Describe the importance of professional ethics and legal responsibilities.
- 11.0 Explain the importance of employability skill and entrepreneurship skills.
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: M/J Exploratory Career Wheel 3
Course Number: 8000220
Course Credit: One Semester or the equivalent of one-half a school year

- 01.0 Demonstrate language arts knowledge and skills--The students will be able to: (AF 2.0)
- 01.01 Locate, comprehend and evaluate key elements of oral and written information. (AF2.4)
 - 01.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. (AF2.5)
 - 01.03 Present information formally and informally for specific purposes and audiences. (AF2.9)
- 02.0 Demonstrate mathematics knowledge and skills--The students will be able to: (AF3.0)
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 - 02.02 Analyze and apply data and measurements to solve problems and interpret documents. (AF3.4)
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- 03.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. (AF4.1)
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- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
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 - 07.03 List and describe quality control systems and/or practices common to the workplace. (SY 2.0)
 - 07.04 Explain the impact of the global economy on business organizations.
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 - 12.04 Complete financial instruments for making deposits and withdrawals. (FL3.2)
 - 12.05 Maintain financial records. (FL3.3)
 - 12.06 Read and reconcile financial statements. (FL3.4)
 - 12.07 Research, compare and contrast investment opportunities.

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: M/J Exploratory Career Wheel 4
Program Type: Orientation/Exploratory
Career Cluster: Additional CTE Programs/Courses

Secondary – Middle School	
Program Number	8000230
CIP Number	1498.999904
Grade Level	6-9
Standard Length	One Semester or the equivalent of one-half a school year
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE
CTSO	Program Specific
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

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 Additional CTE Programs/Courses career cluster. The content includes but is not limited to: exploration of basic principles, concepts, processes, and knowledge of subject areas to which the student is exposed, specific content based on selected intended outcomes from existing courses, instruction in making career choices and basic employability skills. 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.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Course Length: With the exception of the optional integration of the Career Exploration and Decision-Making Course into the M/J Exploratory Career Wheel 1 course, the Curriculum Frameworks are identical for all M/J Exploratory Wheel courses. Districts may combine courses as desired to compose the exploratory wheel. Regardless of the length of the wheel, outcomes 1-4 must be addressed along with the selected outcomes from the subject area. If the wheel is at least 18 weeks in length, all outcomes of this framework must be addressed along with the selected outcomes from the subject areas included.

Career and Technical Student Organization (CTSO)

The CTSO are program specific 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 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 (ESE) will need modifications to meet their special 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.

Standards

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

- 01.0 Demonstrate language arts knowledge and skills. AF 2.0
- 02.0 Demonstrate mathematics knowledge and skills. AF3.0
- 03.0 Demonstrate science knowledge and skills. AF4.0
- 04.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 05.0 Solve problems using critical thinking skills, creativity and innovation.
- 06.0 Use information technology tools.
- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 08.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 10.0 Describe the importance of professional ethics and legal responsibilities.
- 11.0 Explain the importance of employability skill and entrepreneurship skills.
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: M/J Exploratory Career Wheel 4
Course Number: 8000230
Course Credit: One Semester or the equivalent of one-half a school year

- 01.0 Demonstrate language arts knowledge and skills--The students will be able to: (AF 2.0)
- 01.01 Locate, comprehend and evaluate key elements of oral and written information. (AF2.4)
 - 01.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. (AF2.5)
 - 01.03 Present information formally and informally for specific purposes and audiences. (AF2.9)
- 02.0 Demonstrate mathematics knowledge and skills--The students will be able to: (AF3.0)
- 02.01 Demonstrate knowledge of arithmetic operations. (AF3.2)
 - 02.02 Analyze and apply data and measurements to solve problems and interpret documents. (AF3.4)
 - 02.03 Construct charts/tables/graphs using functions and data. (AF3.5)
- 03.0 Demonstrate science knowledge and skills--The students will be able to: (AF4.0)
- 03.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. (AF4.1)
 - 03.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. (AF4.3)
- 04.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 04.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. (CM 1.0)
 - 04.02 Locate, organize and reference written information from various sources. (CM 3.0)
 - 04.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. (CM 5.0)
 - 04.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. (CM 6.0)
 - 04.05 Apply active listening skills to obtain and clarify information. (CM 7.0)
 - 04.06 Develop and interpret tables and charts to support written and oral communications. (CM 8.0)
 - 04.07 Exhibit public relations skills that aid in achieving customer satisfaction. (CM 10.0)

- 05.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
- 05.01 employ critical thinking skills independently and in teams to solve problems and make decisions. (PS1.0)
 - 05.02 Employ critical thinking and interpersonal skills to resolve conflicts. (PS 2.0)
 - 05.03 Identify and document workplace performance goals and monitor progress toward those goals. (PS 3.0)
 - 05.04 Conduct technical research to gather information necessary for decision-making. (PS 4.0)
- 06.0 Use information technology tools--The students will be able to:
- 06.01 Use personal information management (PIM) applications to increase workplace efficiency. (IT 1.0)
 - 06.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. (IT 2.0)
 - 06.03 Employ computer operations applications to access, create, manage, integrate, and store information. (IT 3.0)
 - 06.04 Employ collaborative/groupware applications to facilitate group work. (IT 4.0)
- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 07.01 Describe the nature and types of business organizations. (SY 1.0)
 - 07.02 Explain the effect of key organizational systems on performance and quality.
 - 07.03 List and describe quality control systems and/or practices common to the workplace. (SY 2.0)
 - 07.04 Explain the impact of the global economy on business organizations.
- 08.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 08.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. (SHE 1.0)
 - 08.02 Explain emergency procedures to follow in response to workplace accidents.
 - 08.03 Create a disaster and/or emergency response plan. (SHE 2.0)
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 09.01 Employ leadership skills to accomplish organizational goals and objectives. (LT1.0)
 - 09.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. (LT3.0)
 - 09.03 Conduct and participate in meetings to accomplish work tasks. (LT 4.0)
 - 09.04 Employ mentoring skills to inspire and teach others. (LT 5.0)

- 10.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:
- 10.01 value and justify decisions based on ethical reasoning. (ELR 1.0)
 - 10.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. (ELR1.1)
 - 10.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. (ELR1.2)
 - 10.04 Interpret and explain written organizational policies and procedures. (ELR 2.0)
- 11.0 Explain the importance of employability skill and entrepreneurship skills--The students will be able to:
- 11.01 Identify and demonstrate positive work behaviors needed to be employable. (ECD 1.0)
 - 11.02 Develop personal career plan that includes goals, objectives, and strategies. (ECD 2.0)
 - 11.03 Examine licensing, certification, and industry credentialing requirements. (ECD 3.0)
 - 11.04 Maintain a career portfolio to document knowledge, skills, and experience. (ECD 5.0)
 - 11.05 Evaluate and compare employment opportunities that match career goals. (ECD 6.0)
 - 11.06 Identify and exhibit traits for retaining employment. (ECD 7.0)
 - 11.07 Identify opportunities and research requirements for career advancement. (ECD 8.0)
 - 11.08 Research the benefits of ongoing professional development. (ECD 9.0)
 - 11.09 Examine and describe entrepreneurship opportunities as a career planning option. (ECD 10.0)
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies-- The students will be able to:
- 12.01 Identify and describe the services and legal responsibilities of financial institutions. (FL 2.0)
 - 12.02 Describe the effect of money management on personal and career goals. (FL 3.0)
 - 12.03 Develop a personal budget and financial goals. (FL3.1)
 - 12.04 Complete financial instruments for making deposits and withdrawals. (FL3.2)
 - 12.05 Maintain financial records. (FL3.3)
 - 12.06 Read and reconcile financial statements. (FL3.4)
 - 12.07 Research, compare and contrast investment opportunities.

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: M/J Exploratory Career Wheel 5
Program Type: Orientation/Exploratory
Career Cluster: Additional CTE Programs/Courses

Secondary – Middle School	
Program Number	8000240
CIP Number	1498.999905
Grade Level	6-9
Standard Length	One Semester or the equivalent of one-half a school year
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE
CTSO	Program Specific
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

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 Additional CTE Programs/Courses career cluster. The content includes but is not limited to: exploration of basic principles, concepts, processes, and knowledge of subject areas to which the student is exposed, specific content based on selected intended outcomes from existing courses, instruction in making career choices and basic employability skills. 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.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Course Length: With the exception of the optional integration of the Career Exploration and Decision-Making Course into the M/J Exploratory Career Wheel 1 course, the Curriculum Frameworks are identical for all M/J Exploratory Wheel courses. Districts may combine courses as desired to compose the exploratory wheel. Regardless of the length of the wheel, outcomes 1-4 must be addressed along with the selected outcomes from the subject area. If the wheel is at least 18 weeks in length, all outcomes of this framework must be addressed along with the selected outcomes from the subject areas included.

Career and Technical Student Organization (CTSO)

The CTSO are program specific 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 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 (ESE) will need modifications to meet their special 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.

Standards

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

- 01.0 Demonstrate language arts knowledge and skills. AF 2.0
- 02.0 Demonstrate mathematics knowledge and skills. AF3.0
- 03.0 Demonstrate science knowledge and skills. AF4.0
- 04.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 05.0 Solve problems using critical thinking skills, creativity and innovation.
- 06.0 Use information technology tools.
- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 08.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 10.0 Describe the importance of professional ethics and legal responsibilities.
- 11.0 Explain the importance of employability skill and entrepreneurship skills.
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: M/J Exploratory Career Wheel 5
Course Number: 8000240
Course Credit: One Semester or the equivalent of one-half a school year

- 01.0 Demonstrate language arts knowledge and skills--The students will be able to: (AF 2.0)
- 01.01 Locate, comprehend and evaluate key elements of oral and written information. (AF2.4)
 - 01.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. (AF2.5)
 - 01.03 Present information formally and informally for specific purposes and audiences. (AF2.9)
- 02.0 Demonstrate mathematics knowledge and skills--The students will be able to: (AF3.0)
- 02.01 Demonstrate knowledge of arithmetic operations. (AF3.2)
 - 02.02 Analyze and apply data and measurements to solve problems and interpret documents. (AF3.4)
 - 02.03 Construct charts/tables/graphs using functions and data. (AF3.5)
- 03.0 Demonstrate science knowledge and skills--The students will be able to: (AF4.0)
- 03.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. (AF4.1)
 - 03.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. (AF4.3)
- 04.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 04.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. (CM 1.0)
 - 04.02 Locate, organize and reference written information from various sources. (CM 3.0)
 - 04.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. (CM 5.0)
 - 04.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. (CM 6.0)
 - 04.05 Apply active listening skills to obtain and clarify information. (CM 7.0)
 - 04.06 Develop and interpret tables and charts to support written and oral communications. (CM 8.0)
 - 04.07 Exhibit public relations skills that aid in achieving customer satisfaction. (CM 10.0)

- 05.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
- 05.01 employ critical thinking skills independently and in teams to solve problems and make decisions. (PS1.0)
 - 05.02 Employ critical thinking and interpersonal skills to resolve conflicts. (PS 2.0)
 - 05.03 Identify and document workplace performance goals and monitor progress toward those goals. (PS 3.0)
 - 05.04 Conduct technical research to gather information necessary for decision-making. (PS 4.0)
- 06.0 Use information technology tools--The students will be able to:
- 06.01 Use personal information management (PIM) applications to increase workplace efficiency. (IT 1.0)
 - 06.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. (IT 2.0)
 - 06.03 Employ computer operations applications to access, create, manage, integrate, and store information. (IT 3.0)
 - 06.04 Employ collaborative/groupware applications to facilitate group work. (IT 4.0)
- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 07.01 Describe the nature and types of business organizations. (SY 1.0)
 - 07.02 Explain the effect of key organizational systems on performance and quality.
 - 07.03 List and describe quality control systems and/or practices common to the workplace. (SY 2.0)
 - 07.04 Explain the impact of the global economy on business organizations.
- 08.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 08.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. (SHE 1.0)
 - 08.02 Explain emergency procedures to follow in response to workplace accidents.
 - 08.03 Create a disaster and/or emergency response plan. (SHE 2.0)
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 09.01 Employ leadership skills to accomplish organizational goals and objectives. (LT1.0)
 - 09.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. (LT3.0)
 - 09.03 Conduct and participate in meetings to accomplish work tasks. (LT 4.0)
 - 09.04 Employ mentoring skills to inspire and teach others. (LT 5.0)

- 10.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:
- 10.01 value and justify decisions based on ethical reasoning. (ELR 1.0)
 - 10.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. (ELR1.1)
 - 10.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. (ELR1.2)
 - 10.04 Interpret and explain written organizational policies and procedures. (ELR 2.0)
- 11.0 Explain the importance of employability skill and entrepreneurship skills--The students will be able to:
- 11.01 Identify and demonstrate positive work behaviors needed to be employable. (ECD 1.0)
 - 11.02 Develop personal career plan that includes goals, objectives, and strategies. (ECD 2.0)
 - 11.03 Examine licensing, certification, and industry credentialing requirements. (ECD 3.0)
 - 11.04 Maintain a career portfolio to document knowledge, skills, and experience. (ECD 5.0)
 - 11.05 Evaluate and compare employment opportunities that match career goals. (ECD 6.0)
 - 11.06 Identify and exhibit traits for retaining employment. (ECD 7.0)
 - 11.07 Identify opportunities and research requirements for career advancement. (ECD 8.0)
 - 11.08 Research the benefits of ongoing professional development. (ECD 9.0)
 - 11.09 Examine and describe entrepreneurship opportunities as a career planning option. (ECD 10.0)
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies-- The students will be able to:
- 12.01 Identify and describe the services and legal responsibilities of financial institutions. (FL 2.0)
 - 12.02 Describe the effect of money management on personal and career goals. (FL 3.0)
 - 12.03 Develop a personal budget and financial goals. (FL3.1)
 - 12.04 Complete financial instruments for making deposits and withdrawals. (FL3.2)
 - 12.05 Maintain financial records. (FL3.3)
 - 12.06 Read and reconcile financial statements. (FL3.4)
 - 12.07 Research, compare and contrast investment opportunities.

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: M/J Exploratory Career Wheel 6
Program Type: Orientation/Exploratory
Career Cluster: Additional CTE Programs/Courses

Secondary – Middle School	
Program Number	8000250
CIP Number	1498.999906
Grade Level	6-9
Standard Length	One Semester or the equivalent of one-half a school year
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE
CTSO	Program Specific
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

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 Additional CTE Programs/Courses career cluster. The content includes but is not limited to: exploration of basic principles, concepts, processes, and knowledge of subject areas to which the student is exposed, specific content based on selected intended outcomes from existing courses, instruction in making career choices and basic employability skills. 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.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Course Length: With the exception of the optional integration of the Career Exploration and Decision-Making Course into the M/J Exploratory Career Wheel 1 course, the Curriculum Frameworks are identical for all M/J Exploratory Wheel courses. Districts may combine courses as desired to compose the exploratory wheel. Regardless of the length of the wheel, outcomes 1-4 must be addressed along with the selected outcomes from the subject area. If the wheel is at least 18 weeks in length, all outcomes of this framework must be addressed along with the selected outcomes from the subject areas included.

Career and Technical Student Organization (CTSO)

The CTSO are program specific 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 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 (ESE) will need modifications to meet their special 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.

Standards

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

- 01.0 Demonstrate language arts knowledge and skills. AF 2.0
- 02.0 Demonstrate mathematics knowledge and skills. AF3.0
- 03.0 Demonstrate science knowledge and skills. AF4.0
- 04.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 05.0 Solve problems using critical thinking skills, creativity and innovation.
- 06.0 Use information technology tools.
- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 08.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 10.0 Describe the importance of professional ethics and legal responsibilities.
- 11.0 Explain the importance of employability skill and entrepreneurship skills.
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: M/J Exploratory Career Wheel 5
Course Number: 8000250
Course Credit: One Semester or the equivalent of one-half a school year

- 01.0 Demonstrate language arts knowledge and skills--The students will be able to: (AF 2.0)
- 01.01 Locate, comprehend and evaluate key elements of oral and written information. (AF2.4)
 - 01.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. (AF2.5)
 - 01.03 Present information formally and informally for specific purposes and audiences. (AF2.9)
- 02.0 Demonstrate mathematics knowledge and skills--The students will be able to: (AF3.0)
- 02.01 Demonstrate knowledge of arithmetic operations. (AF3.2)
 - 02.02 Analyze and apply data and measurements to solve problems and interpret documents. (AF3.4)
 - 02.03 Construct charts/tables/graphs using functions and data. (AF3.5)
- 03.0 Demonstrate science knowledge and skills--The students will be able to: (AF4.0)
- 03.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. (AF4.1)
 - 03.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. (AF4.3)
- 04.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 04.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. (CM 1.0)
 - 04.02 Locate, organize and reference written information from various sources. (CM 3.0)
 - 04.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. (CM 5.0)
 - 04.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. (CM 6.0)
 - 04.05 Apply active listening skills to obtain and clarify information. (CM 7.0)
 - 04.06 Develop and interpret tables and charts to support written and oral communications. (CM 8.0)
 - 04.07 Exhibit public relations skills that aid in achieving customer satisfaction. (CM 10.0)

- 05.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
- 05.01 employ critical thinking skills independently and in teams to solve problems and make decisions. (PS1.0)
 - 05.02 Employ critical thinking and interpersonal skills to resolve conflicts. (PS 2.0)
 - 05.03 Identify and document workplace performance goals and monitor progress toward those goals. (PS 3.0)
 - 05.04 Conduct technical research to gather information necessary for decision-making. (PS 4.0)
- 06.0 Use information technology tools--The students will be able to:
- 06.01 Use personal information management (PIM) applications to increase workplace efficiency. (IT 1.0)
 - 06.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. (IT 2.0)
 - 06.03 Employ computer operations applications to access, create, manage, integrate, and store information. (IT 3.0)
 - 06.04 Employ collaborative/groupware applications to facilitate group work. (IT 4.0)
- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 07.01 Describe the nature and types of business organizations. (SY 1.0)
 - 07.02 Explain the effect of key organizational systems on performance and quality.
 - 07.03 List and describe quality control systems and/or practices common to the workplace. (SY 2.0)
 - 07.04 Explain the impact of the global economy on business organizations.
- 08.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 08.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. (SHE 1.0)
 - 08.02 Explain emergency procedures to follow in response to workplace accidents.
 - 08.03 Create a disaster and/or emergency response plan. (SHE 2.0)
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 09.01 Employ leadership skills to accomplish organizational goals and objectives. (LT1.0)
 - 09.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. (LT3.0)
 - 09.03 Conduct and participate in meetings to accomplish work tasks. (LT 4.0)
 - 09.04 Employ mentoring skills to inspire and teach others. (LT 5.0)

- 10.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:
- 10.01 value and justify decisions based on ethical reasoning. (ELR 1.0)
 - 10.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. (ELR1.1)
 - 10.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. (ELR1.2)
 - 10.04 Interpret and explain written organizational policies and procedures. (ELR 2.0)
- 11.0 Explain the importance of employability skill and entrepreneurship skills--The students will be able to:
- 11.01 Identify and demonstrate positive work behaviors needed to be employable. (ECD 1.0)
 - 11.02 Develop personal career plan that includes goals, objectives, and strategies. (ECD 2.0)
 - 11.03 Examine licensing, certification, and industry credentialing requirements. (ECD 3.0)
 - 11.04 Maintain a career portfolio to document knowledge, skills, and experience. (ECD 5.0)
 - 11.05 Evaluate and compare employment opportunities that match career goals. (ECD 6.0)
 - 11.06 Identify and exhibit traits for retaining employment. (ECD 7.0)
 - 11.07 Identify opportunities and research requirements for career advancement. (ECD 8.0)
 - 11.08 Research the benefits of ongoing professional development. (ECD 9.0)
 - 11.09 Examine and describe entrepreneurship opportunities as a career planning option. (ECD 10.0)
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies-- The students will be able to:
- 12.01 Identify and describe the services and legal responsibilities of financial institutions. (FL 2.0)
 - 12.02 Describe the effect of money management on personal and career goals. (FL 3.0)
 - 12.03 Develop a personal budget and financial goals. (FL3.1)
 - 12.04 Complete financial instruments for making deposits and withdrawals. (FL3.2)
 - 12.05 Maintain financial records. (FL3.3)
 - 12.06 Read and reconcile financial statements. (FL3.4)
 - 12.07 Research, compare and contrast investment opportunities.

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: M/J Exploratory Career Wheel 1
Program Type: Orientation/Exploratory
Career Cluster: Additional CTE Programs/Courses

Secondary – Middle School	
Program Number	8000300
CIP Number	1498.999901
Grade Level	6-9
Standard Length	One Semester or the equivalent of one-half a school year
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE
CTSO	Program Specific
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

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 Additional CTE Programs/Courses career cluster. The content includes but is not limited to: exploration of basic principles, concepts, processes, and knowledge of subject areas to which the student is exposed, specific content based on selected intended outcomes from existing courses, instruction in making career choices and basic employability skills. 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.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Course Length: With the exception of the optional integration of the Career Exploration and Decision-Making Course into the M/J Exploratory Career Wheel 1 course, the Curriculum Frameworks are identical for all M/J Exploratory Wheel courses. Districts may combine courses as desired to compose the exploratory wheel. Regardless of the length of the wheel, outcomes 1-4 must be addressed along with the selected outcomes from the subject area. If the wheel is at least 18 weeks in length, all outcomes of this framework must be addressed along with the selected outcomes from the subject areas included. The following objectives are required in

addition to the standards listed below to satisfy the requirements of Section 1003.4156, Florida Statutes.

Understanding the Workplace

- 01.0 Describe how work relates to the needs and functions of the economy, society, and personal fulfillment.
- 02.0 Describe the influences that societal, economic, and technological changes have on employment trends and future training.
- 03.0 Describe the need for career planning, changing careers, and the concept of lifelong learning and how they relate to personal fulfillment.
- 04.0 Describe how legislation such as the Americans with Disabilities Act and Child Labor Laws regulates employee rights.

Self- awareness

- 05.0 Use results of an interest assessment to describe their top interest areas and relate to careers/career clusters.
- 06.0 Identify five values that they consider important in making a career choice.
- 07.0 Identify skills needed for career choices and match to personal abilities.
- 08.0 Demonstrate the ability to apply skills of self-advocacy and self-determination throughout the career planning process.
- 09.0 Identify strengths and areas in which assistance is needed at school.
- 10.0 Apply results of all assessments to personal abilities in order to make realistic career choices.

Exploring careers

- 11.0 Demonstrate the ability to locate, understand, and use career information.
- 12.0 Use the Internet to access career and education planning information.
- 13.0 Identify skills that are transferable from one occupation to another.
- 14.0 Demonstrate use of career resources to identify occupational clusters, career opportunities within each cluster, employment outlook, and education/ training requirements.
- 15.0 Explain the relationship between educational achievement and career success.

Goal Setting and Decision-Making

- 16.0 Identify and demonstrate use of steps to make career decisions.
- 17.0 Identify and demonstrate processes for making short and long term goals.

Workplace skills

- 18.0 Demonstrate personal qualities (e.g. dependability, punctuality, responsibility, integrity, getting along with others) that are needed to be successful in the workplace.
- 19.0 Demonstrate skills to interact positively with others.
- 20.0 Demonstrate employability skills such as working on a team, problem-solving and organizational skills.

Career and Education Planning

- 21.0 Identify secondary and postsecondary school courses and major area of interests that meet tentative career plans.
- 22.0 Identify advantages and disadvantages of entering various secondary and postsecondary programs for the attainment of career goals.
- 23.0 Demonstrate knowledge of varied types and sources of financial aid to obtain assistance for postsecondary education.
- 24.0 Identify inappropriate discriminatory behaviors that may limit opportunities in the workplace.
- 25.0 Develop a career and education plan that includes short and long-term goals, high school program of study, and postsecondary/work goals.
- 26.0 Describe how extracurricular programs can be incorporated in career and education planning.
- 27.0 Demonstrate knowledge of high school exit options (e.g., standard diploma, certificate of completion, special diploma, GED, etc.) and impact on post-school opportunities.
- 28.0 Describe high school credits and explain how GPAs are calculated.

Job search

- 29.0 Demonstrate skills to complete a job application.
- 30.0 Demonstrate skills essential for a job interview.

Career and Technical Student Organization (CTSO)

The CTSO are program specific 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 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 (ESE) will need modifications to meet their special 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.

Standards

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

- 01.0 Demonstrate language arts knowledge and skills. AF 2.0
- 02.0 Demonstrate mathematics knowledge and skills. AF3.0
- 03.0 Demonstrate science knowledge and skills. AF4.0
- 04.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 05.0 Solve problems using critical thinking skills, creativity and innovation.
- 06.0 Use information technology tools.
- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 08.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 10.0 Describe the importance of professional ethics and legal responsibilities.
- 11.0 Explain the importance of employability skill and entrepreneurship skills.
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: M/J Exploratory Career Wheel 1
Course Number: 8000300
Course Credit: One Semester or the equivalent of one-half a school year

- 01.0 Demonstrate language arts knowledge and skills--The students will be able to: (AF 2.0)
- 01.01 Locate, comprehend and evaluate key elements of oral and written information. (AF2.4)
 - 01.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. (AF2.5)
 - 01.03 Present information formally and informally for specific purposes and audiences. (AF2.9)
- 02.0 Demonstrate mathematics knowledge and skills--The students will be able to: (AF3.0)
- 02.01 Demonstrate knowledge of arithmetic operations. (AF3.2)
 - 02.02 Analyze and apply data and measurements to solve problems and interpret documents. (AF3.4)
 - 02.03 Construct charts/tables/graphs using functions and data. (AF3.5)
- 03.0 Demonstrate science knowledge and skills--The students will be able to: (AF4.0)
- 03.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. (AF4.1)
 - 03.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. (AF4.3)
- 04.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 04.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. (CM 1.0)
 - 04.02 Locate, organize and reference written information from various sources. (CM 3.0)
 - 04.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. (CM 5.0)
 - 04.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. (CM 6.0)
 - 04.05 Apply active listening skills to obtain and clarify information. (CM 7.0)
 - 04.06 Develop and interpret tables and charts to support written and oral communications. (CM 8.0)
 - 04.07 Exhibit public relations skills that aid in achieving customer satisfaction. (CM 10.0)

- 05.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
- 05.01 employ critical thinking skills independently and in teams to solve problems and make decisions. (PS1.0)
 - 05.02 Employ critical thinking and interpersonal skills to resolve conflicts. (PS 2.0)
 - 05.03 Identify and document workplace performance goals and monitor progress toward those goals. (PS 3.0)
 - 05.04 Conduct technical research to gather information necessary for decision-making. (PS 4.0)
- 06.0 Use information technology tools--The students will be able to:
- 06.01 Use personal information management (PIM) applications to increase workplace efficiency. (IT 1.0)
 - 06.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. (IT 2.0)
 - 06.03 Employ computer operations applications to access, create, manage, integrate, and store information. (IT 3.0)
 - 06.04 Employ collaborative/groupware applications to facilitate group work. (IT 4.0)
- 07.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 07.01 Describe the nature and types of business organizations. (SY 1.0)
 - 07.02 Explain the effect of key organizational systems on performance and quality.
 - 07.03 List and describe quality control systems and/or practices common to the workplace. (SY 2.0)
 - 07.04 Explain the impact of the global economy on business organizations.
- 08.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 08.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. (SHE 1.0)
 - 08.02 Explain emergency procedures to follow in response to workplace accidents.
 - 08.03 Create a disaster and/or emergency response plan. (SHE 2.0)
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 09.01 Employ leadership skills to accomplish organizational goals and objectives. (LT1.0)
 - 09.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. (LT3.0)
 - 09.03 Conduct and participate in meetings to accomplish work tasks. (LT 4.0)
 - 09.04 Employ mentoring skills to inspire and teach others. (LT 5.0)

- 10.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:
- 10.01 value and justify decisions based on ethical reasoning. (ELR 1.0)
 - 10.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. (ELR1.1)
 - 10.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. (ELR1.2)
 - 10.04 Interpret and explain written organizational policies and procedures. (ELR 2.0)
- 11.0 Explain the importance of employability skill and entrepreneurship skills. The students will be able to:
- 11.01 Identify and demonstrate positive work behaviors needed to be employable. (ECD 1.0)
 - 11.02 Develop personal career plan that includes goals, objectives, and strategies. (ECD 2.0)
 - 11.03 Examine licensing, certification, and industry credentialing requirements. (ECD 3.0)
 - 11.04 Maintain a career portfolio to document knowledge, skills, and experience. (ECD 5.0)
 - 11.05 Evaluate and compare employment opportunities that match career goals. (ECD 6.0)
 - 11.06 Identify and exhibit traits for retaining employment. (ECD 7.0)
 - 11.07 Identify opportunities and research requirements for career advancement. (ECD 8.0)
 - 11.08 Research the benefits of ongoing professional development. (ECD 9.0)
 - 11.09 Examine and describe entrepreneurship opportunities as a career planning option. (ECD 10.0)
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies. The students will be able to:
- 12.01 Identify and describe the services and legal responsibilities of financial institutions. (FL 2.0)
 - 12.02 Describe the effect of money management on personal and career goals. (FL 3.0)
 - 12.03 Develop a personal budget and financial goals. (FL3.1)
 - 12.04 Complete financial instruments for making deposits and withdrawals. (FL3.2)
 - 12.05 Maintain financial records. (FL3.3)
 - 12.06 Read and reconcile financial statements. (FL3.4)
 - 12.07 Research, compare and contrast investment opportunities.

2011 – 2012

**Florida Department of Education
Curriculum Framework**

Program Title: Technical Systems and Applications
Program Type: Career Preparatory
Career Cluster: Manufacturing

Secondary – Career Preparatory	
Program Number	8002000
CIP Number	1400002000
Grade Level	9-12 30, 31
Standard Length	1 Credit
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE
CTSO	Appropriate to field of study
SOC Codes (all applicable)	Appropriate to field of study
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in a diverse range of career clusters; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of a diverse range of career clusters.

The content includes but is not limited to a study of learning skills; problem solving; career assessment and exploration of technical careers; computer applications; technical reading and writing; communications; and work ethics.

Program Structure

Substitutions Meeting the Requirements For Technical Systems and Applications (1 Credit Course)

<u>Program Number</u>	<u>CIP Number</u>	<u>Title</u>
Agriscience and Natural Resources Education		
8103400	0101020410	Agriscience Foundations 1
8103200	0101020400	Agriscience Foundations 1
8116000	0101050100	Agriscience Foundations 1
8106800	0101039901	Agriscience Foundations 1
8106100	0102020100	Agriscience Foundations 1
8106200	0101030210	Agriscience Foundations 1
8112000	0101030300	Agriscience Foundations 1
8106400	0101030401	Agriscience Foundations 1
8103300	0101020310	Agriscience Foundations 1
8113000	0103010101	Agriscience Foundations 1
8121000	0101060601	Agriscience Foundations 1
8118300	0103049901	Agriscience Foundations 1
8123200	0101020600	Agriscience Foundations 1
8121300	0101060510	Agriscience Foundations 1
8112100	0103010100	Agriscience Foundations 1
8121600	0101060610	Agriscience Foundations 1
8106500	0102040100	Agriscience Foundations 1
8121400	0101060700	Agriscience Foundations 1
Business Technology Education		
8216100	0506090110	Business Systems and Technology 1 and 2
8203300	0507010101	Business Systems and Technology 1 and 2
8212400	0507040101	Business Systems and Technology 1 and 2
8206300	0507039901	Business Systems and Technology 1 and 2
8215100	0506040100	Business Systems and Technology 1 and 2
8218000	0507999900	Business Systems and Technology 1 and 2
8209500	0507080103	Business Systems and Technology 1 and 2
8212100	0507060401	Business Systems and Technology 1 and 2
8212200	0507060501	Business Systems and Technology 1 and 2
8207000	0507030400	Business Systems and Technology 1 and 2
8207200	0507030501	Business Systems and Technology 1 and 2
8207100	0507039900	Business Systems and Technology 1 and 2
8207300	0507030301	Business Systems and Technology 1 and 2
8207400	0510010100	Business Systems and Technology 1 and 2
8206400	0507039904	Business Systems and Technology 1 and 2
Diversified Education		
8301600	10988640CP	Work Experience 1
8303000	10988610CP	Diversified Career Technology Principles
8300310	10988650PA	Workplace Essentials
8300330	10110101PA	Workplace Technology Applications
Family and Consumer Sciences		
8500375	09200119PA	Blueprint for Professional Success

Health Science Education

8417130	0317029903	Health Science 2
8417140	0317010103	Health Science 2
8417150	0317019902	Health Science 2
8417160	0317020302	Health Science 2
8417170	0317020502	Health Science 2
8417180	0317051301	Health Science 2
8417190	0317040401	Health Science 2
8417200	0317030402	Health Science 2
8417210	0317060201	Health Science 2
8417230	0317070202	Health Science 2

Industrial Education

8709400	0647060405	Automotive Service Technology 1
8732100	0647010400	Computer Electronics Technology 1
8727200	0646030202	Electricity 1
8730000	0615030300	Electronic Technology 1
8722100	0646020105	Carpentry and Cabinetmaking 1
8720100	0648070302	Carpentry and Cabinetmaking 1
8754000	0648050302	Machining 1
8763000	0620040300	Commercial Foods and Culinary Arts 1
8730200	0647010301	Telecommunication Technology 1
8716000	0647010200	Commercial Business Machine Maintenance 1
8743000	0647030301	Engineering Assisting 1
8723000	0647020303	Intro to Heating, A/C, and Refrigeration Tech 1
8703030	0647019903	Electronic System Assembly 1
8709000	0647060300	Automotive Collision Repair and Refinishing 1
8742000	0647060501	Diesel Engine Service 1
8772000	0648020400	Commercial Photography Technology 1
8725000	0648010102	Drafting 1
8725200	0648010401	Drafting 1
8725100	0648010402	Drafting 1
8725300	0648010501	Drafting 1
8725500	0648010301	Drafting 1
8725400	0648010201	Drafting 1
8751300	0649030601	Boat and Yacht Repair
8754500	0648050802	Welding Technologies 1
8751000	0649030600	Marine Service 1
8700100	0647999901	Industrial Education Directed Study 1
8700300	06469999PA	Practical Technical and Industrial Occupations
8757200	0612040303	Grooming and Salon Services Core 1 WITH
8757200	0612040303	Cosmetology 2
8718000	0648020300	Commercial Art Technology 1
8751200	0649030300	Commercial Fishing 1

Marketing Education

8839100	0208070300	Marketing Essentials
8830300	0206070100	Marketing Essentials
8836100	0208100100	Marketing Essentials
8827200	0208089901	Marketing Essentials
8827100	02089999SP	Marketing Essentials

8824100	0208090500	Marketing Essentials
8821100	0208060100	Marketing Essentials
8827400	0208090105	Sports, Recreation, and Entertainment Essentials
8845100	0208110400	Introduction to Hospitality and Tourism
8806000	0208010200	Fashion Essentials
8812100	0208030100	Principles of Entrepreneurship
8800310	02080301PA	Practical Entrepreneurship Skills
8815100	0208040110	Financial Computing

Public Service Education

None

Technology Education

8600080	0821011800	Aerospace Technology 1
8607000	0821011700	Engineering Technology 1
8604000	0821011400	Production Technology 1
8601000	0821010600	Communications Technology 1
8600800	0821010300	Drafting/Illustrative Design Technology 1
8601100	0821010700	Material and Processes Technology 1
8600900	0821010400	Electronics Technology 1
8601200	0821010500	Power and Transportation Technology 1
8600700	0821010200	Construction Technology 1
8600100	0821010100	Technology Studies 1

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Career and Technical Student Organization (CTSO)

Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the program-specific OJT framework apply.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be

able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular occupational completion point (OCP) or a modified occupational completion point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP(s)/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Articulation

For details on articulation agreements which correlate to programs and industry certifications refer to http://www.fldoe.org/workforce/dwdframe/artic_frame.asp.

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

Fine Arts/Practical Arts Credit

Many courses in CTE programs meet the Fine Arts/Practical Arts credit for high school graduation. For additional information refer to <http://www.fldoe.org/schools/pdf/ListPracticalArtsCourses.pdf>.

Standards

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

- 01.0 Identify and apply a variety of learning skills needed for success in a career.
- 02.0 Demonstrate the understanding and application of technological problem-solving techniques.
- 03.0 Explore technical careers, identifying the characteristics and aptitudes required for employment and develop a four-year high school course of study focused on post high school graduation plans.
- 04.0 Demonstrate computer application competencies and skills related to career choices.
- 05.0 Demonstrate career reading and writing skills.
- 06.0 Utilize a variety of communication technologies.
- 07.0 Demonstrate professional work ethics.

2011 – 2012

**Florida Department of Education
Student Performance Standards**

Course Title: **Technical Systems and Applications**
Course Number: **8002000**
Course Credit: **1**

Course Description:

- 01.0 Identify and apply a variety of learning skills needed for success in a career -- The student will be able to:
- 01.01 Identify and use a variety of applications such as graphic outlines and flowcharts
 - 01.02 Demonstrate note taking/outlining and listening skills in a technical occupation setting.
 - 01.03 Explain and apply a variety of strategies for knowledge retention of specific data and other information used in technical environments.
 - 01.04 Demonstrate and apply various reasoning skills (i.e., inductive and deductive).
 - 01.05 Differentiate between verifiable and non-verifiable information.
 - 01.06 Apply the strategies used in time management to increase productivity.
 - 01.07 Describe and apply unique study techniques needed to process complex information found in today's rapidly changing technical environment.
 - 01.08 Discuss and employ a variety of test-taking strategies.
- 02.0 Demonstrate the understanding and application of techniques used in technological problem-solving -- The student will be able to:
- 02.01 Demonstrate the need for problem-solving skills in the technical world of work by applying them to a specific career choice.
 - 02.02 Identify and apply the sequential steps used in the formal problem-solving process.
 - 02.03 Demonstrate the ability to use/design technological problem-solving and decision-making strategies.
 - 02.04 Apply research and development techniques to implement a plan of action for given problems.
 - 02.05 Apply problem-solving and decision-making strategies that relate to real-world situations while managing time and materials effectively in a variety of settings.
 - 02.06 Outline and execute a realistic problem solution as it relates to available resources, constraints, feasibility, and ultimate goals.
 - 02.07 Select and use appropriate mathematical processes to solve problem situations that are typical of technical systems and applications in a specific occupation.
 - 02.08 Demonstrate and apply the principle that not every problem can be solved, but can lead to solutions in other applications.
- 03.0 Explore careers, identifying the characteristics and aptitudes required for employment -- The student will be able to:
- 03.01 Complete a personal aptitude assessment test and relate the results to selected occupations.

- 03.02 Match skills, aptitudes, personal values, and interests to occupations requiring specialized technical training that reflect local and global high-growth models.
 - 03.03 Identify traditional and nontraditional technical career options that match personal interests and abilities.
 - 03.04 Locate, evaluate, and interpret career information to assist in making career decisions.
 - 03.05 Develop a career plan/portfolio that includes results from career assessments, short and long term goals, secondary and postsecondary plans of study, job experiences/history, samples of work, resumes, and other activities related to career planning.
 - 03.06 Create a four-year high school course of study focused on post high school graduation plans (i.e., going to college or directly to work after high school).
 - 03.07 Describe specific characteristics and aptitudes required for careers in technical fields.
- 04.0 Demonstrate computer application competencies and skills related to career choices -- The student will be able to:
- 04.01 Use computer applications including but not limited to word-processing, spreadsheets (bar/line/pie charts), graphics, databases, multimedia, and networking technologies.
 - 04.02 Use electronic communication tools (e.g., fax, e-mail, voice mail, instant messaging, digital images, etc.).
 - 04.03 Identify and utilize methods of information acquisition available for the research of employment opportunities (e.g., on-line, bulletin boards, WWW, etc.).
 - 04.04 Discuss and list advantages and disadvantages related to the utilization of computer applications in a selected technical career.
 - 04.05 Apply the safe, correct, and efficient use of tools, equipment, and procedures found in today's technical occupations.
 - 04.06 Perform basic troubleshooting techniques for computer malfunctions.
 - 04.07 Select specific technologies appropriate to a given task.
 - 04.08 Work safely using a variety of technologies (hardware and software) found in computer-related technical systems.
 - 04.09 Describe the characteristics and scope of the application of technology used in a technical area of study.
- 05.0 Demonstrate technical reading and writing skills -- The student will be able to:
- 05.01 Demonstrate an understanding of the differences between reading and writing in technical, formal, and informal formats.
 - 05.02 Demonstrate and apply strategies for reading and comprehending technical data.
 - 05.03 Read and follow a series of written directions in a technical journal in conjunction with a higher level hands-on task.
 - 05.04 Read and follow a series of technology-based graphic depictions in conjunction with a higher-level hands-on task.
 - 05.05 Prepare and test a series of audible directions that communicate verbal instructions for completion of a higher level hands-on technical task.
 - 05.06 Identify the use of the sequential steps required from start to finish in technical writing preparation.
 - 05.07 Create and test a series of written instructions that clearly communicate directions/instructions for completion of a higher level hands-on technical task.

- 05.08 Prepare and evaluate a series of graphic based-documents that clearly communicate (through graphic depiction) directions/instructions for completion of a higher level hands-on technical task.
 - 05.09 Create and test a workplace technical system based on a chosen technical career.
 - 05.10 Explore and develop methods used to monitor and correct outcomes of technical writing and reading.
- 06.0 Utilize a variety of communication technologies -- The student will be able to:
- 06.01 Identify and utilize appropriate communication technologies found in today's workplace.
 - 06.02 Demonstrate and present strategies to show how the design of a message is influenced by such factors as the intended audience, medium, purpose, and nature of the message.
 - 06.03 Explore and develop methods to show that communication systems allow information to be transferred from human to human, human to machine, machine to human, and machine to machine.
 - 06.04 Prepare a series of projects that show how communication systems can be used to inform, persuade, entertain, control, manage, and educate in a technical field.
 - 06.05 Apply knowledge of communication technologies including the input, process, and output associated with sending and receiving information.
 - 06.06 Develop and present a model that demonstrates the understanding of a communication system composed of a source, encoder, transmitter, receiver, decoder, storage, retrieval, and destination.
 - 06.07 Discuss and apply technological knowledge and processes including how information is communicated using symbols, measurement, convention, icons, graphic images, and/or languages.
 - 06.08 Demonstrate and present how active listening strategies improve understanding and performance.
 - 06.09 Select and use modes of communication appropriate to specific technical workplace situations and environments.
 - 06.10 Demonstrate and apply listening, speaking, and nonverbal skills utilizing strategies to communicate effectively with supervisors, co-workers, and customers in a technical setting.
- 07.0 Demonstrate professional work ethics -- The student will be able to:
- 07.01 Develop employability skills to seek, obtain, maintain, and change jobs (i.e., prepare resumes, complete job applications, prepare for an interview, and complete other documents required when applying for employment in a chosen technical career).
 - 07.02 Describe and apply codes of professional ethical conduct in the school workplace setting (i.e., plagiarism, copyright violations, and sexual harassment).
 - 07.03 Describe and demonstrate personal qualities related to employability (i.e., promptness, getting along with others, dependability, responsible behavior).
 - 07.04 Demonstrate and apply an awareness of quality service and the personal and professional standards required to establish an effective service-based culture.
 - 07.05 Explain and demonstrate the importance of cooperation (accepting criticism, managing conflict, and adjusting behavior appropriate to a situation) in the workplace.

- 07.06 Explain and demonstrate the importance of self-management and initiative when minimum direction and supervision are provided; the concept of accepting responsibility for one's actions, while exhibiting a positive attitude.
- 07.07 Describe and demonstrate the visible and transparent qualities of an effective leader.
- 07.08 Demonstrate the importance of dependability, initiative, courtesy, integrity, respect, empathy, punctuality responsibility, fairness, and trustworthiness in school and describe how to transfer these traits to the workplace.
- 07.09 Define and discuss issues involving gender equity, disability, special needs, age, sexual harassment, cultural courtesy, and diversity.
- 07.10 Explain and demonstrate the importance of good personal hygiene, stress management, professional demeanor, and individual presentation.
- 07.11 Describe and present the concept of using forward thinking and the ability to facilitate a trend setting vision and mission statement for a technology-oriented organization.
- 07.12 Demonstrate employability skills such as working as a team member, problem-solving, and organizational skills.
- 07.13 Apply academic and employability skills in work-based learning situations (i.e., internships, job shadowing, mentoring, on-the-job training).

NOTES TO TEACHERS

Note to teachers (01.0): Leadership skills can have a significant positive impact on students during their lifetime and, thus are essential to career and personal success. It is important that the teacher instruct the students in learning strategies and their application. The students who understand how to learn effectively and can apply specific learned techniques to acquire new knowledge and skills will be well prepared for the challenges of the future. Learning skills need to have a balance of technical application and psychomotor relevance.

CAREER STUDENT ORGANIZATIONS (CSO's)

Business Professionals of America, Inc. (BPA)
 Cooperative Education Clubs of Florida, Inc. (CECF)
 DECA, Inc., An Association of Marketing Students, Secondary
 DEX, Inc., An Association of Marketing Students, Postsecondary
 Florida FFA Association
 Florida Future Homemakers of America/Florida Family, Career and Community Leaders of America
 Florida Public Service Association, Inc. (FPSA)
 Future Business Leaders of America/Phi Beta Lambda, Inc. (FBLA/PBL)
 Health Occupations Students of America (HOSA)
 SkillsUSA-VICA
 Technology Student Association (TSA)

Note to teachers (02.0): Setting an activity in context is one of the most important characteristics of technological problem solving. A problem should be chosen based on its ability to address relevant standards that students need to learn. The context should not be fanciful or farfetched; rather, it should be based on current technology content. The idea behind using technological problem-solving as a method of instruction is that students are provided the opportunity to apply, analyze, synthesize, and evaluate what was presented during previous activities. Managing and assessing student activities based on accepted design/technological problem solving models is recommended. Utilizing this method enables students the opportunity to discover new knowledge, develop critical-thinking skills, and manage their own learning. Also, it is a practical method for teaching abstract concepts from such disciplines as science and mathematics. The teacher is charged with facilitating deep inner-thinking skills to solve complex problems while showing the relevance of academic applications in formulating a solution.

Note to teachers (03.0): Students need to learn two things at the beginning of their career planning: (1) who they are and (2) what they want to do with their lives. It is also important that they understand how their education relates to achieving their future goals. Career assessment goal identification should include interests and aptitudes, as well as personality and value assessments. Students can explore careers based on their interests, abilities, and opportunities. Work-based activities allow students to evaluate their career choices as they relate to actual careers at the worksite. On-line interest assessments, skill checklists, career and education exploration, financial aid, and other available career planning tools can be found in the *Choices* program (available in every public school in Florida).

Note to teachers (04.0): To live, learn, and work successfully in an increasingly complex and information-rich society, students must be competent in computer applications. Successful learning activities depend on teachers being prepared to empower students with the advantages this type of technology can bring. Programs must have up-to-date equipment, and must provide real-world connections, primary source materials, and sophisticated data-gathering and analysis tools. These are just a few of the resources that enable teachers to provide opportunities for conceptual understanding and learning in a high technologically fast advancing area.

Note to teachers (05.0): We now live in a time when virtually everything is a product, function, or effect of a technological system. Never before has there been such a need to succeed in technical reading and writing. The process is completely formal, but the exposition needs to be highly readable, precise, and interweave intuition with formal description. One method to pursue this outcome is to address a solid technical problem, and then carefully, with great attention, infuse a logical sequence of steps within which to present a solution. This approach will provide a clear thinking path for the solution. It will also present a formal structure that makes use of a stepwise refinement that introduces facts for the reader in manageable pieces. Conflicts and conflict resolution will serve well as a means to understand key concepts and as a way to illustrate which concept might or might not confuse the reader.

Note to teachers (06.0): People have long used various technologies to communicate over distances. The invention of movable type provided the means for a transfer of knowledge to people all over the world. Although writing and printing have become visual means for communication, people did not typically consider them to be communications technologies, viewing them simply as technologies that met a particular need. A book was viewed as not having much in common with the telephone, or the phonograph with the fax machine. In the past couple of decades, such thinking has changed dramatically. Technologies that record, store, manipulate, analyze, and transmit data have developed into important communication areas, allowing students to step outside of the box and grasp the power of communications

Note to teachers (07.0): There is much information available on the topic of work ethics. Keep in mind that ethical decision making and work ethics are a process. There are many instances where simple answers are not available to resolve complex ethical issues. In addition, it is impossible to prescribe how workers should act in all situations, and each specific application must take into account the context in which it is being considered and the possibility of conflicts among the employees' values, principles, and standards. But teachers are charged with providing the tools and skills necessary to allow the students to make positive decisions and choices, and to consider how the issues would be judged in a peer review process where the ethical standards of the occupation would be applied.

2011 - 2012

**Florida Department of Education
Curriculum Framework**

Course Title: Diversified Education Directed Study
Career Cluster: Diversified Education

Secondary – Career Preparatory	
Course Number	8300100
CIP Number	1098999901
Grade Level	11-12, 30, 31
Standard Length	Multiple credits
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE ANY FIELD WHEN CERT REFLECTS BACHELOR OR HIGHER
CTSO	CECF/BPA

Purpose

The purpose of this course is to provide students with learning opportunities in a prescribed program of study within the Diversified Education cluster(s) that will enhance opportunities for employment in the career field chosen by the student.

Course Structure

The content is prescribed by the instructor based upon the individual student's assessed needs for directed study.

This course may be taken only by a student who has completed or is currently completing a specific secondary job preparatory program or occupational completion point for additional study in this career cluster. A student may earn multiple credits in this course.

The selected standards and benchmarks, which the student must master to earn credit, must be outlined in an instructional plan developed by the instructor.

Laboratory Activities

A learning laboratory is provided as required to support the educational activities of the student. This laboratory may be in the traditional classroom, in an industry setting, or a virtual learning environment.

Special Notes

Career and Technical Student Organization (CTSO)

CECF/BPA is the appropriate 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. The

activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular Occupational Completion Point (OCP) or a Modified Occupational Completion Point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP(s)/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Standards

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

- 01.0 Demonstrate expertise in a specific occupation contained within the career cluster.
- 02.0 Conduct investigative research on a selected topic related to the career cluster using approved research methodology, interpret findings, and prepare presentation to defend results.
- 03.0 Apply enhanced leadership and professional career skills.
- 04.0 Demonstrate higher order critical thinking and reasoning skills appropriate for the selected program of study.

2011 - 2012

**Florida Department of Education
Student Performance Standards**

Course Title: Diversified Education Directed Study
Course Number: 8300100
Course Credit: 1

01.0 Demonstrate expertise in a specific occupation within the career cluster.

01.01 The benchmarks will be selected from the appropriate curriculum frameworks and determined by the instructor based upon the individual students assessed needs.

02.0 Conduct investigative research on a selected topic related to the career cluster using approved research methodology, interpret findings, and prepare presentation to defend results--The student will be able to:

02.01 Select investigative study referencing prior research and knowledge.

02.02 Collect, organize and analyze data accurately and precisely.

02.03 Design procedures to test the research.

02.04 Report, display and defend the results of investigations to audiences that may include professionals and technical experts.

03.0 Apply enhanced leadership and professional career skills--The student will be able to:

03.01 Develop and present a professional presentation offering potential solutions to a current issue.

03.02 Enhance leadership and career skills through work-based learning including job placement, job shadowing, entrepreneurship, internship, or a virtual experience.

03.03 Participate in leadership development opportunities available through the appropriate student organization and/or other professional organizations.

03.04 Enhance written and oral communications through the development of presentations, public speaking, and live and/or virtual interviews.

04.0 Demonstrate higher order critical thinking and reasoning skills appropriate for the selected program of study--The student will be able to:

04.01 Use mathematical and/or scientific skills to solve problems encountered in the chosen occupation.

04.02 Read and interpret information relative to the chosen occupation.

04.03 Locate and evaluate key elements of oral and written information.

04.04 Analyze and apply data and/or measurements to solve problems and interpret documents.

04.05 Construct charts/tables/graphs using functions and data.

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: Workplace Essentials
Program Type: Career Preparatory
Career Cluster: Diversified Education

	Secondary	PSAV
Program Number	8300310	D988650
CIP Number	10988650CP	10988650CP
Grade Level	9-12, 30, 31	30, 31
Standard Length	.5 Credit	75 Hours
Teacher Certification	ANY FIELD/BA OR HIGHER CERT ANY VOC FIELD OR COVERAGE	ANY FIELD/BA OR HIGHER CERT ANY VOC FIELD OR COVERAGE
CTSO	Any Appropriate Career and Technical	Any Appropriate Career and Technical
SOC Codes (all applicable)	N/A	N/A
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)	
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm	
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp	
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp	
Basic Skills Level	N/A	Mathematics: N/A Language: N/A Reading: N/A

Purpose

This course offers coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Diversified Education career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Diversified Education career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

Program Structure

This program is a planned sequence of instruction consisting of .5 credits.

When offered at the postsecondary level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

After successfully completing this course, there is an Occupational Completion Point (OCP) reported based on the occupational area the student is employed in:

- A. Agriculture, Food and Natural Resources
- B. Architecture and Construction
- C. Arts, Audio/Video Technology and Communications
- D. Business, Management and Administration
- E. Education and Training
- F. Finance
- G. Government and Public Administration
- H. Health Science
- I. Hospitality and Tourism
- J. Human Services
- K. Information Technology
- L. Law, Public Safety and Security
- M. Manufacturing
- N. Marketing, Sales and Service
- O. Science, Technology, Engineering and Mathematics
- P. Transportation, Distribution, and Logistics Services

Note: Courses taken in the Energy Cluster should be reported in the Architecture and Construction (Electrical Line Service and Repair), or Manufacturing Career Cluster.

Definitions for reporting the occupational areas of the OCP's above are attached at the end of this document.

Career and Technical Student Organization (CTSO)

Any Appropriate Career and Technical is the appropriate 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the program-specific OJT framework apply.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Basic Skills (if applicable)

In PSAV programs offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C., the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program are: Mathematics n/a Language n/a and Reading n/a. These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination. Students may be exempt from meeting the Basic Skills requirements by earning an eligible industry certification. See the Basic Skills Exemption List document for a list of eligible industry certifications (<http://www.fldoe.org/workforce/dwdframe/rtf/basic-skills.rtf>).

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01(3)(a), F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91(3), F.S.

Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination pursuant to Section 1008.29, F.S.; or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement (Rule 6A-10.040, F.A.C.)

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular Occupational Completion Point (OCP) or a Modified Occupational Completion Point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

Fine Arts/Practical Arts Credit

Many courses in CTE programs meet the Fine Arts/Practical Arts credit for high school graduation. For additional information refer to <http://www.fldoe.org/schools/pdf/ListPracticalArtsCourses.pdf>.

Standards

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

- 01.0 Describe human relations skills necessary for success in the workforce.
- 02.0 Identify types of communication skills necessary for successful employment.
- 03.0 Identify types of mathematical skills necessary for successful employment.
- 04.0 Demonstrate mathematics knowledge and skills.
- 05.0 Demonstrate science knowledge and skills.
- 06.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 07.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 08.0 Describe the duties and responsibilities of a successful employee.
- 09.0 Explain the importance of employability and entrepreneurship skills.
- 10.0 Use information technology tools.

- 11.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 12.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 13.0 Describe the importance of professional ethics and legal responsibilities.
- 14.0 Demonstrate language arts knowledge and skills.
- 15.0 Solve problems using critical thinking skills, creativity and innovation.
- 16.0 Demonstrate personal money-management concepts, procedures, and strategies.

2011-2012

**Florida Department of Education
Student Performance Standards**

Program Title: Workplace Essentials
PSAV Number: D988650
75 Hours

- 01.0 Describe human relations skills necessary for success in the workforce--The student will be able to:
- 01.01 Define punctuality, initiative, courtesy, loyalty, honesty, respect, responsibility, fairness, and trustworthiness.
 - 01.02 Identify and discuss the role of an employee as a team member in the workplace.
 - 01.03 Describe the use of teams in the workplace to increase productivity and product quality.
 - 01.04 Discuss the importance of human relations to success in the workplace.
 - 01.05 Define empathy, compassion, caring, enthusiasm, positive attitude, and self-motivation.
 - 01.06 Explain the importance of working effectively with diverse populations.
 - 01.07 Explain importance of self-management when minimum direction and supervision are given.
 - 01.08 Describe ethical situations in the world of work.
 - 01.09 Describe importance and benefits of time management.
 - 01.10 Identify and demonstrate steps necessary for solving problems and making decisions.
 - 01.11 Analyze future consequences of current decisions.
 - 01.12 Discuss the value of emotional self-control in the workplace
 - 01.13 Explain "conflict resolution" and "dispute resolution" techniques and apply to a simulated work related problem.
 - 01.14 Identify and practice stress management and relaxation techniques.
 - 01.15 Discuss importance of practicing positive customer service skills.
- 02.0 Identify types of communication skills necessary for successful employment--The student will be able to:
- 02.01 Describe the importance of the proper use of grammar, vocabulary, and diction.
 - 02.02 Identify the appropriate way to address people.
 - 02.03 Identify appropriate conversation for work related settings.
 - 02.04 Describe listening, speaking, and nonverbal skills necessary to determine customer needs.
 - 02.05 List professional vocabulary appropriate for the work environment
 - 02.06 Demonstrate ability to communicate in a multicultural setting
 - 02.07 Identify and define commonly used customer service terms such as complaints, internal and external customers.
 - 02.08 Demonstrate the ability to listen to, follow, and provide directions
 - 02.09 Demonstrate the placing/receiving of telephone calls in a businesslike manner.
 - 02.10 Demonstrate ability to locate, understand, and interpret information found in trade manuals, schedules, charts, diagrams, tables of contents, indexes, labels, and Internet resources.
- 03.0 Identify types of mathematical skills necessary for successful employment--The student will be able to:

- 03.01 Compute and compare gross pay, net pay, overtime pay, and specific payroll deductions.
- 03.02 Compute different methods of monetary compensation (e.g., annual salary, hourly wage, commission, piecework).
- 03.03 Calculate exemptions, deductions, and taxable income and use tax tables to prepare a federal income tax form.
- 03.04 Prepare a balanced budget based on income and expenses.
- 03.05 Describe importance of maintaining an accurate checkbook balance.
- 03.06 Identify mathematical skills used by employees in a variety of career fields (e.g., electricians and apply electrical formulas to calculate watts, amps, ohms, or volts).
- 04.0 Demonstrate mathematics knowledge and skills--The students will be able to: AF3.0
- 04.01 Demonstrate knowledge of arithmetic operations. AF3.2
- 04.02 Analyze and apply data and measurements to solve problems and interpret documents. AF3.4
- 04.03 Construct charts/tables/graphs using functions and data. AF3.5
- 05.0 Demonstrate science knowledge and skills--The students will be able to: AF4.0
- 05.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. AF4.1
- 05.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. AF4.3
- 06.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 06.01 Employ leadership skills to accomplish organizational goals and objectives. LT1.0
- 06.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. LT3.0
- 06.03 Conduct and participate in meetings to accomplish work tasks. LT4.0
- 06.04 Employ mentoring skills to inspire and teach others. LT5.0
- 07.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 07.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM1.0
- 07.02 Locate, organize and reference written information from various sources. CM3.0
- 07.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM5.0
- 07.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM6.0
- 07.05 Apply active listening skills to obtain and clarify information. CM7.0
- 07.06 Develop and interpret tables and charts to support written and oral communications. CM8.0
- 07.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM10.0
- 08.0 Describe the duties and responsibilities of a successful employee--The student will be able to:
- 08.01 Explain how to handle customer inquiries/complaints.
- 08.02 Explain how to handle difficult internal and external customers
- 08.03 Explain how to interpret policies to internal and external customers.
- 08.04 Classify customer services according to nature and characteristics of the activity.

- 08.05 Review methods to resolve customer problems through clarifying and explaining policies and procedures.
- 08.06 Explain the importance of stress management and relaxation techniques as they relate to job performance.
- 08.07 Demonstrate an understanding of gender, age, disability, and cultural courtesy.
- 08.08 Describe workplace codes of professional/business conduct.
- 08.09 Explain the concepts of integrity, credibility, reliability, and perseverance.
- 08.10 List the responsibilities an employer has for his/her employees (ethical, social, legal).
- 09.0 Explain the importance of employability and entrepreneurship skills--The students will be able to:
- 09.01 Identify and demonstrate positive work behaviors needed to be employable. ECD1.0
- 09.02 Develop personal career plan that includes goals, objectives, and strategies. ECD2.0
- 09.03 Examine licensing, certification, and industry credentialing requirements. ECD3.0
- 09.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD5.0
- 09.05 Evaluate and compare employment opportunities that match career goals. ECD6.0
- 09.06 Identify and exhibit traits for retaining employment. ECD7.0
- 09.07 Identify opportunities and research requirements for career advancement. ECD8.0
- 09.08 Research the benefits of ongoing professional development. ECD9.0
- 09.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD10.0
- 10.0 Use information technology tools--The students will be able to:
- 10.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. IT1.0
- 10.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT2.0
- 10.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT3.0
- 10.04 Employ collaborative/groupware applications to facilitate group work. IT4.0
- 11.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 11.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE1.0
- 11.02 Explain emergency procedures to follow in response to workplace accidents.
- 11.03 Create a disaster and/or emergency response plan. SHE2.0
- 12.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 12.01 Describe the nature and types of business organizations. SY1.0
- 12.02 Explain the effect of key organizational systems on performance and quality.
- 12.03 List and describe quality control systems and/or practices common to the workplace. SY2.0
- 12.04 Explain the impact of the global economy on business organizations.
- 13.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:

- 13.01 Evaluate and justify decisions based on ethical reasoning. ELR 1.0
- 13.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. ELR1.1
- 13.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. ELR1.2
- 13.04 Interpret and explain written organizational policies and procedures. ELR 2.0
- 14.0 Demonstrate language arts knowledge and skills--The students will be able to: AF 2.0
- 14.01 Locate, comprehend and evaluate key elements of oral and written information. AF2.4
- 14.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. AF2.5
- 14.03 Present information formally and informally for specific purposes and audiences. AF2.9
- 15.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
- 15.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. PS1.0
- 15.02 Employ critical thinking and interpersonal skills to resolve conflicts. PS2.0
- 15.03 Identify and document workplace performance goals and monitor progress toward those goals. PS3.0
- 15.04 Conduct technical research to gather information necessary for decision-making. PS4.0
- 16.0 Demonstrate personal money-management concepts, procedures, and strategies--The students will be able to:
- 16.01 Identify and describe the services and legal responsibilities of financial institutions. FL2.0
- 16.02 Describe the effect of money management on personal and career goals. FL3.0
- 16.03 Develop a personal budget and financial goals. FL3.1
- 16.04 Complete financial instruments for making deposits and withdrawals. FL3.2
- 16.05 Maintain financial records. FL3.3
- 16.06 Read and reconcile financial statements. FL3.4
- 16.07 Research, compare and contrast investment opportunities.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: Workplace Essentials
Course Number: 8300310
Course Credit: .5

Course Description:

- 01.0 Describe human relations skills necessary for success in the workforce--The student will be able to:
- 01.01 Define punctuality, initiative, courtesy, loyalty, honesty, respect, responsibility, fairness, and trustworthiness.
 - 01.02 Identify and discuss the role of an employee as a team member in the workplace.
 - 01.03 Describe the use of teams in the workplace to increase productivity and product quality.
 - 01.04 Discuss the importance of human relations to success in the workplace.
 - 01.05 Define empathy, compassion, caring, enthusiasm, positive attitude, and self-motivation.
 - 01.06 Explain the importance of working effectively with diverse populations.
 - 01.07 Explain importance of self-management when minimum direction and supervision are given.
 - 01.08 Describe ethical situations in the world of work
 - 01.09 Describe importance and benefits of time management.
 - 01.10 Identify and demonstrate steps necessary for solving problems and making decisions.
 - 01.11 Analyze future consequences of current decisions.
 - 01.12 Discuss the value of emotional self-control in the workplace
 - 01.13 Explain "conflict resolution" and "dispute resolution" techniques and apply to a simulated work related problem.
 - 01.14 Identify and practice stress management and relaxation techniques.
 - 01.15 Discuss importance of practicing positive customer service skills.
- 02.0 Identify types of communication skills necessary for successful employment--The student will be able to:
- 02.01 Describe the importance of the proper use of grammar, vocabulary, and diction.
 - 02.02 Identify the appropriate way to address people.
 - 02.03 Identify appropriate conversation for work related settings.
 - 02.04 Describe listening, speaking, and nonverbal skills necessary to determine customer needs.
 - 02.05 List professional vocabulary appropriate for the work environment
 - 02.06 Demonstrate ability to communicate in a multicultural setting
 - 02.07 Identify and define commonly used customer service terms such as complaints, internal and external customers.
 - 02.08 Demonstrate the ability to listen to, follow, and provide directions
 - 02.09 Demonstrate the placing/receiving of telephone calls in a businesslike manner.

- 02.10 Demonstrate ability to locate, understand, and interpret information found in trade manuals, schedules, charts, diagrams, tables of contents, indexes, labels, and Internet resources.
- 03.0 Identify types of mathematical skills necessary for successful employment--The student will be able to:
- 03.01 Compute and compare gross pay, net pay, overtime pay, and specific payroll deductions.
- 03.02 Compute different methods of monetary compensation (e.g., annual salary, hourly wage, commission, piecework).
- 03.03 Calculate exemptions, deductions, and taxable income and use tax tables to prepare a federal income tax form.
- 03.04 Prepare a balanced budget based on income and expenses.
- 03.05 Describe importance of maintaining an accurate checkbook balance.
- 03.06 Identify mathematical skills used by employees in a variety of career fields (e.g., electricians and apply electrical formulas to calculate watts, amps, ohms, or volts).
- 04.0 Demonstrate mathematics knowledge and skills--The students will be able to: AF3.0
- 04.01 Demonstrate knowledge of arithmetic operations. AF3.2
- 04.02 Analyze and apply data and measurements to solve problems and interpret documents. AF3.4
- 04.03 Construct charts/tables/graphs using functions and data. AF3.5
- 05.0 Demonstrate science knowledge and skills--The students will be able to: AF4.0
- 05.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. AF4.1
- 05.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. AF4.3
- 06.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 06.01 Employ leadership skills to accomplish organizational goals and objectives. LT1.0
- 06.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. LT3.0
- 06.03 Conduct and participate in meetings to accomplish work tasks. LT4.0
- 06.04 Employ mentoring skills to inspire and teach others. LT5.0
- 07.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 07.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM1.0
- 07.02 Locate, organize and reference written information from various sources. CM3.0
- 07.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM5.0
- 07.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM6.0

- 07.05 Apply active listening skills to obtain and clarify information. CM7.0
- 07.06 Develop and interpret tables and charts to support written and oral communications. CM8.0
- 07.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM10.0
- 08.0 Describe the duties and responsibilities of a successful employee--The student will be able to:
- 08.01 Explain how to handle customer inquiries/complaints.
- 08.02 Explain how to handle difficult internal and external customers
- 08.03 Explain how to interpret policies to internal and external customers.
- 08.04 Classify customer services according to nature and characteristics of the activity.
- 08.05 Review methods to resolve customer problems through clarifying and explaining policies and procedures.
- 08.06 Explain the importance of stress management and relaxation techniques as they relate to job performance.
- 08.07 Demonstrate an understanding of gender, age, disability, and cultural courtesy.
- 08.08 Describe workplace codes of professional/business conduct.
- 08.09 Explain the concepts of integrity, credibility, reliability, and perseverance.
- 08.10 List the responsibilities an employer has for his/her employees (ethical, social, legal).
- 09.0 Explain the importance of employability and entrepreneurship skills--The students will be able to:
- 09.01 Identify and demonstrate positive work behaviors needed to be employable. ECD1.0
- 09.02 Develop personal career plan that includes goals, objectives, and strategies. ECD2.0
- 09.03 Examine licensing, certification, and industry credentialing requirements. ECD3.0
- 09.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD5.0
- 09.05 Evaluate and compare employment opportunities that match career goals. ECD6.0
- 09.06 Identify and exhibit traits for retaining employment. ECD7.0
- 09.07 Identify opportunities and research requirements for career advancement. ECD8.0
- 09.08 Research the benefits of ongoing professional development. ECD9.0
- 09.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD10.0
- 10.0 Use information technology tools--The students will be able to:
- 10.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. IT1.0
- 10.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT2.0
- 10.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT3.0
- 10.04 Employ collaborative/groupware applications to facilitate group work. IT4.0
- 11.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:

- 11.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE1.0
- 11.02 Explain emergency procedures to follow in response to workplace accidents.
- 11.03 Create a disaster and/or emergency response plan. SHE2.0
- 12.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 12.01 Describe the nature and types of business organizations. SY1.0
- 12.02 Explain the effect of key organizational systems on performance and quality.
- 12.03 List and describe quality control systems and/or practices common to the workplace. SY2.0
- 12.04 Explain the impact of the global economy on business organizations.
- 13.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:
- 13.01 Evaluate and justify decisions based on ethical reasoning. ELR1.0
- 13.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. ELR1.1
- 13.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. ELR1.2
- 13.04 Interpret and explain written organizational policies and procedures. ELR2.0
- 14.0 Demonstrate language arts knowledge and skills--The students will be able to: AF2.0
- 14.01 Locate, comprehend and evaluate key elements of oral and written information. AF2.4
- 14.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. AF2.5
- 14.03 Present information formally and informally for specific purposes and audiences. AF2.9
- 15.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
- 15.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. PS1.0
- 15.02 Employ critical thinking and interpersonal skills to resolve conflicts. PS2.0
- 15.03 Identify and document workplace performance goals and monitor progress toward those goals. PS3.0
- 15.04 Conduct technical research to gather information necessary for decision-making. PS4.0
- 16.0 Demonstrate personal money-management concepts, procedures, and strategies--The students will be able to:
- 16.01 Identify and describe the services and legal responsibilities of financial institutions. FL2.0
- 16.02 Describe the effect of money management on personal and career goals. FL3.0
- 16.03 Develop a personal budget and financial goals. FL3.1
- 16.04 Complete financial instruments for making deposits and withdrawals. FL3.2
- 16.05 Maintain financial records. FL3.3
- 16.06 Read and reconcile financial statements. FL3.4

16.07 Research, compare and contrast investment opportunities.

Federal Definitions Of These OCP's Are:

Federal Career Cluster Title	Federal U.S. Department of Education (USDOE), Office of Vocational Technical Education (OVTE) Definition
<i>Agriculture, Food and Natural Resources</i>	Planning and managing agriculture, food, fiber, and natural resources systems. Production of agricultural commodities, including food, fiber, wood products, horticultural crops, and other plant and animal products. Financing, processing, and marketing and distribution of agricultural products; farm production and supply and service industries; horticulture and landscaping services, and the use and conservation of land and water resources; development and maintenance of recreational resources. It also includes mining and extraction operations and related environmental management services.
<i>Architecture and Construction</i>	Designing, planning, managing, building, and maintaining physical structures and the larger built environment including roadways and bridges and industrial, commercial and residential facilities and building.
<i>Arts, Audio/Video Technology and Communications</i>	Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.
<i>Business, Management and Administration</i>	Planning, managing, and providing administrative support, information processing, accounting, and human resource management services and related management support services.
<i>Education and Training</i>	Planning, managing and providing education and training services, and related learning support services including assessment and library and information services.
<i>Finance</i>	Planning, managing and providing banking, investment, financial planning, and insurance services.
<i>Government and Public Administration</i>	Planning, managing and providing government legislative and administrative and regulatory services and related general purpose government services at the federal, state, and local levels.
<i>Health Science</i>	Planning, managing, and providing diagnostic, therapeutic, and information and environmental services in health care.
<i>Hospitality and Tourism</i>	Planning, managing, and providing lodging, food, recreation, convention and tourism, and related planning and support services such as travel-related services.
<i>Human Services</i>	Planning, managing, and providing human services including social and related community services.
<i>Information Technology</i>	Designing, developing, managing and supporting hardware, software, multimedia and systems integration services.
<i>Law, Public Safety and Security</i>	Planning, managing, and providing judicial, legal, and protective services including professional and technical support services in the fire protection and criminal justice systems.
<i>Manufacturing</i>	Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as

	production planning and control, maintenance and manufacturing/process engineering.
<i>Marketing, Sales and Service</i>	Planning, managing, and performing wholesaling and retailing services and related marketing and distribution support services including merchandise/product management and promotion.
<i>Science, Technology, Engineering and Mathematics</i>	Planning, managing, and providing scientific research and professional and technical services (i.e., physical science, social science, engineering) including laboratory and testing services, and research and development services.
<i>Transportation, Distribution, and Logistics Services</i>	Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

NOTE: There is a **Cooperative Education Manual** available on-line with guidelines for workplace experiences. It can be accessed at:

<http://www.fldoe.org/workforce/programs/doc/coopm.doc>

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: Practical Arts General
Program Type: Non Career Preparatory
Career Cluster: Diversified Education

Secondary – Non Career Preparatory	
Program Number	8300320
CIP Number	10988660PA
Grade Level	9-12, 30, 31
Standard Length	1 Credit
Teacher Certification	ANY FIELD BA OR HIGHER CERT ANY VOCATIONAL FIELD OR COVERAGE
CTSO	Any
Facility Code	221 - http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

Purpose

The purpose of this course is to provide students with general practical skills. The content of this course will consist of the content contained in two or more existing practical arts courses.

Laboratory Activities

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

Special notes

The typical length for this course for the average achieving student is 150 hours.

Career and Technical Student Organization (CTSO)

Any Career and Technical Student Organization is the appropriate 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

Standards

The intended outcomes for this course will be those outcomes that are selected from other practical arts courses, including the basic employability skills needed to locate, secure, and maintain employment.

- 01.0 Demonstrate mathematics knowledge and skills.
- 02.0 Demonstrate science knowledge and skills.
- 03.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 04.0 Demonstrate language arts knowledge and skills.
- 05.0 Solve problems using critical thinking skills, creativity and innovation.
- 06.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 07.0 Use information technology tools.
- 08.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 09.0 Demonstrate personal money-management concepts, procedures, and strategies.

- 10.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 11.0 Describe the importance of professional ethics and legal responsibilities.
- 12.0 Explain the importance of employability and entrepreneurship skills.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: Practical Arts General
Course Number: 8300320
Course Credit: 1

Course Description:

- 01.0 Demonstrate mathematics knowledge and skills--The students will be able to: AF3.0
- 01.01 Demonstrate knowledge of arithmetic operations. AF3.2
- 01.02 Analyze and apply data and measurements to solve problems and interpret documents. AF3.4
- 01.03 Construct charts/tables/graphs using functions and data. AF3.5
- 02.0 Demonstrate science knowledge and skills--The students will be able to: AF4.0
- 02.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. AF4.1
- 02.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. AF4.3
- 03.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 03.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM1.0
- 03.02 Locate, organize and reference written information from various sources. CM3.0
- 03.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM5.0
- 03.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM6.0
- 03.05 Apply active listening skills to obtain and clarify information. CM7.0
- 03.06 Develop and interpret tables and charts to support written and oral communications. CM8.0
- 03.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM10.0
- 04.0 Demonstrate language arts knowledge and skills--The students will be able to: AF2.0
- 04.01 Locate, comprehend and evaluate key elements of oral and written information. AF2.4
- 04.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. AF2.5
- 04.03 Present information formally and informally for specific purposes and audiences. AF2.9
- 05.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
- 05.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. PS1.0

- 05.02 Employ critical thinking and interpersonal skills to resolve conflicts. PS2.0
- 05.03 Identify and document workplace performance goals and monitor progress toward those goals. PS3.0
- 05.04 Conduct technical research to gather information necessary for decision-making. PS4.0
- 06.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 06.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE1.0
- 06.02 Explain emergency procedures to follow in response to workplace accidents.
- 06.03 Create a disaster and/or emergency response plan. SHE2.0
- 07.0 Use information technology tools--The students will be able to:
- 07.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. IT1.0
- 07.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT2.0
- 07.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT3.0
- 07.04 Employ collaborative/groupware applications to facilitate group work. IT4.0
- 08.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 08.01 Employ leadership skills to accomplish organizational goals and objectives. LT1.0
- 08.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. LT3.0
- 08.03 Conduct and participate in meetings to accomplish work tasks. LT4.0
- 08.04 Employ mentoring skills to inspire and teach others. LT5.0
- 09.0 Demonstrate personal money-management concepts, procedures, and strategies--The students will be able to:
- 09.01 Identify and describe the services and legal responsibilities of financial institutions. FL2.0
- 09.02 Describe the effect of money management on personal and career goals. FL3.0
- 09.03 Develop a personal budget and financial goals. FL3.1
- 09.04 Complete financial instruments for making deposits and withdrawals. FL3.2
- 09.05 Maintain financial records. FL3.3
- 09.06 Read and reconcile financial statements. FL3.4
- 09.07 Research, compare and contrast investment opportunities.
- 10.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 10.01 Describe the nature and types of business organizations. SY1.0
- 10.02 Explain the effect of key organizational systems on performance and quality.

- 10.03 List and describe quality control systems and/or practices common to the workplace. SY2.0
- 10.04 Explain the impact of the global economy on business organizations.
- 11.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:
 - 11.01 Evaluate and justify decisions based on ethical reasoning. ELR1.0
 - 11.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. ELR1.1
 - 11.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. ELR1.2
 - 11.04 Interpret and explain written organizational policies and procedures. ELR2.0
- 12.0 Explain the importance of employability and entrepreneurship skills--The students will be able to:
 - 12.01 Identify and demonstrate positive work behaviors needed to be employable. ECD1.0
 - 12.02 Develop personal career plan that includes goals, objectives, and strategies. ECD2.0
 - 12.03 Examine licensing, certification, and industry credentialing requirements. ECD3.0
 - 12.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD5.0
 - 12.05 Evaluate and compare employment opportunities that match career goals. ECD6.0
 - 12.06 Identify and exhibit traits for retaining employment. ECD7.0
 - 12.07 Identify opportunities and research requirements for career advancement. ECD8.0
 - 12.08 Research the benefits of ongoing professional development. ECD9.0
 - 12.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD10.0

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: Workplace Technology Applications
Program Type: Non Career Preparatory
Career Cluster: Diversified Education

Secondary – Non Career Preparatory	
Program Number	8300330
CIP Number	10110101PA
Grade Level	9-12, 30, 31
Standard Length	.5 Credit
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE ANY FIELD WHEN CERT REFLECTS BACHELOR OR HIGHER
CTSO	Any
Facility Code	221 - http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

Purpose

The purpose of this program is to give students an opportunity to apply knowledge and skills related to the area of technology, how it works, and its uses in the workplace.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Career and Technical Student Organization (CTSO)

Any CTSO is the appropriate 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

Standards

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

- 01.0 Explain the past, present, and future importance of technology in the workplace.
- 02.0 Define the basic terminology associated with technology in the workplace.
- 03.0 Describe components of emerging technology.
- 04.0 Describe ways technology is used by business to satisfy the needs and wants of customers.
- 05.0 Describe and demonstrate the uses of computers.
- 06.0 Demonstrate selected workplace software application programs.
- 07.0 Describe applications of technology in the workplace.
- 08.0 Discuss employment opportunities in the field of technology.
- 09.0 Demonstrate knowledge of telecommunications.
- 10.0 Identify legal and ethical issues related to technology in the workplace.
- 11.0 Demonstrate mathematics knowledge and skills.
- 12.0 Demonstrate science knowledge and skills.
- 13.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 14.0 Demonstrate language arts knowledge and skills.
- 15.0 Solve problems using critical thinking skills, creativity and innovation.

- 16.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 17.0 Use information technology tools.
- 18.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 19.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 20.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 21.0 Describe the importance of professional ethics and legal responsibilities.
- 22.0 Explain the importance of employability and entrepreneurship skills.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: Workplace Technology Applications
Course Number: 8300330
Course Credit: .5

Course Description:

01.0 Explain the past, present, and future importance of technology in the workplace--The student will be able to:

- 01.01 Summarize development of technology and response of technology to changing needs.
- 01.02 List uses of technology in the business community.
- 01.03 Describe ways technology helps employees do their job.
- 01.04 Contrast ways employees perform their jobs today using technology with the methods used 20 years ago.
- 01.05 Describe how technology can be used to enhance the employee's ability to meet the needs of business and industry
- 01.06 Explain the importance of keyboarding in the use of technology
- 01.07 Explain the concept of programming languages.
- 01.08 Describe ergonomic principles important to the configuration of a workstation.
- 01.09 Participate in a group presentation discussing if electronic storage transmission of information will lead to the "paperless office."
- 01.10 Provide several examples of how technology might be used in the future and its possible impact on the workplace (e.g., voice recognition dictation).

02.0 Define the basic terminology associated with technology in the workplace--The student will be able to:

- 02.01 Define and describe the term "hardware."
- 02.02 Define and describe the term "program."
- 02.03 Define and describe the term "programming language."
- 02.04 Define and describe the term "operating system."
- 02.05 Define and describe the terms "systems software" and "applications software."
- 02.06 Define and describe the concept of "computer literacy."
- 02.07 Define and describe the terms "mainframe computer", "minicomputers", and "microcomputers."
- 02.08 Define and describe the term "microprocessor."
- 02.09 Define and describe the term "Graphical User Interface (GUI)."
- 02.10 Explain the difference between data and information.
- 02.11 Define and describe the term "modem."
- 02.12 Define and describe the terms "internet", "world wide web" (www), "FTP", "intranet", and "extranet."
- 02.13 Define and describe Universal Resource Locators (URL'S) and associated extensions.
- 02.14 Define and identify a variety of internet search engines.

03.0 Describe components of emerging technology--The student will be able to:

- 03.01 List 10 examples of emerging technologies
- 03.02 Identify and define multi-media technology.
- 03.03 Identify techniques for designing effective multi-media presentations.
- 03.04 Identify and describe the various information systems (e.g., OIS, MIS, DSS, IIS) available in today's business environment.
- 03.05 Identify the basic functions of each of the above information systems.
- 03.06 Discuss management of above listed information systems.

04.0 Describe ways technology is used by business to satisfy the needs and wants of customers--The student will be able to:

- 04.01 Identify information provided to a consumer on a sample computerized receipt and invoice.
- 04.02 Describe advantages of computers in the workplace.
- 04.03 Describe disadvantages of computers in the workplace.
- 04.04 Describe how a word processor helps businesses benefit the customers.
- 04.05 Describe how a database helps businesses benefit the customers
- 04.06 Describe how a spreadsheet helps businesses benefit the customers.
- 04.07 Describe how sophisticated programs such as graphics and desktop publishing help businesses benefit their customers.
- 04.08 Describe how businesses use the world wide web and web pages to reduce costs, improve communication, and market products or images
- 04.09 Discuss how teleconferencing can save time and money.
- 04.10 Compare and contrast the use of pagers and cellular telephones.

05.0 Describe and demonstrate the uses of computers--The student will be able to:

- 05.01 Define and describe the three components of computer hardware: input device, central processing unit, and output device.
- 05.02 Demonstrate "booting" and "power off" procedures for a computer.
- 05.03 Explain use of machine specific commands and keyboard functions.
- 05.04 Demonstrate use of a mouse.
- 05.05 Demonstrate use of a printer.
- 05.06 Demonstrate various methods for storing information.
- 05.07 Describe use of electronic mail.
- 05.08 Describe use of a scanner.
- 05.09 Describe use of a digital camera.
- 05.10 Describe use of a video camera and/or images
- 05.11 Define and describe processing and multi-tasking
- 05.12 Describe at least two methods of compressing files.
- 05.13 Describe the use of hypertext links using at least "mail to" and "url."
- 05.14 Describe a method of setting up a self-extracting file transfer.
- 05.15 Describe the use of two different types of electronic video.
- 05.16 Explain two methods of constructing a document in a hybrid platform.
- 05.17 Describe a method of converting a web graphic for GIF to jpg.
- 05.18 Demonstrate the relationship of programming language, input, memory (storage), arithmetic and logic, control, and output (distribution).
- 05.19 Describe importance of care and handling of a computer and peripherals and systems maintenance.

- 05.20 Describe typical computer component and peripheral problems.
- 06.0 Demonstrate selected workplace software applications--The student will be able to:
 - 06.01 List the brand names of computers used by several businesses in the community.
 - 06.02 List the names of application software being used by several businesses in the community.
 - 06.03 Compare and contrast types of technology and software being used in the business community with what is available at your school.
 - 06.04 Describe how one software package is being used (applied) in a sample workplace.
 - 06.05 Prepare a business letter and envelope using an integrated software application package.
 - 06.06 Demonstrate a method to produce mailing labels using computer software.
 - 06.07 Develop a sample database to integrate with a business letter
 - 06.08 Develop a sample spreadsheet to integrate with a business letter.
 - 06.09 Develop a sample computer-generated graph to represent collected data.
 - 06.10 Develop a sample presentation using PowerPoint or comparable software application.
 - 06.11 Demonstrate the use of a computer system in processing information and resources.
 - 06.12 Evaluate appropriateness of various peripherals for specific applications.
- 07.0 Describe applications of technology in the workplace--The student will be able to:
 - 07.01 Describe the uses of Computer-Aided Design (CAD), Computer-Aided Manufacturing (CAM), and Computer Numeric Control (CNC).
 - 07.02 Describe the uses of computer cash registers.
 - 07.03 Explain the use of computers in manufacturing.
 - 07.04 Explain the use of computers in government.
 - 07.05 Explain the use of computers in communications
 - 07.06 Explain the use of computers in transportation.
 - 07.07 Explain the use of computers in education.
 - 07.08 Explain the use of computers in science and engineering
 - 07.09 Explain the use of computers in medicine
 - 07.10 Explain the use of computers in banking and investing.
 - 07.11 Explain the use of computers in customer service.
 - 07.12 Explain the use of computers in the arts and music.
 - 07.13 Describe transdisciplinary computer literacy and computer-based technological applications.
 - 07.14 Identify kinds and levels of work and job opportunities related to transdisciplinary computer technology.
 - 07.15 Describe the uses of databases in the workplace.
 - 07.16 Explain a method to back-up and maintain files and a computer system.
 - 07.17 Describe current and emerging telecommunications systems.
 - 07.18 Summarize present and potential diverse applications of technology including robotics.
- 08.0 Discuss employment opportunities in the field of technology--The student will be able to:

- 08.01 List 10 different types of employment opportunities available in the technology field (e.g., systems analyst, operator, repair specialist, salesperson, web page designer).
 - 08.02 Prepare and deliver an oral report on one of the jobs available including necessary education and training, pay, positions available, advancement opportunities.
 - 08.03 Interview individuals currently employed in the technology field.
 - 08.04 Create an electronic resume that could be used to apply for a technology-related position.
- 09.0 Demonstrate knowledge of telecommunications--The student will be able to:
- 09.01 Identify the basic functions of telecommunications.
 - 09.02 Define and describe Local Area Networks (LANs).
 - 09.03 Define and describe Wide Area Networks (WANs).
 - 09.04 Define and describe electronic mail (e-mail) capabilities and functions.
 - 09.05 Define and describe facsimile (fax).
 - 09.06 Define and describe voice messaging.
 - 09.07 Define and describe networking cabling requirements.
 - 09.08 Discuss the emergence of the internet and electronic bulletin boards as means of transmitting information.
 - 09.09 Describe the process for arranging a teleconference.
- 10.0 Identify legal and ethical issues related to technology in the workplace--The student will be able to:
- 10.01 Discuss the impact of technology and related trends on society and the environment.
 - 10.02 Identify ethical issues resulting from technological advances (e.g., hacking, computer viruses, copyright infringement).
 - 10.03 Discuss copyright laws and their impact on technology.
 - 10.04 Research ways to promote confidentiality for messages transmitted via technology
 - 10.05 Participate in a group presentation discussing legal and ethical issues pertaining to the use of technology in the workplace (e.g., personal privacy, security).
- 11.0 Demonstrate mathematics knowledge and skills--The students will be able to: AF3.0
- 11.01 Demonstrate knowledge of arithmetic operations. AF3.2
 - 11.02 Analyze and apply data and measurements to solve problems and interpret documents. AF3.4
 - 11.03 Construct charts/tables/graphs using functions and data. AF3.5
- 12.0 Demonstrate science knowledge and skills--The students will be able to: AF4.0
- 12.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. AF4.1
 - 12.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. AF4.3

- 13.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 13.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM1.0
 - 13.02 Locate, organize and reference written information from various sources. CM3.0
 - 13.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM5.0
 - 13.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM6.0
 - 13.05 Apply active listening skills to obtain and clarify information. CM7.0
 - 13.06 Develop and interpret tables and charts to support written and oral communications. CM8.0
 - 13.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM10.0
- 14.0 Demonstrate language arts knowledge and skills--The students will be able to: AF2.0
- 14.01 Locate, comprehend and evaluate key elements of oral and written information. AF2.4
 - 14.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. AF2.5
 - 14.03 Present information formally and informally for specific purposes and audiences. AF2.9
- 15.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
- 15.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. PS1.0
 - 15.02 Employ critical thinking and interpersonal skills to resolve conflicts. PS2.0
 - 15.03 Identify and document workplace performance goals and monitor progress toward those goals. PS3.0
 - 15.04 Conduct technical research to gather information necessary for decision-making. PS4.0
- 16.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 16.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE1.0
 - 16.02 Explain emergency procedures to follow in response to workplace accidents.
 - 16.03 Create a disaster and/or emergency response plan. SHE2.0
- 17.0 Use information technology tools--The students will be able to:
- 17.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. IT1.0
 - 17.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT2.0
 - 17.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT3.0
 - 17.04 Employ collaborative/groupware applications to facilitate group work. IT4.0

- 18.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 18.01 Employ leadership skills to accomplish organizational goals and objectives. LT1.0
 - 18.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. LT3.0
 - 18.03 Conduct and participate in meetings to accomplish work tasks. LT4.0
 - 18.04 Employ mentoring skills to inspire and teach others. LT5.0
- 19.0 Demonstrate personal money-management concepts, procedures, and strategies--The students will be able to:
- 19.01 Identify and describe the services and legal responsibilities of financial institutions. FL2.0
 - 19.02 Describe the effect of money management on personal and career goals. FL3.0
 - 19.03 Develop a personal budget and financial goals. FL3.1
 - 19.04 Complete financial instruments for making deposits and withdrawals. FL3.2
 - 19.05 Maintain financial records. FL3.3
 - 19.06 Read and reconcile financial statements. FL3.4
 - 19.07 Research, compare and contrast investment opportunities.
- 20.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 20.01 Describe the nature and types of business organizations. SY1.0
 - 20.02 Explain the effect of key organizational systems on performance and quality.
 - 20.03 List and describe quality control systems and/or practices common to the workplace. SY2.0
 - 20.04 Explain the impact of the global economy on business organizations.
- 21.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:
- 21.01 Evaluate and justify decisions based on ethical reasoning. ELR1.0
 - 21.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. ELR1.1
 - 21.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. ELR1.2
 - 21.04 Interpret and explain written organizational policies and procedures. ELR2.0
- 22.0 Explain the importance of employability and entrepreneurship skills--The students will be able to:
- 22.01 Identify and demonstrate positive work behaviors needed to be employable. ECD1.0
 - 22.02 Develop personal career plan that includes goals, objectives, and strategies. ECD2.0
 - 22.03 Examine licensing, certification, and industry credentialing requirements. ECD3.0
 - 22.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD5.0
 - 22.05 Evaluate and compare employment opportunities that match career goals. ECD6.0
 - 22.06 Identify and exhibit traits for retaining employment. ECD7.0
 - 22.07 Identify opportunities and research requirements for career advancement. ECD8.0
 - 22.08 Research the benefits of ongoing professional development. ECD9.0

22.09 Examine and describe entrepreneurship opportunities as a career planning option.

ECD10.0

2011 - 2012

**Florida Department of Education
Curriculum Framework**

Course Title: Diversified Cooperative OJT
Course Type: Career Preparatory
Career Cluster: Diversified

	Secondary	PSAV
Course Number	8300420	D886200
CIP Number	10988620CP	10988620CP
Grade Level	9-12, 30, 31	30, 31
Standard Length	Multiple credits	Multiple hours
Teacher Certification	COOR DCT @4 @7 COOP TEACH @7 TEACH CDE @7 SPECLIZ TC \$7 ANY VOC FIELD OR COV/TC COOP ED E G ANY FIELD BA OR HIGHER/TC WK EXP E COOR WK EXP @7	COOR DCT @4 @7 COOP TEACH @7 TEACH CDE @7 SPECLIZ TC \$7 ANY VOC FIELD OR COV/TC COOP ED E G ANY FIELD BA OR HIGHER/TC WK EXP E COOR WK EXP @7
CTSO	ANY	ANY

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Diversified cluster(s); provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Diversified cluster(s).

Each student job placement must be related to the job preparatory program in which the student is enrolled or has completed.

The purpose of this course is to provide the on-the-job training component when the **cooperative method of instruction** is appropriate. Whenever the cooperative method is offered, the following is required for each student: a training agreement; a training plan signed by the student, teacher and employer, including instructional objectives; a list of on-the-job and in-school learning experiences; a workstation which reflects equipment, skills and tasks which are relevant to the occupation which the student has chosen as a career goal; and a site supervisor with a working knowledge of the selected occupation. The workstation may be in an industry setting or in a virtual learning environment. The student **must be compensated** for work performed.

The teacher/coordinator must meet with the site supervisor a minimum of once during each grading period for the purpose of evaluating the student's progress in attaining the competencies listed in the training plan.

Diversified Cooperative OJT may be taken by a student for one or more semesters. A student may earn multiple credits in this course. The specific student performance standards which the student must achieve to earn credit are specified in the Cooperative Education - OJT Training Plan.

Special Notes

There is a **Cooperative Education Manual** available online that has guidelines for students, teachers, employers, parents and other administrators and sample training agreements. It can be accessed on the DOE website at <http://www.fl DOE.org/workforce/programs/doc/coopm.doc>.

Career and Technical Student Organization (CTSO)

Any CTSO is/are the appropriate career and technical student organization(s) 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular Occupational Completion Point (OCP) or a Modified Occupational Completion Point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported

accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Standards

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

- 01.0 Perform designated job skills.
- 02.0 Demonstrate work ethics.

2011 - 2012

**Florida Department of Education
Student Performance Standards**

Program Title: Diversified Cooperative OJT
Secondary Number: 8300420
PSAV Number: D886200

01.0 Perform designated job skills--The student will be able to:

- 01.01 Perform tasks as outlined in the training plan.
- 01.02 Demonstrate job performance skills.
- 01.03 Demonstrate safety procedures on the job.
- 01.04 Maintain appropriate records.
- 01.05 Attain an acceptable level of productivity.
- 01.06 Demonstrate appropriate dress and grooming habits.

02.0 Demonstrate work ethics--The student will be able to:

- 02.01 Follow directions.
- 02.02 Demonstrate good human relations skills on the job.
- 02.03 Demonstrate good work habits.
- 02.04 Demonstrate acceptable business ethics.

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: Guided Workplace-Learning (Internship)
Program Type: Career Preparatory
Career Cluster: Diversified Education

	Secondary	PSAV
Program Number	8300430	D886300
CIP Number	10988630CP	10988630CP
Grade Level	9-12, 30, 31	30, 31
Standard Length	Multiple Credits	Multiple Hours
Teacher Certification	ANY VOC FIELD OR COVERAGE PK PRIMARY H PRESCH ED A E CHILD ED @O PRIMARY ED @B	ANY VOC FIELD OR COVERAGE PK PRIMARY H PRESCH ED A E CHILD ED @O PRIMARY ED @B
CTSO	Any	Any
SOC Codes (all applicable)	N/A	N/A
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)	
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm	
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp	
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp	
Basic Skills Level	The basic skills requirements for Guided Workplace-Learning are equivalent to those appropriate for the Career and Technical Program in which the student is enrolled or has completed if the program is 450 hours or more	

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of career education. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

The purpose of this course is to provide students with the opportunity to gain practical, first-hand knowledge in broad occupational clusters or industry sectors through a structured internship experience. This internship is designed to give students an opportunity to integrate occupational and applied academic learning and to apply knowledge and skills learned in a classroom to actual work situations not generally available through paid employment.

To enroll in the internship, a student must be currently enrolled in or has completed a career course/program (including Technology Education). Students will be allowed a maximum of 450 total hours at the workplace-learning site, regardless of the number of credits earned.

Program Structure

When offered at the post secondary level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Career and Technical Student Organization (CTSO)

Any CTSO is the appropriate 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the program-specific OJT framework apply.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

The internship must include the following components:

Pre-Placement Planning Conference: The student, teacher, and the workplace-learning site supervisor must participate in a pre-placement conference. It is also recommended that the parent/guardian of the student be included in the pre-placement planning conference. Pre-placement planning is essential in designing learning experiences that are appropriate for each individual's learning needs and career interests. Also, it is critical that all parties involved understand and agree on time schedules, expectations, training/learning activities, and evaluation methods. The internship agreement should be signed by the student, teacher/coordinator, parent/guardian, and the workplace-learning site supervisor.

Workplace-Learning Site: The following criteria should be met when choosing the workplace-learning site:

The workplace experience must allow experiences that utilize both skills and knowledge directly related to the student's career goal and the career and technical course/program in which the student is enrolled or has completed.

The workplace experience must provide opportunities for rotation through a wide variety of increasingly responsible experiences beyond routine activities.

The workplace experience must provide skilled workplace-learning site supervisors and/or mentors who are interested and willing to assist the student.

The workplace experience must provide a safe and ethically sound environment with up-to-date facilities and equipment. The workplace experience must adhere to all state and federal laws and rules regarding the employment of minors. The workplace experience must not displace a paid employee.

The student does not have to be paid.

Timecards documenting the time spent at the workplace-learning site must be maintained.

Job Experience: This component shall provide a match between the student's career goal and a work-based situation that will provide exposure to the broad aspects of the selected industry. The assigned tasks should allow for a progression of and rotation through experiences requiring a variety of skills and knowledge at increasingly higher levels as relates to the student's career major.

Workplace-Learning Plan: A workplace-learning plan must be developed and implemented for each student. The student performance standards of the workplace-learning plan should include an outline of learning objectives, methods of learning, activities/responsibilities, time required, provisions for supervision, and method(s) of student evaluation. The workplace-learning plan must be signed by the student, teacher/coordinator, parent/guardian, and the workplace-learning site supervisor.

Weekly Class Or Seminar: Students in the Guided Workplace-Learning internship must meet a minimum of once per week for the purpose of related instruction and developmental activity. These seminars should provide a forum for students to share and learn from each other's experiences through discussion and group activities/projects. Faculty should also use this time to reinforce the application of subject matter in the workplace-learning setting. Students should be encouraged to reflect upon and personalize their experiences through individual journals and also through interaction with the teacher/coordinator and the workplace-learning site supervisor.

Supervision/Site Visits: Teacher/Coordinators of the Guided Workplace- Learning internship must monitor and support learning while students are in the field. Teacher/coordinators should visit the workplace-learning site as frequently as once every two weeks, but not less than once

per month so that students may be observed performing all facets of their workplace-learning experiences. Students must also be evaluated a minimum of once per grading period the workplace-learning site supervisor. The evaluation should assess how well the student is progressing towards goals established by the student, teacher/coordinator, and workplace-learning site supervisor. Portfolio assessment is a recommended method of student assessment.

For every 20 students (or portion thereof) enrolled in Guided Workplace-Learning, the teacher/coordinator should be given one hour of coordination release time per day for the purposes of visiting students on the job and managing the cooperative method of instruction.

Basic Skills (if applicable)

In PSAV programs offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C., the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program are: Mathematics N/A, Language N/A, and Reading N/A. These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination. Students may be exempt from meeting the Basic Skills requirements by earning an eligible industry certification. See the Basic Skills Exemption List document for a list of eligible industry certifications (<http://www.fldoe.org/workforce/dwdframe/rtf/basic-skills.rtf>).

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01(3)(a), F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91(3), F.S.

Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination pursuant to Section 1008.29, F.S.; or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement (Rule 6A-10.040, F.A.C.)

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular Occupational Completion Point (OCP) or a Modified Occupational Completion Point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Articulation

This program has no statewide articulation agreement approved by the Articulation Coordinating Committee. However, this does not preclude the awarding of credits by any college through local agreements.

For details on articulation agreements which correlate to programs and industry certifications refer to http://www.fldoe.org/workforce/dwdframe/artic_frame.asp.

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

Fine Arts/Practical Arts Credit

Many courses in CTE programs meet the Fine Arts/Practical Arts credit for high school graduation. For additional information refer to <http://www.fldoe.org/schools/pdf/ListPracticalArtsCourses.pdf>.

Standards

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

- 01.0 Demonstrate mathematics knowledge and skills.
- 02.0 Demonstrate science knowledge and skills.
- 03.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 04.0 Demonstrate language arts knowledge and skills.
- 05.0 Solve problems using critical thinking skills, creativity and innovation.
- 06.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 07.0 Use information technology tools.

- 08.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 09.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 10.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 11.0 Describe the importance of professional ethics and legal responsibilities.
- 12.0 Explain the importance of employability and entrepreneurship skills.

2011-2012

**Florida Department of Education
Student Performance Standards**

Program Title: Guided Workplace-Learning
PSAV Number: D886300
Multiple Hours

- 01.0 Demonstrate mathematics knowledge and skills--The students will be able to: AF3.0
 01.01 Demonstrate knowledge of arithmetic operations. AF3.2
 01.02 Analyze and apply data and measurements to solve problems and interpret documents. AF3.4
 01.03 Construct charts/tables/graphs using functions and data. AF3.5
- 02.0 Demonstrate science knowledge and skills--The students will be able to: AF4.0
 02.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. AF4.1
 02.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. AF4.3
- 03.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
 03.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM1.0
 03.02 Locate, organize and reference written information from various sources. CM3.0
 03.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM5.0
 03.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM6.0
 03.05 Apply active listening skills to obtain and clarify information. CM7.0
 03.06 Develop and interpret tables and charts to support written and oral communications. CM8.0
 03.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM10.0
- 04.0 Demonstrate language arts knowledge and skills--The students will be able to: AF2.0
 04.01 Locate, comprehend and evaluate key elements of oral and written information. AF2.4
 04.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. AF2.5
 04.03 Present information formally and informally for specific purposes and audiences. AF2.9
- 05.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
 05.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. PS1.0
 05.02 Employ critical thinking and interpersonal skills to resolve conflicts. PS2.0
 05.03 Identify and document workplace performance goals and monitor progress toward those goals. PS3.0
 05.04 Conduct technical research to gather information necessary for decision-making. PS4.0
- 06.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:

- 06.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE1.0
- 06.02 Explain emergency procedures to follow in response to workplace accidents.
- 06.03 Create a disaster and/or emergency response plan. SHE2.0
- 07.0 Use information technology tools--The students will be able to:
- 07.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. IT1.0
- 07.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT2.0
- 07.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT3.0
- 07.04 Employ collaborative/groupware applications to facilitate group work. IT4.0
- 08.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 08.01 Employ leadership skills to accomplish organizational goals and objectives. LT1.0
- 08.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. LT3.0
- 08.03 Conduct and participate in meetings to accomplish work tasks. LT4.0
- 08.04 Employ mentoring skills to inspire and teach others. LT5.0
- 09.0 Demonstrate personal money-management concepts, procedures, and strategies--The students will be able to:
- 09.01 Identify and describe the services and legal responsibilities of financial institutions. FL2.0
- 09.02 Describe the effect of money management on personal and career goals. FL3.0
- 09.03 Develop a personal budget and financial goals. FL3.1
- 09.04 Complete financial instruments for making deposits and withdrawals. FL3.2
- 09.05 Maintain financial records. FL3.3
- 09.06 Read and reconcile financial statements. FL3.4
- 09.07 Research, compare and contrast investment opportunities.
- 10.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 10.01 Describe the nature and types of business organizations. SY1.0
- 10.02 Explain the effect of key organizational systems on performance and quality.
- 10.03 List and describe quality control systems and/or practices common to the workplace. SY2.0
- 10.04 Explain the impact of the global economy on business organizations.
- 11.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:
- 11.01 Evaluate and justify decisions based on ethical reasoning. ELR1.0
- 11.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. ELR1.1
- 11.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. ELR1.2
- 11.04 Interpret and explain written organizational policies and procedures. ELR2.0

- 12.0 Explain the importance of employability and entrepreneurship skills--The students will be able to:
- 12.01 Identify and demonstrate positive work behaviors needed to be employable. ECD1.0
 - 12.02 Develop personal career plan that includes goals, objectives, and strategies. ECD2.0
 - 12.03 Examine licensing, certification, and industry credentialing requirements. ECD3.0
 - 12.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD5.0
 - 12.05 Evaluate and compare employment opportunities that match career goals. ECD6.0
 - 12.06 Identify and exhibit traits for retaining employment. ECD7.0
 - 12.07 Identify opportunities and research requirements for career advancement. ECD8.0
 - 12.08 Research the benefits of ongoing professional development. ECD9.0
 - 12.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD10.0

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: Guided Workplace-Learning
Course Number: 8300430
Course Credit: Multiple

Course Description:

The purpose of this course is to provide students with the opportunity to gain practical, first-hand knowledge in broad occupational clusters or industry sectors through a structured internship experience. This internship is designed to give students an opportunity to integrate occupational and applied academic learning and to apply knowledge and skills learned in a classroom to actual work situations not generally available through paid employment.

- 01.0 Demonstrate mathematics knowledge and skills--The students will be able to: AF3.0
 01.01 Demonstrate knowledge of arithmetic operations. AF3.2
 01.02 Analyze and apply data and measurements to solve problems and interpret documents. AF3.4
 01.03 Construct charts/tables/graphs using functions and data. AF3.5
- 02.0 Demonstrate science knowledge and skills--The students will be able to: AF4.0
 02.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. AF4.1
 02.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. AF4.3
- 03.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
 03.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM 1.0
 03.02 Locate, organize and reference written information from various sources. CM 3.0
 03.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM 5.0
 03.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM 6.0
 03.05 Apply active listening skills to obtain and clarify information. CM 7.0
 03.06 Develop and interpret tables and charts to support written and oral communications. CM 8.0
 03.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM 10.0
- 04.0 Demonstrate language arts knowledge and skills--The students will be able to: AF 2.0
 04.01 Locate, comprehend and evaluate key elements of oral and written information. AF2.4
 04.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. AF2.5
 04.03 Present information formally and informally for specific purposes and audiences. AF2.9
- 05.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:

- 05.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. PS1.0
- 05.02 Employ critical thinking and interpersonal skills to resolve conflicts. PS 2.0
- 05.03 Identify and document workplace performance goals and monitor progress toward those goals. PS 3.0
- 05.04 Conduct technical research to gather information necessary for decision-making. PS 4.0
- 06.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 06.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE 1.0
- 06.02 Explain emergency procedures to follow in response to workplace accidents.
- 06.03 Create a disaster and/or emergency response plan.
- 07.0 Use information technology tools--The students will be able to:
- 07.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. IT 1.0
- 07.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT 2.0
- 07.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT 3.0
- 07.04 Employ collaborative/groupware applications to facilitate group work. IT 4.0
- 08.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 08.01 Employ leadership skills to accomplish organizational goals and objectives. LT1.0
- 08.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. LT3.0
- 08.03 Conduct and participate in meetings to accomplish work tasks. LT 4.0
- 08.04 Employ mentoring skills to inspire and teach others. LT 5.0
- 09.0 Demonstrate personal money-management concepts, procedures, and strategies--The students will be able to:
- 09.01 Identify and describe the services and legal responsibilities of financial institutions. FL 2.0
- 09.02 Describe the effect of money management on personal and career goals. FL 3.0
- 09.03 Develop a personal budget and financial goals. FL3.1
- 09.04 Complete financial instruments for making deposits and withdrawals. FL3.2
- 09.05 Maintain financial records. FL3.3
- 09.06 Read and reconcile financial statements. FL3.4
- 09.07 Research, compare and contrast investment opportunities.
- 10.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 10.01 Describe the nature and types of business organizations. SY 1.0
- 10.02 Explain the effect of key organizational systems on performance and quality.
- 10.03 List and describe quality control systems and/or practices common to the workplace. SY 2.0
- 10.04 Explain the impact of the global economy on business organizations. HE 2.0

- 11.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:
- 11.01 Evaluate and justify decisions based on ethical reasoning. ELR 1.0
 - 11.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. ELR1.1
 - 11.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. ELR1.2
 - 11.04 Interpret and explain written organizational policies and procedures. ELR 2.0
- 12.0 Explain the importance of employability and entrepreneurship skills--The students will be able to:
- 12.01 Identify and demonstrate positive work behaviors needed to be employable. ECD 1.0
 - 12.02 Develop personal career plan that includes goals, objectives, and strategies. ECD 2.0
 - 12.03 Examine licensing, certification, and industry credentialing requirements. ECD 3.0
 - 12.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD 5.0
 - 12.05 Evaluate and compare employment opportunities that match career goals. ECD 6.0
 - 12.06 Identify and exhibit traits for retaining employment. ECD 7.0
 - 12.07 Identify opportunities and research requirements for career advancement. ECD 8.0
 - 12.08 Research the benefits of ongoing professional development. ECD 9.0
 - 12.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD 10.0

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: Work Experience
Program Type: Non Career Preparatory
Career Cluster: Diversified Education

Secondary – Non Career Preparatory	
Program Number	8301600
CIP Number	10988640CP
Grade Level	9-12, 30, 31
Standard Length	1 Credit
Teacher Certification	COOR WK EX @7 ANY FIELD BA OR HIGHER CERT/TC WK EXP E
CTSO	CECF/BPA
Facility Code	221 - http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

Purpose

The purpose of this program is to give students an opportunity to apply knowledge and skills related to the area of Diversified Education

The content includes but is not limited to Diversified Education

Program Structure

The purpose of this program is to provide support for at-risk students. This support shall be provided through instruction in the methods of acquiring the necessary human relations skills, work ethic, and common knowledge required for successful employment and for selection of a career plan that will guide the transition from school-to-work. Concurrently, the student is to be engaged in paid, supervised part-time employment as a means of gaining experience in a bona-fide work environment in compliance with the Child Labor Law established by the U.S. Department of Labor for the Work Experience and Career Exploration Program (WECEP).*

The Federal Child Labor Regulation 3 allows WECEP 14 and 15 year old students to work during the school day, between 7 AM and 7 PM, for a maximum of 23 hours per week, and a maximum of 3 hours per day, in any occupation permitted by Florida Child Labor Law, the Fair Labor Standards Act (FLSA), and/or in any occupation for which a variance (Student Learner Exemption Agreement) has been obtained from the Department of Labor and Employment Security. http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_570/29CFR570.35a.htm

Opportunities are to be provided for the student to obtain competencies and recognition through successful work experience and to satisfactorily complete a high school education.

A student may not enroll in a Work Experience class without concurrent enrollment in Work Experience-OJT (8301650). Also, a student may not enroll in Work Experience-OJT (8301650)

without previous or concurrent enrollment in a Work Experience class. Each student enrolled in the Work Experience 1, 2, 3, or 4 courses may earn one credit. A minimum of 1 credit for on-the-job employment experiences may be earned for each year the student is enrolled in Work Experience-OJT.

The student must be paid for work performed and must be directly supervised. Supervised on-the-job activities may be continued as a summer learning experience without classroom instruction for students who previously participated successfully in the in-school and on-the-job instructional activities.

A beginning Work Experience student will be placed in the 8301610-Work Experience 1 course.

The following table illustrates the program structure:

Course Number	Course Title	Length	Level
8301610	Work Experience 1	1 Credit	2
8301620	Work Experience 2	1 Credit	2
8301630	Work Experience 3	1 Credit	2
8301640	Work Experience 4	1 Credit	2
8301650	Work Experience OJT	Multiple Credits	2

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Career and Technical Student Organization (CTSO)

Cooperative Education Clubs of Florida/Business Professionals of America (CECF/BPA) is the appropriate 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

The following criteria are to be used in the development of admission procedures for each student prior to entry into the program:

- The student has a truancy problem.
- The student needs to work in order to continue his/her education.
- The student is economically disadvantaged.
- The student is academically disadvantaged.
- The student has a negative attitude toward work, school, and/or society.
- The student has a poor self-concept.
- The student feels alienated.
- The student lacks self-discipline.
- The student has a limited attention span.
- The student is overage in grade level.
- The student has trouble relating to class work.
- The student has a lack of interest in school.
- The student needs to be supervised at the work location.
- Other (specify) _____.

An individual guidance plan identifying admission criteria should be developed for each student prior to entry into the program, and should include the Work Experience course number, school year, and date of entry. Job counseling sessions between the teacher/coordinator and each student should be documented for each grading period. Flexible scheduling can be

implemented, as agreed upon by the teacher/coordinator and guidance personnel, when such scheduling is found to be needed to meet the student's needs.

Standards

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

- 01.0 Explain the importance of employability and entrepreneurship skills.
- 02.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 03.0 Define, demonstrate, and analyze proficiency in applying communication skills.
- 04.0 Demonstrate mathematics knowledge and skills.
- 05.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 06.0 Define, demonstrate, and analyze proficiency in applying mathematical skills.
- 07.0 Define, demonstrate, and maintain personal hygiene and health.
- 08.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 10.0 Define, demonstrate, and assess techniques to maintain professionalism.
- 11.0 Define, demonstrate, and assess cognitive skills.
- 12.0 Define, demonstrate, and assess interpersonal and intrapersonal skills.
- 13.0 Use information technology tools.
- 14.0 Define, demonstrate, and evaluate understanding of economic and entrepreneurial principles.
- 15.0 Define, demonstrate, and assess importance of determining career options.
- 16.0 Perform designated job skills.
- 17.0 Describe the importance of professional ethics and legal responsibilities.
- 18.0 Perform designated recordkeeping skills.
- 19.0 Demonstrate science knowledge and skills.
- 20.0 Demonstrate language arts knowledge and skills.
- 21.0 Solve problems using critical thinking skills, creativity and innovation.
- 22.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: 8301600
Course Number: Work Experience
Course Credit: 1

Course Description:

The purpose of this program is to provide support for at-risk students. This support shall be provided through instruction in the methods of acquiring the necessary human relations skills, work ethic, and common knowledge required for successful employment and for selection of a career plan that will guide the transition from school-to-work.

- 01.0 Explain the importance of employability and entrepreneurship skills--The students will be able to:
- 01.01 Identify and demonstrate positive work behaviors needed to be employable. ECD1.0
 - 01.02 Develop personal career plan that includes goals, objectives, and strategies. ECD2.0
 - 01.03 Examine licensing, certification, and industry credentialing requirements. ECD3.0
 - 01.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD5.0
 - 01.05 Evaluate and compare employment opportunities that match career goals. ECD6.0
 - 01.06 Identify and exhibit traits for retaining employment. ECD7.0
 - 01.07 Identify opportunities and research requirements for career advancement. ECD8.0
 - 01.08 Research the benefits of ongoing professional development. ECD9.0
 - 01.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD10.0
- 02.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 02.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE1.0
 - 02.02 Explain emergency procedures to follow in response to workplace accidents.
 - 02.03 Create a disaster and/or emergency response plan. SHE2.0
- 03.0 Define, demonstrate, and analyze proficiency in applying communication skills--The student will be able to:
- 03.01 Participate in large and small group discussions.
 - 03.02 Participate in group and committee discussions to reach group consensus.
 - 03.03 Identify and interpret abbreviations used in help-wanted ads.
 - 03.04 Identify parts of a business letter.
 - 03.05 Identify possible styles of a business letter.
 - 03.06 Identify abbreviations of state names.
 - 03.07 Identify methods of communicating with supervisors, co-workers, and customers.
 - 03.08 Identify and demonstrate techniques for placing, answering, placing on hold, and directing telephone calls.

- 03.09 Identify and demonstrate procedures for recording and relaying accurate messages.
 - 03.10 Explain the uses of a floor plan or a map.
 - 03.11 Identify performances necessary to merit promotions and pay raises.
 - 03.12 Create a graph and a chart using personal or business related information.
 - 03.13 Create and interpret a label.
 - 03.14 Using a bus or train schedule, plan a trip
 - 03.15 Compare different types of trade journals
 - 03.16 Debate the possible advantages a written message may have over a spoken one.
 - 03.17 Compare and contrast different forms of written business communication as utilized in the workplace.
 - 03.18 Write, edit, and revise a communication that could be used in the workplace so that it presents the information in a clear, correct, concise, complete, consistent, and courteous manner.
 - 03.19 Describe uses and importance of a sales slip.
 - 03.20 Create a sales slip.
 - 03.21 Describe an invoice and its purpose.
 - 03.22 Create an invoice.
 - 03.23 Explain how sales slips and invoices help companies keep track of inventory.
 - 03.24 Demonstrate ability to listen using strategies that improve understandings and performances on the job.
 - 03.25 Demonstrate and interpret several examples of body language.
 - 03.26 Comprehend and give oral instructions in a business-like manner.
 - 03.27 Demonstrate ability to listen to different group members' ideas and ask questions.
 - 03.28 Explain the purpose and importance of a business vision/mission statement.
 - 03.29 Define company image.
 - 03.30 Explain concept of positioning.
 - 03.31 Define customer service and explain its importance
 - 03.32 Analyze magazine, newspaper, web, TV, and radio advertisements for effectiveness.
 - 03.33 Design an effective magazine, newspaper, web, TV, or radio advertisement.
 - 03.34 Determine the purpose of a business report.
 - 03.35 Collect information from various sources and arrange the information in a logical order.
 - 03.36 Make an outline of a business report.
 - 03.37 Write a business report.
 - 03.38 Present a business report orally to a group.
 - 03.39 Demonstrate strong communication skills including oral, written, listening, and computer skills, as well as the ability to interpret and communicate job-related information.
 - 03.40 Demonstrate communication skills involved in negotiating a reasonable compromise and consensus.
- 04.0 Demonstrate mathematics knowledge and skills--The students will be able to: AF3.0
- 04.01 Demonstrate knowledge of arithmetic operations. AF3.2
 - 04.02 Analyze and apply data and measurements to solve problems and interpret documents. AF3.4
 - 04.03 Construct charts/tables/graphs using functions and data. AF3.5

05.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:

- 05.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM1.0
- 05.02 Locate, organize and reference written information from various sources. CM3.0
- 05.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM5.0
- 05.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM6.0
- 05.05 Apply active listening skills to obtain and clarify information. CM7.0
- 05.06 Develop and interpret tables and charts to support written and oral communications. CM8.0
- 05.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM10.0

06.0 Define, demonstrate, and analyze proficiency in applying mathematical skills--The student will be able to:

- 06.01 Compute weekly and annual wages.
- 06.02 Compute wages when overtime is worked.
- 06.03 Determine wages for jobs when piecework or tips are involved.
- 06.04 Compute annual salary.
- 06.05 Use rounding to determine salary in a pay period.
- 06.06 Use percents and decimals to compute commissions.
- 06.07 Identify differences between gross and net pay.
- 06.08 Change prices from cents to dollars and from dollars to cents.
- 06.09 Compute the cost of single and multiple items.
- 06.10 Compute change and count back correctly.
- 06.11 Use information on coupons to determine the cost of an item when a coupon is used.
- 06.12 Create a coupon.
- 06.13 Compute and compare unit prices.
- 06.14 Complete a 1040EZ federal income tax form.
- 06.15 Interpret quantitative information from tables, charts, and graphs as related to the workplace.
- 06.16 Compute ratios and percentages as related to the workplace.
- 06.17 Calculate distance, weight, area, volume, and/or time problems as related to the workplace.
- 06.18 Determine costs, time, and resources needed to complete a task within the workplace.
- 06.19 Use an advertisement to determine the total cost of several items with different quantities.
- 06.20 Calculate the areas of surface and complete an accurate estimate of the cost of materials for covering those surfaces.
- 06.21 Use ratios, proportions, and a scale to calculate distance on a map and calculate the square footage of rooms in a building using a scaled plan.
- 06.22 Explain the "Renter's Rule."
- 06.23 List the costs associated with buying a home.
- 06.24 Explain the "Banker's Rule."
- 06.25 Identify several different types of home mortgage loans.

- 06.26 Compute payments for purchases of items, including comparing and computing regular price, discount rate, and sale price.
- 06.27 Use elapsed time to determine date of payment.
- 06.28 Read maps and compute distances.
- 06.29 Compute travel fares and hotel expenses.
- 06.30 Find the exchange rate between the U.S. dollar and a variety of foreign currencies.
- 06.31 Compute cost of car rentals and parking charges.
- 06.32 Compare time in different time zones.
- 06.33 Calculate flight times between different time zones.
- 06.34 Demonstrate how to complete an expense account form.
- 06.35 Explain personal allowances, withholding, dependents, exemptions, and deductions per the Internal Revenue Service.
- 06.36 Complete a 1040A and a 1040 federal income tax form.

07.0 Define, demonstrate, and maintain personal hygiene and health--The student will be able to:

- 07.01 Identify advantages of a healthy life style.
- 07.02 Identify factors that influence wellness.
- 07.03 Assess importance of emotional mental health.
- 07.04 Demonstrate types of exercises designed to enhance health/wellness.
- 07.05 Identify benefits of good nutrition, proper rest, and exercise.
- 07.06 Plan a menu that includes all the major food groups.
- 07.07 Identify available counseling and community services.
- 07.08 Summarize need for preventive medical practices.
- 07.09 Identify the physiological and social implications of personal hygiene practices.
- 07.10 Demonstrate knowledge of basic first aid for self-care.
- 07.11 Identify responsible sexual behavior.
- 07.12 Describe AIDS, how it is transmitted, and its consequences.
- 07.13 Describe the effects of contracting a Sexually Transmitted Disease (STD).
- 07.14 Identify the risks and effects of tobacco, alcohol, and drugs.
- 07.15 Identify agencies and facilities for the promotion and maintenance of public hygiene, health, and mental wellness.
- 07.16 Develop a plan for a life-long exercise program.
- 07.17 Develop a plan for eating nutritionally balanced meals.

08.0 Demonstrate personal money-management concepts, procedures, and strategies--The students will be able to:

- 08.01 Identify and describe the services and legal responsibilities of financial institutions. FL2.0
- 08.02 Describe the effect of money management on personal and career goals. FL3.0
- 08.03 Develop a personal budget and financial goals. FL3.1
- 08.04 Complete financial instruments for making deposits and withdrawals. FL3.2
- 08.05 Maintain financial records. FL3.3
- 08.06 Read and reconcile financial statements. FL3.4
- 08.07 Research, compare and contrast investment opportunities.

09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:

- 09.01 Employ leadership skills to accomplish organizational goals and objectives. LT1.0
- 09.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. LT3.0
- 09.03 Conduct and participate in meetings to accomplish work tasks. LT4.0
- 09.04 Employ mentoring skills to inspire and teach others. LT5.0

10.0 Define, demonstrate, and assess techniques to maintain professionalism--The student will be able to:

- 10.01 Identify items to be included in an employment orientation.
- 10.02 Identify work-related terminology.
- 10.03 Role-play the importance of respect for the rights of others in the maintenance of a positive working environment.
- 10.04 Demonstrate methods of displaying a positive work attitude.
- 10.05 Explain initiative and resourcefulness.
- 10.06 Demonstrate appropriate workplace social behavior including ability to remain calm and in control in challenging situations.
- 10.07 Define and practice compassion, fairness, honesty, integrity, perseverance, courtesy, respect, responsibility, self-discipline, and trustworthiness.
- 10.08 Demonstrate ability to take direction, accept constructive criticism, and adjust behavior to fit the dynamics of a situation.
- 10.09 Define "ethics" as applicable to the workplace.
- 10.10 Establish a personal code of ethics.
- 10.11 Explain importance of maintaining quality standards, regular work habits, and pride in work accomplished.
- 10.12 Demonstrate ability to work cooperatively in a group to resolve challenges and make decisions.
- 10.13 Identify how individuals from diverse backgrounds offer unique contributions.
- 10.14 Demonstrate ways to improve service to internal and external customers.
- 10.15 Identify ways to develop and improve skills and traits important to the job and to the organization.
- 10.16 Role-play types and methods of dealing with peer pressure.
- 10.17 Demonstrate self-control when minimum direction and supervision are provided.
- 10.18 Debate importance of planning to meet deadlines.
- 10.19 Maintain quality standards, regular work habits, and pride in one's work.
- 10.20 Dramatize global interpretations of professionalism.

11.0 Define, demonstrate, and assess cognitive skills--The student will be able to:

- 11.01 Describe the importance of time management to complete tasks accurately and on time.
- 11.02 Outline strategies for effective time management.
- 11.03 Describe role and relationship between values, aptitudes, abilities, goal setting, and attainment of academic and occupational skills.
- 11.04 Set personal goals and develop a plan of action to achieve those goals.
- 11.05 Identify problems and consequences of meeting goals.
- 11.06 Describe ways to deal with success and failure.
- 11.07 Exhibit awareness of and respect for others.
- 11.08 Demonstrate ways to improve test-taking skills, including preparing for standardized tests.

- 11.09 Explain the steps involved in decision-making.
- 11.10 Identify the process involved in problem-solving.
- 11.11 Develop an action plan for solving problems and making decisions using critical thinking skills.
- 11.12 Identify strategies for building self-esteem and enhancing decision-making skills.
- 11.13 Demonstrate knowledge of the planning process.
- 11.14 Demonstrate ability to think creatively and generate new ideas.
- 11.15 Demonstrate the ability to conduct a systematic analysis of personal strengths and weaknesses.
- 11.16 Analyze managerial skills necessary for decision-making in different work related situations.
- 11.17 Gather and use data and other information to identify causes of problems and develop appropriate strategies for solutions.
- 11.18 Identify and analyze the rule or principle underlying the relationship between two or more objects for use in future applications
- 11.19 Illustrate how the ability to learn is a life-long skill.

12.0 Define, demonstrate, and assess interpersonal and intrapersonal skills--The student will be able to:

- 12.01 Describe the basic nature of self-understanding.
- 12.02 Identify and demonstrate positive personality traits.
- 12.03 Using interpersonal skills, demonstrate the ability to appropriately express feelings, reactions, ideas, opinions, wants, and needs.
- 12.04 Role-play behaviors that will promote effective human relations.
- 12.05 Practice the skills of communicating with customers to identify their needs and expectations.
- 12.06 Practice the ability to work cooperatively with others as a team member.
- 12.07 Demonstrate ability to adjust one's behavior to fit the dynamics of a situation.
- 12.08 Demonstrate respect for the opinions, customs, and individual differences of others.
- 12.09 Interact in a socially appropriate manner.
- 12.10 Practice assuming responsibility for decisions and actions.
- 12.11 Channel and control emotional reactions professionally.
- 12.12 Practice setting personal priorities.
- 12.13 Identify the differences between assertiveness and aggressiveness.
- 12.14 Describe acceptable ways to deal with success and failure.
- 12.15 Demonstrate the ability to offer and accept constructive criticism.
- 12.16 Identify areas where personal change and adjustment may be necessary.
- 12.17 Exhibit open-mindedness towards ideas and opinions different from your own.
- 12.18 Demonstrate appropriate etiquette.
- 12.19 Practice stress management techniques.
- 12.20 Demonstrate loyalty to the team and show commitment to the team's growth and improvement.
- 12.21 Help fellow team members accomplish their tasks.
- 12.22 Demonstrate ability to work with individuals from different cultures.
- 12.23 Explain importance of being socially flexible and receptive to new ideas.

13.0 Use information technology tools--The students will be able to:

- 13.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. IT1.0
 - 13.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT2.0
 - 13.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT3.0
 - 13.04 Employ collaborative/groupware applications to facilitate group work. IT4.0
- 14.0 Define, demonstrate, and evaluate understanding of economic and entrepreneurial principles--The student will be able to:
- 14.01 Define economy, free enterprise, producers, consumers, and marketplace
 - 14.02 Debate why prices fluctuate as a result of supply and demand, production costs, and competition
 - 14.03 Explain the impact of unemployment and underemployment on the economy.
 - 14.04 Define entrepreneur and entrepreneurship.
 - 14.05 Evaluate available types of business opportunities compatible with your skills and career interests.
 - 14.06 List advantages and disadvantages of entrepreneurship.
 - 14.07 Identify the behaviors and attitudes commonly found in entrepreneurs.
 - 14.08 Explain the primary means of going into business.
 - 14.09 Describe the different legal forms of business ownership
 - 14.10 Identify key factors in selecting a business location.
 - 14.11 Compare and contrast owning a business with being an employee.
 - 14.12 Determine resources needed to produce a given product or provide a specific service while considering such factors as finance, materials, human, information/technology, natural, and facility.
 - 14.13 Describe the way in which government is involved in the economy.
 - 14.14 Explain the purpose of computing the Gross Domestic Product (GDP).
 - 14.15 Explain the purpose of the Consumer Price Index (CPI).
 - 14.16 Cite characteristics of the free enterprise system.
 - 14.17 Compare and contrast various economic systems.
 - 14.18 Explain the circular flow of economic activity.
 - 14.19 Describe how economic trade-offs affect decisions in the workplace.
 - 14.20 Define, compare, and contrast "cost of living raises" and "merit raises."
 - 14.21 Analyze concepts of supply and demand, diminishing returns, and opportunity cost.
- 15.0 Define, demonstrate, and assess importance of determining career options--The student will be able to:
- 15.01 Use a variety of sources and methods to determine career interests and abilities.
 - 15.02 Identify and describe personal skills, interests, values, experiences, personality traits, and academic abilities.
 - 15.03 Identify non-traditional career options.
 - 15.04 Debate how educational level affects career choice.
 - 15.05 Explain importance of networking when researching occupations
 - 15.06 Identify advantages of attending a trade or technical school.
 - 15.07 Identify career training available in the military services.

- 15.08 Select an occupational area and identify its career opportunities, employment prospects, educational requirements, and advancement opportunities.
- 15.09 Evaluate personal strengths and weaknesses in relation to the selected occupational area.
- 15.10 Explain the influence of life roles on career choice.
- 15.11 Analyze changes occurring in the workplace.
- 15.12 Identify and locate local employment agencies and web-based job search sites.
- 15.13 Review the importance of updating occupational skills and knowledge through training, continuing education, and life-long learning.
- 15.14 Identify sources of financial assistance for postsecondary education and training.
- 15.15 Describe the requirements and procedures for obtaining different types of financial assistance.
- 15.16 Discuss the role of professional organizations in workforce development.
- 15.17 Describe apprenticeship programs.
- 15.18 Develop an education and career plan
- 15.19 Discuss sex equity in terms of career choice.
- 15.20 Assess differences in wages, annual income, and job opportunities based on geographic location, gender, ethnicity, and age.
- 15.21 Explain the process for obtaining school transcripts.
- 15.22 Demonstrate ability to make career decisions based on self-awareness and an awareness of various career clusters and occupations.
- 15.23 Assess and use information to develop a lifelong career plan and identify problems that may interfere with the plan.
- 15.24 Assess plan for gaining mentors and obtaining knowledge of opportunities for continuing education, cross-training, retraining, and additional certification and degrees.

16.0 Perform designated job skills--The student will be able to:

- 16.01 Demonstrate job performance skills as outlined on the job skills form.
- 16.02 Apply safety procedures while on the job.
- 16.03 Display an acceptable level of productivity and quality control.
- 16.04 Demonstrate appropriate dress and grooming habits.
- 16.05 Demonstrate reacting to feedback in a positive manner.
- 16.06 Communicate effectively with customers, co-workers, and management.
- 16.07 Demonstrate decision-making and problem-solving skills.
- 16.08 Demonstrate punctuality and reliability by working as scheduled.
- 16.09 Demonstrate pride in work by completing work correctly and quickly.
- 16.10 Demonstrate personal management skills (self-directed and self-controlled) including intrinsic motivation.
- 16.11 Display an understanding and appreciation for the dignity and worth of honest labor.
- 16.12 Demonstrate flexibility, creativity, innovation, and adaptability.
- 16.13 Demonstrate ability to interpret and comply with employer rules and regulations.
- 16.14 Demonstrate an understanding of the organizational structure of the workplace.
- 16.15 Demonstrate flexibility and the ability to perform a wide range of functions.

17.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:

- 17.01 Evaluate and justify decisions based on ethical reasoning.

ELR1.0

- 17.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. ELR1.1
- 17.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. ELR1.2
- 17.04 Interpret and explain written organizational policies and procedures. ELR2.0
- 18.0 Perform designated recordkeeping skills--The student will be able to:
- 18.01 List the job skills to be performed in the specified occupation.
- 18.02 Maintain appropriate employment records (training agreement, time card, and job).
- 19.0 Demonstrate science knowledge and skills--The students will be able to: AF4.0
- 19.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. AF4.1
- 19.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. AF4.3
- 20.0 Demonstrate language arts knowledge and skills--The students will be able to: AF2.0
- 20.01 Locate, comprehend and evaluate key elements of oral and written information. AF2.4
- 20.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. AF2.5
- 20.03 Present information formally and informally for specific purposes and audiences. AF2.9
- 21.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
- 21.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. PS1.0
- 21.02 Employ critical thinking and interpersonal skills to resolve conflicts. PS2.0
- 21.03 Identify and document workplace performance goals and monitor progress toward those goals. PS3.0
- 21.04 Conduct technical research to gather information necessary for decision-making. PS4.0
- 22.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 22.01 Describe the nature and types of business organizations. SY1.0
- 22.02 Explain the effect of key organizational systems on performance and quality.
- 22.03 List and describe quality control systems and/or practices common to the workplace. SY2.0
- 22.04 Explain the impact of the global economy on business organizations.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: 8301610
Course Number: Work Experience 1
Course Credit: 1

Course Description:

This course is designed to meet the minimum student performance standards as outlined in the program framework and to provide remedial instruction when needed. Students first entering the program begin with this course.

01.0 Explain the importance of employability and entrepreneurship skills--The students will be able to:

- 01.01 Identify and demonstrate positive work behaviors needed to be employable. ECD1.0
- 01.02 Develop personal career plan that includes goals, objectives, and strategies. ECD2.0
- 01.03 Examine licensing, certification, and industry credentialing requirements. ECD3.0
- 01.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD5.0
- 01.05 Evaluate and compare employment opportunities that match career goals. ECD6.0
- 01.06 Identify and exhibit traits for retaining employment. ECD7.0
- 01.07 Identify opportunities and research requirements for career advancement. ECD8.0
- 01.08 Research the benefits of ongoing professional development. ECD9.0
- 01.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD10.0

02.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:

- 02.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE1.0
- 02.02 Explain emergency procedures to follow in response to workplace accidents.
- 02.03 Create a disaster and/or emergency response plan. SHE2.0

05.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:

- 05.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM1.0
- 05.02 Locate, organize and reference written information from various sources. CM3.0
- 05.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM5.0
- 05.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM6.0
- 05.05 Apply active listening skills to obtain and clarify information. CM7.0
- 05.06 Develop and interpret tables and charts to support written and oral communications. CM8.0
- 05.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM10.0

- 06.0 Define, demonstrate, and analyze proficiency in applying mathematical skills--The student will be able to:
- 06.01 Compute weekly and annual wages.
 - 06.02 Compute wages when overtime is worked.
 - 06.03 Determine wages for jobs when piecework or tips are involved.
 - 06.04 Compute annual salary.
 - 06.05 Use rounding to determine salary in a pay period.
 - 06.06 Use percents and decimals to compute commissions.
 - 06.07 Identify differences between gross and net pay.
 - 06.08 Change prices from cents to dollars and from dollars to cents.
 - 06.09 Compute the cost of single and multiple items.
 - 06.10 Compute change and count back correctly.
 - 06.11 Use information on coupons to determine the cost of an item when a coupon is used.
 - 06.12 Create a coupon.
 - 06.13 Compute and compare unit prices.
 - 06.14 Complete a 1040EZ federal income tax form.
- 07.0 Define, demonstrate, and maintain personal hygiene and health--The student will be able to:
- 07.01 Identify advantages of a healthy life style.
 - 07.02 Identify factors that influence wellness.
 - 07.03 Assess importance of emotional mental health.
 - 07.04 Demonstrate types of exercises designed to enhance health/wellness.
 - 07.05 Identify benefits of good nutrition, proper rest, and exercise.
- 08.0 Demonstrate personal money-management concepts, procedures, and strategies--The students will be able to:
- 08.01 Identify and describe the services and legal responsibilities of financial institutions. FL2.0
 - 08.02 Describe the effect of money management on personal and career goals. FL3.0
 - 08.03 Develop a personal budget and financial goals. FL3.1
 - 08.04 Complete financial instruments for making deposits and withdrawals. FL3.2
 - 08.05 Maintain financial records. FL3.3
 - 08.06 Read and reconcile financial statements. FL3.4
 - 08.07 Research, compare and contrast investment opportunities.
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 09.01 Employ leadership skills to accomplish organizational goals and objectives. LT1.0
 - 09.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. LT3.0
 - 09.03 Conduct and participate in meetings to accomplish work tasks. LT4.0
 - 09.04 Employ mentoring skills to inspire and teach others. LT5.0
- 10.0 Define, demonstrate, and assess techniques to maintain professionalism--The student will be able to:

- 10.01 Identify items to be included in an employment orientation.
- 10.02 Identify work-related terminology.
- 10.03 Role-play the importance of respect for the rights of others in the maintenance of a positive working environment.
- 10.04 Demonstrate methods of displaying a positive work attitude.
- 10.05 Explain initiative and resourcefulness.
- 10.06 Demonstrate appropriate workplace social behavior including ability to remain calm and in control in challenging situations.
- 10.07 Define and practice compassion, fairness, honesty, integrity, perseverance, courtesy, respect, responsibility, self-discipline, and trustworthiness.

11.0 Define, demonstrate, and assess cognitive skills--The student will be able to:

- 11.01 Describe the importance of time management to complete tasks accurately and on time.
- 11.02 Outline strategies for effective time management.
- 11.03 Describe role and relationship between values, aptitudes, abilities, goal setting, and attainment of academic and occupational skills.
- 11.04 Set personal goals and develop a plan of action to achieve those goals.
- 11.05 Identify problems and consequences of meeting goals.
- 11.06 Describe ways to deal with success and failure.
- 11.07 Exhibit awareness of and respect for others.
- 11.08 Demonstrate ways to improve test-taking skills, including preparing for standardized tests.

12.0 Define, demonstrate, and assess interpersonal and intrapersonal skills--The student will be able to:

- 12.01 Describe the basic nature of self-understanding.
- 12.02 Identify and demonstrate positive personality traits.
- 12.03 Using interpersonal skills, demonstrate the ability to appropriately express feelings, reactions, ideas, opinions, wants, and needs.
- 12.04 Role-play behaviors that will promote effective human relations.
- 12.05 Practice the skills of communicating with customers to identify their needs and expectations.
- 12.06 Practice the ability to work cooperatively with others as a team member.
- 12.07 Demonstrate ability to adjust one's behavior to fit the dynamics of a situation.
- 12.08 Demonstrate respect for the opinions, customs, and individual differences of others
- 12.09 Interact in a socially appropriate manner.
- 12.10 Practice assuming responsibility for decisions and actions.
- 12.11 Channel and control emotional reactions professionally.
- 12.12 Practice setting personal priorities.
- 12.13 Identify the differences between assertiveness and aggressiveness.
- 12.14 Describe acceptable ways to deal with success and failure.

13.0 Use information technology tools--The students will be able to:

- 13.01 Use Personal Information Management (PIM) applications to increase workplace efficiency.

IT1.0

- 13.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT2.0
 - 13.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT3.0
 - 13.04 Employ collaborative/groupware applications to facilitate group work. IT4.0
- 15.0 Define, demonstrate, and assess importance of determining career options--The student will be able to:
- 15.01 Use a variety of sources and methods to determine career interests and abilities.
 - 15.02 Identify and describe personal skills, interests, values, experiences, personality traits, and academic abilities.
 - 15.03 Identify non-traditional career options.
 - 15.04 Debate how educational level affects career choice.
 - 15.05 Explain importance of networking when researching occupations.
 - 15.06 Identify advantages of attending a trade or technical school.
 - 15.07 Identify career training available in the military services.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: Work Experience 2
Course Number: 8301620
Course Credit: 1

Course Description:

This course is designed for the second year returning Work Experience student and will provide remediation when needed.

01.0 Explain the importance of employability and entrepreneurship skills--The students will be able to:

- 01.01 Identify and demonstrate positive work behaviors needed to be employable. ECD1.0
- 01.02 Develop personal career plan that includes goals, objectives, and strategies. ECD2.0
- 01.03 Examine licensing, certification, and industry credentialing requirements. ECD3.0
- 01.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD5.0
- 01.05 Evaluate and compare employment opportunities that match career goals. ECD6.0
- 01.06 Identify and exhibit traits for retaining employment. ECD7.0
- 01.07 Identify opportunities and research requirements for career advancement. ECD8.0
- 01.08 Research the benefits of ongoing professional development. ECD9.0
- 01.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD10.0

02.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:

- 02.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE1.0
- 02.02 Explain emergency procedures to follow in response to workplace accidents.
- 02.03 Create a disaster and/or emergency response plan. SHE2.0

05.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:

- 05.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM1.0
- 05.02 Locate, organize and reference written information from various sources. CM3.0
- 05.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM5.0
- 05.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM6.0
- 05.05 Apply active listening skills to obtain and clarify information. CM7.0
- 05.06 Develop and interpret tables and charts to support written and oral communications. CM8.0
- 05.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM10.0

- 06.0 Define, demonstrate, and analyze proficiency in applying mathematical skills--The student will be able to:
- 06.15 Interpret quantitative information from tables, charts, and graphs as related to the workplace.
 - 06.16 Compute ratios and percentages as related to the workplace.
 - 06.17 Calculate distance, weight, area, volume, and/or time problems as related to the workplace.
 - 06.18 Determine costs, time, and resources needed to complete a task within the workplace.
 - 06.19 Use an advertisement to determine the total cost of several items with different quantities.
- 07.0 Define, demonstrate, and maintain personal hygiene and health--The student will be able to:
- 07.06 Plan a menu that includes all the major food groups.
 - 07.07 Identify available counseling and community services.
 - 07.08 Summarize need for preventive medical practices.
 - 07.09 Identify the physiological and social implications of personal hygiene practices.
 - 07.10 Demonstrate knowledge of basic first aid for self-care.
- 08.0 Demonstrate personal money-management concepts, procedures, and strategies--The students will be able to:
- 08.01 Identify and describe the services and legal responsibilities of financial institutions. FL2.0
 - 08.02 Describe the effect of money management on personal and career goals. FL3.0
 - 08.03 Develop a personal budget and financial goals. FL3.1
 - 08.04 Complete financial instruments for making deposits and withdrawals. FL3.2
 - 08.05 Maintain financial records. FL3.3
 - 08.06 Read and reconcile financial statements. FL3.4
 - 08.07 Research, compare and contrast investment opportunities.
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 09.01 Employ leadership skills to accomplish organizational goals and objectives. LT1.0
 - 09.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. LT3.0
 - 09.03 Conduct and participate in meetings to accomplish work tasks. LT4.0
 - 09.04 Employ mentoring skills to inspire and teach others. LT5.0
- 10.0 Define, demonstrate, and assess techniques to maintain professionalism--The student will be able to:
- 10.08 Demonstrate ability to take direction, accept constructive criticism, and adjust behavior to fit the dynamics of a situation.
 - 10.09 Define "ethics" as applicable to the workplace.
 - 10.10 Establish a personal code of ethics.

- 10.11 Explain importance of maintaining quality standards, regular work habits, and pride in work accomplished.
 - 10.12 Demonstrate ability to work cooperatively in a group to resolve challenges and make decisions.
 - 10.13 Identify how individuals from diverse backgrounds offer unique contributions.
- 11.0 Define, demonstrate, and assess cognitive skills--The student will be able to:
- 11.09 Explain the steps involved in decision-making.
 - 11.10 Identify the process involved in problem-solving.
 - 11.11 Develop an action plan for solving problems and making decisions using critical thinking skills.
 - 11.12 Identify strategies for building self-esteem and enhancing decision-making skills.
 - 11.13 Demonstrate knowledge of the planning process.
- 12.0 Define, demonstrate, and assess interpersonal and intrapersonal skills--The student will be able to:
- 12.15 Demonstrate the ability to offer and accept constructive criticism.
 - 12.16 Identify areas where personal change and adjustment may be necessary.
 - 12.17 Exhibit open-mindedness towards ideas and opinions different from your own.
- 13.0 Use information technology tools--The students will be able to:
- 13.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. IT1.0
 - 13.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT2.0
 - 13.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT3.0
 - 13.04 Employ collaborative/groupware applications to facilitate group work. IT4.0
- 14.0 Define, demonstrate, and evaluate understanding of economic and entrepreneurial principles--The student will be able to:
- 14.01 Define economy, free enterprise, producers, consumers, and marketplace.
 - 14.02 Debate why prices fluctuate as a result of supply and demand, production costs, and competition.
 - 14.03 Explain the impact of unemployment and underemployment on the economy.
 - 14.04 Define entrepreneur and entrepreneurship.
 - 14.05 Evaluate available types of business opportunities compatible with your skills and career interests.
 - 14.06 List advantages and disadvantages of entrepreneurship.
 - 14.07 Identify the behaviors and attitudes commonly found in entrepreneurs
 - 14.08 Explain the primary means of going into business.
 - 14.09 Describe the different legal forms of business ownership.
 - 14.10 Identify key factors in selecting a business location.
 - 14.11 Compare and contrast owning a business with being an employee.

- 15.0 Define, demonstrate, and assess importance of determining career options--The student will be able to:
- 15.08 Select an occupational area and identify its career opportunities, employment prospects, educational requirements, and advancement opportunities
 - 15.09 Evaluate personal strengths and weaknesses in relation to the selected occupational area.
 - 15.10 Explain the influence of life roles on career choice.
 - 15.11 Analyze changes occurring in the workplace.
 - 15.12 Identify and locate local employment agencies and web-based job search sites.
 - 15.13 Review the importance of updating occupational skills and knowledge through training, continuing education, and life-long learning.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: Work Experience 3
Course Number: 8301630
Course Credit: 1

Course Description:

This course is designed for the third year returning Work Experience student and will provide remediation when needed.

- 01.0 Explain the importance of employability and entrepreneurship skills--The students will be able to:
- 01.01 Identify and demonstrate positive work behaviors needed to be employable. ECD1.0
 - 01.02 Develop personal career plan that includes goals, objectives, and strategies. ECD2.0
 - 01.03 Examine licensing, certification, and industry credentialing requirements. ECD3.0
 - 01.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD5.0
 - 01.05 Evaluate and compare employment opportunities that match career goals. ECD6.0
 - 01.06 Identify and exhibit traits for retaining employment. ECD7.0
 - 01.07 Identify opportunities and research requirements for career advancement. ECD8.0
 - 01.08 Research the benefits of ongoing professional development. ECD9.0
 - 01.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD10.0
- 02.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 02.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE1.0
 - 02.02 Explain emergency procedures to follow in response to workplace accidents.
 - 02.03 Create a disaster and/or emergency response plan. SHE2.0
- 05.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 05.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM1.0
 - 05.02 Locate, organize and reference written information from various sources. CM3.0
 - 05.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM5.0
 - 05.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM6.0
 - 05.05 Apply active listening skills to obtain and clarify information. CM7.0
 - 05.06 Develop and interpret tables and charts to support written and oral communications. CM8.0
 - 05.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM10.0

- 06.0 Define, demonstrate, and analyze proficiency in applying mathematical skills--The student will be able to:
- 06.20 Calculate the areas of surface and complete an accurate estimate of the cost of materials for covering those surfaces.
 - 06.21 Use ratios, proportions, and a scale to calculate distance on a map and calculate the square footage of rooms in a building using a scaled plan.
 - 06.22 Explain the "Renter's Rule."
 - 06.23 List the costs associated with buying a home
 - 06.24 Explain the "Banker's Rule."
 - 06.25 Identify several different types of home mortgage loans.
- 08.0 Demonstrate personal money-management concepts, procedures, and strategies--The students will be able to:
- 08.01 Identify and describe the services and legal responsibilities of financial institutions. FL2.0
 - 08.02 Describe the effect of money management on personal and career goals. FL3.0
 - 08.03 Develop a personal budget and financial goals. FL3.1
 - 08.04 Complete financial instruments for making deposits and withdrawals. FL3.2
 - 08.05 Maintain financial records. FL3.3
 - 08.06 Read and reconcile financial statements. FL3.4
 - 08.07 Research, compare and contrast investment opportunities.
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 09.01 Employ leadership skills to accomplish organizational goals and objectives. LT1.0
 - 09.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. LT3.0
 - 09.03 Conduct and participate in meetings to accomplish work tasks. LT4.0
 - 09.04 Employ mentoring skills to inspire and teach others. LT5.0
- 10.0 Define, demonstrate, and assess techniques to maintain professionalism--The student will be able to:
- 10.14 Demonstrate ways to improve service to internal and external customers.
 - 10.15 Identify ways to develop and improve skills and traits important to the job and to the organization.
 - 10.16 Role-play types and methods of dealing with peer pressure.
 - 10.17 Demonstrate self-control when minimum direction and supervision are provided.
 - 10.18 Debate importance of planning to meet deadlines.
 - 10.19 Maintain quality standards, regular work habits, and pride in one's work.
- 11.0 Define, demonstrate, and assess cognitive skills--The student will be able to:
- 11.14 Demonstrate ability to think creatively and generate new ideas.
 - 11.15 Demonstrate the ability to conduct a systematic analysis of personal strengths and weaknesses.
 - 11.16 Analyze managerial skills necessary for decision making in different work related situations.

- 12.0 Define, demonstrate, and assess interpersonal and intrapersonal skills--The student will be able to:
- 12.18 Demonstrate appropriate etiquette.
 - 12.19 Practice stress management techniques.
 - 12.20 Demonstrate loyalty to the team and show commitment to the team's growth and improvement.
 - 12.21 Help fellow team members accomplish their tasks.
- 13.0 Use information technology tools--The students will be able to:
- 13.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. IT1.0
 - 13.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT2.0
 - 13.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT3.0
 - 13.04 Employ collaborative/groupware applications to facilitate group work. IT4.0
- 15.0 Define, demonstrate, and assess importance of determining career options--The student will be able to:
- 15.14 Identify sources of financial assistance for postsecondary education and training.
 - 15.15 Describe the requirements and procedures for obtaining different types of financial assistance.
 - 15.16 Discuss the role of professional organizations in workforce development.
 - 15.17 Describe apprenticeship programs.
 - 15.18 Develop an education and career plan.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: Work Experience 4
Course Number: 8301640
Course Credit: 1

Course Description:

This course is designed for the fourth year returning Work Experience students and will provide remediation when needed.

- 02.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 02.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE1.0
 - 02.02 Explain emergency procedures to follow in response to workplace accidents.
 - 02.03 Create a disaster and/or emergency response plan. SHE2.0
- 05.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 05.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM1.0
 - 05.02 Locate, organize and reference written information from various sources. CM3.0
 - 05.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM5.0
 - 05.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM6.0
 - 05.05 Apply active listening skills to obtain and clarify information. CM7.0
 - 05.06 Develop and interpret tables and charts to support written and oral communications. CM8.0
 - 05.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM10.0
- 06.0 Define, demonstrate, and analyze proficiency in applying mathematical skills--The student will be able to:
- 06.26 Compute payments for purchases of items, including comparing and computing regular price, discount rate, and sale price.
 - 06.27 Use elapsed time to determine date of payment.
 - 06.28 Read maps and compute distances.
 - 06.29 Compute travel fares and hotel expenses.
 - 06.30 Find the exchange rate between the U.S. dollar and a variety of foreign currencies.
 - 06.31 Compute cost of car rentals and parking charges.
 - 06.32 Compare time in different time zones.
 - 06.33 Calculate flight times between different time zones.
 - 06.34 Demonstrate how to complete an expense account form.

- 06.35 Explain personal allowances, withholding, dependents, exemptions, and deductions per the Internal Revenue Service.
- 06.36 Complete a 1040A and a 1040 federal income tax form.
- 08.0 Demonstrate personal money-management concepts, procedures, and strategies--The students will be able to:
- 08.01 Identify and describe the services and legal responsibilities of financial institutions. FL2.0
- 08.02 Describe the effect of money management on personal and career goals. FL3.0
- 08.03 Develop a personal budget and financial goals. FL3.1
- 08.04 Complete financial instruments for making deposits and withdrawals. FL3.2
- 08.05 Maintain financial records. FL3.3
- 08.06 Read and reconcile financial statements. FL3.4
- 08.07 Research, compare and contrast investment opportunities.
- 09.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 09.01 Employ leadership skills to accomplish organizational goals and objectives. LT1.0
- 09.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. LT3.0
- 09.03 Conduct and participate in meetings to accomplish work tasks. LT4.0
- 09.04 Employ mentoring skills to inspire and teach others. LT5.0
- 11.0 Define, demonstrate, and assess cognitive skills--The student will be able to:
- 11.17 Gather and use data and other information to identify causes of problems and develop appropriate strategies for solutions
- 11.18 Identify and analyze the rule or principle underlying the relationship between two or more objects for use in future applications.
- 11.19 Illustrate how the ability to learn is a lifelong skill.
- 12.0 Define, demonstrate, and assess interpersonal and intrapersonal skills--The student will be able to:
- 12.22 Demonstrate ability to work with individuals from different cultures.
- 12.23 Explain importance of being socially flexible and receptive to new ideas.
- 13.0 Use information technology tools--The students will be able to:
- 13.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. IT1.0
- 13.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT2.0
- 13.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT3.0
- 13.04 Employ collaborative/groupware applications to facilitate group work. IT4.0

- 15.0 Define, demonstrate, and assess importance of determining career options--The student will be able to:
- 15.19 Discuss sex equity in terms of career choice.
 - 15.20 Assess differences in wages, annual income, and job opportunities based on geographic location, gender, ethnicity, and age.
 - 15.21 Explain the process for obtaining school transcripts.
 - 15.22 Demonstrate ability to make career decisions based on self-awareness and an awareness of various career clusters and occupations.
 - 15.23 Assess and use information to develop a lifelong career plan and identify problems that may interfere with the plan.
 - 15.24 Assess plan for gaining mentors and obtaining knowledge of opportunities for continuing education, cross-training, retraining, and additional certification and degrees.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: Work Experience OJT
Course Number: 8301650
Course Credit: Multiple

Course Description:

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job skills must be identified on a job skills form. Selected job skills will be evaluated a minimum of once during each grading period.

16.0 Perform designated job skills--The student will be able to:

- 16.01 Demonstrate job performance skills as outlined on the job skills form.
- 16.02 Apply safety procedures while on the job.
- 16.03 Display an acceptable level of productivity and quality control.
- 16.04 Demonstrate appropriate dress and grooming habits.
- 16.05 Demonstrate reacting to feedback in a positive manner.
- 16.06 Communicate effectively with customers, co-workers, and management.
- 16.07 Demonstrate decision-making and problem-solving skills.
- 16.08 Demonstrate punctuality and reliability by working as scheduled.
- 16.09 Demonstrate pride in work by completing work correctly and quickly.
- 16.10 Demonstrate personal management skills (self-directed and self-controlled) including intrinsic motivation.
- 16.11 Display an understanding and appreciation for the dignity and worth of honest labor.
- 16.12 Demonstrate flexibility, creativity, innovation, and adaptability.
- 16.13 Demonstrate ability to interpret and comply with employer rules and regulations.
- 16.14 Demonstrate an understanding of the organizational structure of the workplace.
- 16.15 Demonstrate flexibility and the ability to perform a wide range of functions.

17.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:

- 17.01 Evaluate and justify decisions based on ethical reasoning. ELR1.0
- 17.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. ELR1.1
- 17.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. ELR1.2
- 17.04 Interpret and explain written organizational policies and procedures. ELR2.0

18.0 Perform designated recordkeeping skills--The student will be able to:

- 18.01 List the job skills to be performed in the specified occupation.
- 18.02 Maintain appropriate employment records (training agreement, time card, and job skills form).

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: Diversified Career Technology
Program Type: Career Preparatory
Career Cluster: Diversified Education

	Secondary	PSAV
Program Number	8303000	D886100
CIP Number	10988610CP	10988610CP
Grade Level	9-12, 30, 31	30, 31
Standard Length	Multiple Credits	Multiple Hours
Teacher Certification	COOR DCT @4 @7 SPECLIZ TC \$7 TEACH CDE @7 COOP TEACH @7 ANY VOC FIELD OR COV/TC COOP ED E G ANY FIELD BA OR HIGHER/TC WK EXP E COOR WK EXP @7	COOR DCT @4 @7 SPECLIZ TC \$7 TEACH CDE @7 COOP TEACH @7 ANY VOC FIELD OR COV/TC COOP ED E G ANY FIELD BA OR HIGHER/TC WK EXP E COOR WK EXP @7
CTSO	CECF/BPA	CECF/BPA
SOC Codes (all applicable)	N/A	N/A
Facility Code	221- http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)	
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm	
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp	
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp	
Basic Skills Level	N/A	Mathematics: 9 Language: 9 Reading: 9

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Diversified Career Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and

knowledge of all aspects of the Diversified Career Technology career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

Program Structure

This program is a planned sequence of instruction consisting of three Occupational Completion Points.

When offered at the post secondary level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

The following table illustrates the **PSAV** program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
See page 3 for reporting purposes	VPI0400	Diversified Career Technology	150 Hours	N/A
	VPI0940	Diversified Career Technology - OJT	150 Hours	N/A
	VPI0401	Diversified Career Technology Applications	150 Hours	N/A
	VPI0402	Diversified Career Technology Management	150 Hours	N/A

The following table illustrates the **Secondary** program structure:

OCP	Course Number	Course Title	Length	SOC Code	Level
See page 3 for reporting purposes	8303010	Diversified Career Technology Principles	1 Credit	N/A	2
	8300410	Diversified Career Technology - OJT	Multiple Credits		
	8303020	Diversified Career Technology Applications	1 Credit	N/A	2
	8303030	Diversified Career Technology Management	1 Credit	N/A	2

The purpose of this program is to provide students with “student-centered” (as opposed to “teacher-centered”) selected occupational skills through employment related instruction and paid, on-the-job training supervised by an employer and a teacher/coordinator. This method of delivery enables students to develop a variety of workplace competencies and transferable skills as well as develop students who will be motivated, self-disciplined individuals; caring, responsible, life-long learners; flexible and committed to technical competence; and skillful at social interactions, leadership, and problem-solving.

Employment related instruction is in-school instruction which develops competencies in health, safety, and environmental issues; professional, legal, and ethical issues; finance; leadership; communication; labor and human resources; economics; entrepreneurship; career planning; technology; management; and technical and production skills.

Supervised on-the-job training provides opportunities for planned instructional activities and student evaluations in a specified job setting. A student may not enroll in DCT-OJT (8300410) without previous completion of or concurrent enrollment in either DCT Principles or DCT Applications. DCT Principles does not require enrollment in a concurrent OJT course. However, at least one credit in OJT must be completed to enable the student to reach the first OCP. The student must be paid for work performed.

Listed below is the sequence of courses and three occupational completion points that comprise this program when offered at the secondary level. For reporting purposes choose the OCP that reflects the occupational area the student is employed in:

FIRST OCCUPATIONAL COMPLETION POINT

8303010 Diversified Career Technology Principles

8300410 Diversified Career Technology – OJT

DATA CODE: A through P

- A. Agriculture and Natural Resources
- B. Architecture and Construction
- C. Arts, Audio/Video Technology and Communications
- D. Business and Administration
- E. Education and Training
- F. Finance
- G. Government and Public Administration
- H. Health Science
- I. Hospitality and Tourism
- J. Human Services
- K. Information Technology
- L. Law and Public Safety
- M. Manufacturing
- N. Retail/Wholesale Sales and Service
- O. Scientific Research and Engineering
- P. Transportation, Distribution, and Logistics Services

Note: Courses taken in the Energy Cluster should be reported in the Architecture and Construction (Electrical Line Service and Repair), or Manufacturing Career Cluster.

Definitions for reporting the occupational areas of the OCP's above are attached at the end of this document.

SECOND OCCUPATIONAL COMPLETION POINT

8303020 Diversified Career Technology Applications

DATA CODE: A through P (see list above)

THIRD OCCUPATIONAL COMPLETION POINT

8303030 Diversified Career Technology Management

DATA CODE: A through P (see list above)

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Career and Technical Student Organization (CTSO)

The Cooperative Education Clubs of Florida/Business Professionals of America (CECF/BPA) is the appropriate 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Cooperative Training – OJT

On-the-job training is appropriate and is required for this program. Whenever offered, the rules, guidelines, and requirements specified in the program-specific OJT framework apply.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Basic Skills (if applicable)

In PSAV programs offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C., the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program are: Mathematics 9 Language 9 and Reading 9. These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination. Students may be exempt from meeting the Basic Skills requirements by earning an eligible industry certification. See the Basic Skills Exemption List document for a list of eligible industry certifications (<http://www.fldoe.org/workforce/dwdframe/rff/basic-skills.rtf>).

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01(3)(a), F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91(3), F.S.

Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination pursuant to Section

1008.29, F.S.; or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement (Rule 6A-10.040, F.A.C.)

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular Occupational Completion Point (OCP) or a Modified Occupational Completion Point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Articulation

This program has no statewide articulation agreement approved by the Articulation Coordinating Committee. However, this does not preclude the awarding of credits by any college through local agreements.

For details on articulation agreements which correlate to programs and industry certifications refer to http://www.fldoe.org/workforce/dwdframe/artic_frame.asp.

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

Fine Arts/Practical Arts Credit

Many courses in CTE programs meet the Fine Arts/Practical Arts credit for high school graduation. For additional information refer to

<http://www.fldoe.org/schools/pdf/ListPracticalArtsCourses.pdf>.

Standards

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

- 01.0 Demonstrate knowledge and application of workplace employability skills.
- 02.0 Explain the importance of employability and entrepreneurship skills.
- 03.0 Demonstrate, apply, and implement knowledge of environmental, health, and safety issues.
- 04.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 05.0 Demonstrate, apply, and implement an understanding of professional, legal, and ethical responsibilities.
- 06.0 Demonstrate, apply, and implement knowledge of financial skills and planning.
- 07.0 Demonstrate mathematics knowledge and skills.
- 08.0 Demonstrate science knowledge and skills.
- 09.0 Demonstrate language arts knowledge and skills.
- 10.0 Demonstrate, apply, and implement leadership skills.
- 11.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 13.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 14.0 Demonstrate, apply, and implement proficiency in communication skills.
- 15.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 16.0 Demonstrate knowledge of human resources and labor issues as well as the social, legal, and economic aspects of employment.
- 17.0 Demonstrate an understanding of national and international economic principles.
- 18.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
- 19.0 Demonstrate an understanding and application of technology in the workplace.
- 20.0 Use information technology tools.
- 21.0 Demonstrate an understanding of the role of management and marketing in the decision making process for different work situations.
- 22.0 Demonstrate and apply an understanding of entrepreneurship principles.
- 23.0 Demonstrate competencies in a specific career.
- 24.0 Demonstrate legal and ethical behavior within the role and scope of specific job responsibilities.
- 25.0 Describe the importance of professional ethics and legal responsibilities.
- 26.0 Perform designated recordkeeping skills.
- 27.0 Solve problems using critical thinking skills, creativity and innovation.

2011-2012

**Florida Department of Education
Student Performance Standards**

Program Title: Diversified Career Technology
PSAV Number: D886100

Course Number: VPI0400 & VPI0940

Occupational Completion Point: A

Diversified Career Technology & Diversified Career Technology - OJT -- 300 Hours

- 01.0 Demonstrate knowledge and application of workplace employability skills--The student will be able to:
- 01.01 Identify resources used in a job search (e.g., newspaper, Internet, networking).
 - 01.02 Discuss importance of drug tests and criminal background checks in identifying possible employment opportunities.
 - 01.03 Identify steps of the job application process including arranging for references and proper documentation (e.g., green card).
 - 01.04 Identify procedures and documents required when applying for a job (e.g., application, W-4, I-9).
 - 01.05 Prepare a resume (electronic and traditional), letter of application, follow-up letter, acceptance/rejection letter, letter of resignation, and letter of recommendation.
 - 01.06 Demonstrate appropriate dress and grooming for employment.
 - 01.07 Demonstrate effective interviewing skills (behavioral).
 - 01.08 Describe methods for handling illegal interview and application questions.
 - 01.09 Discuss state and federal labor laws regulating the workplace (e.g., Child Labor Law, sexual harassment, EEOC, ADA, FMLA).
 - 01.10 Identify positive work attitudes and behaviors such as honesty, compassion, respect, responsibility, fairness, trustworthiness, and caring.
 - 01.11 Describe importance of producing quality work and meeting performance standards.
 - 01.12 Identify qualities typically required for promotion (e.g., productivity, dependability, responsibility).
 - 01.13 Identify how to prepare for job separation and re-employment.
 - 01.14 Write a job description that includes the responsibilities of an entry-level position.
 - 01.15 Prepare a classified ad for an entry-level position.
 - 01.16 Create a list of interview questions for an entry-level position.
- 02.0 Explain the importance of employability and entrepreneurship skills--The students will be able to:
- 02.01 Identify and demonstrate positive work behaviors needed to be employable. ECD1.0
 - 02.02 Develop personal career plan that includes goals, objectives, and strategies. ECD2.0
 - 02.03 Examine licensing, certification, and industry credentialing requirements. ECD3.0
 - 02.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD5.0
 - 02.05 Evaluate and compare employment opportunities that match career goals. ECD6.0
 - 02.06 Identify and exhibit traits for retaining employment. ECD7.0
 - 02.07 Identify opportunities and research requirements for career advancement. ECD8.0
 - 02.08 Research the benefits of ongoing professional development. ECD9.0
 - 02.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD10.0

- 03.0 Demonstrate, apply, and implement knowledge of environmental, health, and safety issues--The student will be able to:
- 03.01 Identify health and safety regulatory agencies responsible for overseeing the work environment and the functions they perform (e.g., OSHA, EPA).
 - 03.02 Describe importance of complying with federal, state, and local agency regulations.
 - 03.03 Explain purpose of Workers' Compensation.
 - 03.04 Identify types of hazards in the workplace.
 - 03.05 Describe types of personal protective equipment.
 - 03.06 Describe necessary emergency evacuation procedures.
 - 03.07 Identify hazardous chemicals and their characteristics.
 - 03.08 Define meaning of "drug-free workplace."
 - 03.09 Identify causes of accidents on the job (e.g., human error).
 - 03.10 Identify routine security precautions in the workplace.
 - 03.11 Report on violence in the workplace.
 - 03.12 Identify basic safety training techniques to deal with medical emergencies in the workplace.
- 04.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 04.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE1.0
 - 04.02 Explain emergency procedures to follow in response to workplace accidents.
 - 04.03 Create a disaster and/or emergency response plan. SHE2.0
- 05.0 Demonstrate, apply, and implement an understanding of professional, legal, and ethical responsibilities--The student will be able to:
- 05.01 Describe workplace codes of professional/business conduct.
 - 05.02 Identify ways to work cooperatively in various settings with diverse populations.
 - 05.03 Explain importance of self-control and initiative when minimum direction and supervision are given.
 - 05.04 Explain concepts of integrity, credibility, and reliability.
 - 05.05 Demonstrate such interpersonal skills as courtesy, loyalty, and being a team player.
 - 05.06 Define and discuss issues involving gender equity, disability, age, and sexual harassment.
 - 05.07 Demonstrate importance of adhering to schedules and deadlines.
 - 05.08 Define ethics and describe several ethical situations that could arise within a school or workplace setting.
 - 05.09 Identify and define friendliness, adaptability, empathy, and politeness as relates to group settings.
 - 05.10 Identify key ways a company can benefit its community.
 - 05.11 Describe importance of volunteerism.
 - 05.12 Describe importance of providing access for the physically challenged.
- 06.0 Demonstrate, apply, and implement knowledge of financial skills and planning--The student will be able to:
- 06.01 Compute and compare gross pay, net pay, overtime pay, and specific payroll deductions.

- 06.02 Compute different methods of monetary compensation (e.g., annual salary, hourly wages, commission, piecework).
- 06.03 Prepare a month's budget based on income and expenses.
- 06.04 Describe importance of long-term personal financial planning.
- 06.05 Evaluate various investment opportunities for financial growth.
- 06.06 Calculate exemptions, deductions, and taxable income and use tax tables to prepare a federal income tax form.
- 06.07 Describe importance of maintaining an accurate checkbook balance.
- 06.08 Compare personal insurance costs using a variety of deductibles and coverages.
- 06.09 Identify, compare, and contrast a variety of available housing options.
- 06.10 Perform mathematical calculations appropriate to a specific occupation (e.g., ratios, proportions, scales).
- 07.0 Demonstrate mathematics knowledge and skills--The students will be able to: AF3.0
- 07.01 Demonstrate knowledge of arithmetic operations. AF3.2
- 07.02 Analyze and apply data and measurements to solve problems and interpret documents. AF3.4
- 07.03 Construct charts/tables/graphs using functions and data. AF3.5
- 08.0 Demonstrate science knowledge and skills--The students will be able to: AF4.0
- 08.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. AF4.1
- 08.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. AF4.3
- 09.0 Demonstrate language arts knowledge and skills--The students will be able to: AF2.0
- 09.01 Locate, comprehend and evaluate key elements of oral and written information. AF2.4
- 09.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. AF2.5
- 09.03 Present information formally and informally for specific purposes and audiences. AF2.9
- 10.0 Demonstrate, apply, and implement leadership skills--The student will be able to:
- 10.01 Describe qualities of an effective leader.
- 10.02 Describe different methods of leadership.
- 10.03 Identify opportunities available for development of leadership skills in a career and technology student organization.
- 10.04 Demonstrate use of workplace etiquette.
- 10.05 Demonstrate use of parliamentary procedure.
- 10.06 Identify purposes and functions of professional/trade and student organizations.
- 10.07 Identify roles and responsibilities of organization members.
- 10.08 Develop a list of qualities necessary for being an effective team player.
- 10.09 Work cooperatively within a group to achieve organizational goals.
- 11.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 11.01 Employ leadership skills to accomplish organizational goals and objectives. LT1.0
- 11.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. LT3.0
- 11.03 Conduct and participate in meetings to accomplish work tasks. LT4.0
- 11.04 Employ mentoring skills to inspire and teach others. LT5.0

- 12.0 Demonstrate personal money-management concepts, procedures, and strategies--The students will be able to:
- 12.01 Identify and describe the services and legal responsibilities of financial institutions. FL2.0
 - 12.02 Describe the effect of money management on personal and career goals. FL3.0
 - 12.03 Develop a personal budget and financial goals. FL3.1
 - 12.04 Complete financial instruments for making deposits and withdrawals. FL3.2
 - 12.05 Maintain financial records. FL3.3
 - 12.06 Read and reconcile financial statements. FL3.4
 - 12.07 Research, compare and contrast investment opportunities.
- 13.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 13.01 Describe the nature and types of business organizations. SY1.0
 - 13.02 Explain the effect of key organizational systems on performance and quality.
 - 13.03 List and describe quality control systems and/or practices common to the workplace. SY2.0
 - 13.04 Explain the impact of the global economy on business organizations.
- 14.0 Demonstrate, apply, and implement proficiency in communication skills--The student will be able to:
- 14.01 Explain importance of effective written and verbal communication.
 - 14.02 Read and comprehend written communications.
 - 14.03 Compare and contrast different forms of written business communication as utilized in the workplace.
 - 14.04 Prepare a business letter, memorandum, fax, and e-mail.
 - 14.05 Identify and utilize methods to improve oral communication skills.
 - 14.06 Prepare and deliver an introductory speech to an audience.
 - 14.07 Identify and utilize methods to improve listening strategies.
 - 14.08 Identify means of nonverbal communication.
 - 14.09 Demonstrate proper businesslike methods of placing/receiving telephone calls and recording telephone messages.
 - 14.10 Demonstrate ability to listen to and follow directions.
 - 14.11 Discuss importance of developing networking skills to expand business contacts.
 - 14.12 Discuss importance of providing clear directions, descriptions, and explanations.
 - 14.13 Demonstrate ability to locate, understand, and interpret information found in contracts, trade journals, manuals, graphs, schedules, charts, diagrams, tables of contents, indexes, labels, and Internet resources.
- 15.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 15.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM1.0
 - 15.02 Locate, organize and reference written information from various sources. CM3.0
 - 15.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM5.0
 - 15.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM6.0
 - 15.05 Apply active listening skills to obtain and clarify information. CM7.0
 - 15.06 Develop and interpret tables and charts to support written and oral communications. CM8.0
 - 15.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM10.0

- 16.0 Demonstrate knowledge of human resources and labor issues as well as the social, legal, and economic aspects of employment--The student will be able to:
- 16.01 Explain importance of a written job description.
 - 16.02 Describe various work schedules (e.g., flex scheduling).
 - 16.03 Describe workplace usage of teams to increase productivity and product quality.
 - 16.04 Identify and discuss the role of the employee as a team member.
 - 16.05 Describe employee recognition systems for individuals and teams.
 - 16.06 Compare advantages and disadvantages of self-employment (independent contractor) and employment by a company.
 - 16.07 Explain the change in the role and purpose of labor unions from their inception in the early 1900's to the present day.
- 17.0 Demonstrate an understanding of national and international economic principles--The student will be able to:
- 17.01 Explain principles of America's economic system.
 - 17.02 Describe government's involvement in the economy.
 - 17.03 Identify and describe economic impact of employment.
 - 17.04 Explain interaction between supply and demand and its effect on the economy.
 - 17.05 Analyze and discuss the role of Social Security.
 - 17.06 Discuss impact of the economy on the stock market and private enterprise.
 - 17.07 Discuss examples of how the economy impacts business and industry.
 - 17.08 Describe elements and economic implications of the Consumer Price Index (CPI).
- 18.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals--The student will be able to:
- 18.01 Identify job skills and personal characteristics necessary for career success.
 - 18.02 Identify high skill/high wage occupations requiring specialized training with growth potential for future employment.
 - 18.03 Explain relationship between life roles and job and career roles.
 - 18.04 Differentiate between traditional and non-traditional career options.
 - 18.05 Explain how changes in one's personal and professional life affect career decisions.
 - 18.06 Explain importance of updating occupational skills and knowledge through continued education and training and the use of learning-to-learn techniques.
 - 18.07 Describe steps involved in planning for education, career, and life goals
 - 18.08 List sources of career information.
 - 18.09 Complete and analyze a personal traits inventory and use the results to select a career goal.
 - 18.10 Match desires, abilities, temperaments, and assets to a career goal.
- 19.0 Demonstrate an understanding and application of technology in the workplace--The student will be able to:
- 19.01 Identify types of technology used in the workplace.
 - 19.02 Describe applications of technology in the workplace.
 - 19.03 Identify emerging technologies and market trend changes.
 - 19.04 Discuss ethical issues involving use of technology.
 - 19.05 Describe importance of acquiring, analyzing, and managing information efficiently and effectively.
 - 19.06 Discuss importance of cross-training.

- 20.0 Use information technology tools--The students will be able to:
- 20.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. IT1.0
 - 20.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT2.0
 - 20.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT3.0
 - 20.04 Employ collaborative/groupware applications to facilitate group work. IT4.0
- 21.0 Demonstrate an understanding of the role of management and marketing in the decision making process for different work situations--The student will be able to:
- 21.01 Describe roles, functions, levels, and types of managers.
 - 21.02 Discuss evolution of management from the Industrial Revolution to current philosophies and theories.
 - 21.03 Identify a variety of management styles.
 - 21.04 Cite examples of how workers adjust to different management styles.
 - 21.05 Identify a variety of corporate organizational structures.
 - 21.06 Identify how a corporate "chain of command" works.
 - 21.07 Describe significance of a company's "corporate culture."
 - 21.08 Describe importance of achieving internal and external customer satisfaction.
 - 21.09 Identify examples of how cultural diversity can affect the workplace.
 - 21.10 List reasons why written policies are needed in the workplace.
 - 21.11 Discuss role of ethics and morality in management.
 - 21.12 Describe how a company's marketing efforts can effect employees and customers.
- 22.0 Demonstrate and apply an understanding of entrepreneurship principles--The student will be able to:
- 23.0 Demonstrate competencies in a specific career--The student will be able to:
- 23.01 Demonstrate job performance skills as outlined in training plan.
 - 23.02 Exhibit effective workplace safety practices including use of protective devices.
 - 23.03 Display an acceptable level of productivity and quality control.
 - 23.04 Demonstrate effective written and oral communication and listening skills when interacting with customers, co-workers, and managers.
 - 23.05 Demonstrate decision-making and problem-solving processes and techniques used in the workplace.
 - 23.06 Demonstrate acceptable work habits and conduct in the workplace as defined by company policy.
 - 23.07 Demonstrate an understanding of the company's vision and mission statements.
 - 23.08 Demonstrate an understanding of a company's goals and objectives.
 - 23.09 Demonstrate familiarity with the company's products and services.
 - 23.10 Demonstrate the ability to identify authority, rights, and responsibilities of both employers and employees.
- 24.0 Demonstrate legal and ethical behavior within the role and scope of specific job responsibilities--The student will be able to:
- 24.01 Demonstrate legal and ethical behavior within the scope of job responsibilities.

- 24.02 Demonstrate the ability to resolve customer, employee, and employee/employer problems and concerns.
 - 24.03 Follow policies and procedures affecting the safety, health, and well being of all members of a workplace setting.
 - 24.04 Exhibit behavior supporting and promoting cultural and ethnic diversity.
 - 24.05 Recognize and report signs of substance abuse.
 - 24.06 Demonstrate interpersonal skills, which enhance team productivity and foster positive work ethics.
 - 24.07 Demonstrate appropriate dress and grooming habits for the workplace environment.
- 25.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:
- 25.01 Evaluate and justify decisions based on ethical reasoning. ELR1.0
 - 25.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. ELR1.1
 - 25.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. ELR1.2
 - 25.04 Interpret and explain written organizational policies and procedures. ELR2.0
- 26.0 Perform designated recordkeeping skills--The student will be able to:
- 26.01 Identify job tasks that presently are and will be in the future performed in the specified occupation (training plan).
 - 26.02 Indicate on a training plan as competencies are mastered.
 - 26.03 Maintain a record of employment hours and wages for auditing and budgetary purposes (e.g., time cards, budget sheets).
 - 26.04 Maintain an up-to-date, signed training agreement.
- 27.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
- 27.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. PS1.0
 - 27.02 Employ critical thinking and interpersonal skills to resolve conflicts. PS2.0
 - 27.03 Identify and document workplace performance goals and monitor progress toward those goals. PS3.0
 - 27.04 Conduct technical research to gather information necessary for decision-making. PS4.0

Course Number: VPI0401**Occupational Completion Point: B****Diversified Career Technology Applications -- 150 Hours**

- 01.0 Demonstrate knowledge and application of workplace employability skills--The student will be able to:
- 01.17 Develop a detailed strategy for applying for a job in a specific career.
 - 01.18 Create a portfolio of employment opportunities for a specific career (e.g., newspaper, Internet, magazines).
 - 01.19 Create a portfolio of documents for job placement (e.g., resume, letters of recommendation, employer evaluations, awards, evidences of participation in school, community, volunteer activities).
 - 01.20 Explain importance of understanding corporate policy.

- 01.21 Explain importance of staying up-to-date on social, technical, and economic changes.

- 03.0 Demonstrate, apply, and implement knowledge of environmental, health, and safety issues--The student will be able to:
 - 03.13 Demonstrate knowledge of types of industrial wastestreams and treatments (e.g., air emissions, hazardous wastes, recycling programs).
 - 03.14 Analyze safety and health precautions of a business.
 - 03.15 Identify potentially hazardous situations and apply appropriate solutions.
 - 03.16 Develop an action plan for participating in a health and recreation program.
 - 03.17 Explain importance of CPR and emergency first aid training.

- 05.0 Demonstrate, apply, and implement an understanding of professional, legal, and ethical responsibilities--The student will be able to:
 - 05.13 Analyze and discuss codes of ethics for a workplace.
 - 05.14 Describe self-management techniques in both work and life roles.
 - 05.15 Describe methods used to encourage both ethical and social responsibility in an organization.
 - 05.16 Describe why the public's perception of a company is important.
 - 05.17 Report on a legal issue regarding a violation of ethical behavior using current resources.
 - 05.18 Identify an example of how a political decision can effect standard business practices.
 - 05.19 Describe importance of an EAP (Employee Assistance Program).
 - 05.20 Describe a will, health-care power of attorney, and living will.

- 06.0 Demonstrate, apply, and implement knowledge of financial skills and planning--The student will be able to:
 - 06.11 Identify and analyze various financial data located in current publications.
 - 06.12 Compute and discuss a variety of business-related financial calculations (e.g., payroll, interest rates, profit margins).
 - 06.13 Develop a cash flow projection of personal income and expenses.
 - 06.14 Identify various types of contracts (e.g., lease agreement, contract for purchase of real estate, bank loan application).
 - 06.15 Demonstrate knowledge of investing via a simulation activity (e.g., stocks, real estate, collectibles, IRA).
 - 06.16 Identify types of insurance applicable to the workplace.
 - 06.17 Describe importance of accounting in a business.
 - 06.18 Describe advantages and disadvantages to a business of granting credit.

- 10.0 Demonstrate, apply, and implement leadership skills--The student will be able to:
 - 10.10 Create and communicate a vision/mission statement for a student organization.
 - 10.11 Demonstrate ability to use creative problem solving, decision making, and critical thinking strategies.
 - 10.12 Demonstrate effective team building skills.
 - 10.13 Demonstrate respect for opinions, customs, and individual differences of others.
 - 10.14 Participate in a community or school service project.
 - 10.15 Develop a public relations strategy to communicate the positive community impact of cooperative education.

- 14.0 Demonstrate, apply, and implement proficiency in communication skills--The student will be able to:
- 14.14 Design personal and business letterhead, memo, and fax forms.
 - 14.15 Interview and prepare a vitae of a community leader or business person.
 - 14.16 Evaluate a speech or sales presentation, identifying effective communication techniques.
 - 14.17 Identify obstacles to communication.
 - 14.18 Deliver a speech using visual aids.
 - 14.19 Demonstrate effective negotiation skills.
 - 14.20 Demonstrate conflict and dispute resolution techniques.
- 16.0 Demonstrate knowledge of human resources and labor issues as well as the social, legal, and economic aspects of employment--The student will be able to:
- 16.08 Describe training and development programs available in the workplace.
 - 16.09 Demonstrate an understanding of the business environment (e.g., corporate culture, goals, values).
 - 16.10 Describe the importance of cultural sensitivity.
 - 16.11 Define, compare, and contrast several company policies regarding raises and promotions.
 - 16.12 Compare and contrast roles and responsibilities of the union-member employee and the non-union manager.
 - 16.13 Explain impact of worker productivity, downsizing, rightsizing, outsourcing, contract employment, layoffs, etc., in terms of recent trends in employment.
 - 16.14 Analyze current labor market, its structure, its constituents, its level of unemployment and underemployment.
 - 16.15 Define risk management in terms of employer liability.
 - 16.16 Describe differences between today's typical employee benefit package and that of 25 years ago.
 - 16.17 Discuss the collective bargaining process and the issues negotiated between management and labor.
- 17.0 Demonstrate an understanding of national and international economic principles--The student will be able to:
- 17.09 List, describe, and compare the characteristics of selected global economic systems.
 - 17.10 List, describe, and compare the characteristics of diverse cultures and their impact on business.
 - 17.11 Identify reasons for and methods of promoting international trade.
 - 17.12 Explain term "balance of trade" and its impact on a country's economy.
 - 17.13 Describe circular flow of economic activity.
 - 17.14 Identify environmental and social problems associated with economic growth.
 - 17.15 Identify, describe, and analyze role of regulatory agencies.
- 18.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals--The student will be able to:
- 18.11 Prepare a five-year education and career development plan.
 - 18.12 Prepare a five-paragraph essay on a specific career.
 - 18.13 Interview and create a report on the career goals of an entry-level and of a management level employee.
 - 18.14 Analyze relationship between career planning and goal attainment.
 - 18.15 Shadow a professional in a specific career.

- 18.16 Maintain a journal on specific career-related experiences.
- 19.0 Demonstrate an understanding and application of technology in the workplace--The student will be able to:
- 19.07 Prepare a document using database software.
 - 19.08 Prepare a document using spreadsheet software.
 - 19.09 Produce a report that includes graphs, charts, and/or tables.
 - 19.10 Evaluate a specific company's policy for insuring security and protection of computerized data.
 - 19.11 Compare and contrast emerging technologies.
- 21.0 Demonstrate an understanding of the role of management and marketing in the decision making process for different work situations--The student will be able to:
- 21.13 Explain impact on and uses of the Internet in marketing products and services.
 - 21.14 Describe differences between horizontally and vertically (traditionally) organized companies.
 - 21.15 Describe how a company organizes its departments/divisions.
 - 21.16 Differentiate between roles and responsibilities of top executives and those of lower-level managers.
 - 21.17 Identify and describe the four basic categories of resources management is responsible for coordinating (e.g., human, financial, material, information).
 - 21.18 Name and define functions of management (e.g., planning, organizing, staffing, directing, controlling).
 - 21.19 Analyze management techniques used by effective managers.
 - 21.20 Identify, compare, and contrast various employee motivational programs.
 - 21.21 Explain how motivation, leadership, and communication influence people within an organization.
 - 21.22 Describe methods used in training and development.
 - 21.23 Discuss importance of a manager's philosophy of management in creating a positive work environment.
 - 21.24 Discuss role and importance of a performance appraisal.
 - 21.25 Identify key components of a company's "mission statement."
- 22.0 Demonstrate and apply an understanding of entrepreneurship principles--The student will be able to:
- 22.01 Define entrepreneurship and explain its role in the free enterprise system.
 - 22.02 Identify various types of business ownership and list the advantages and disadvantages of each.
 - 22.03 Identify and discuss the personality traits and abilities of a successful entrepreneur (e.g., versatility, adaptability).
 - 22.04 Interpret meaning of achievement motivation and the importance of independence to the entrepreneur.
 - 22.05 Identify risks affecting the entrepreneur.
 - 22.06 Identify strategies and methods for generating a business idea.
 - 22.07 Identify principles of marketing, selling, financing, and pricing pertinent to entrepreneurship.
 - 22.08 Identify steps necessary to plan and start a business (e.g., evaluate need, site selection, marketing plan, financial plan, management plan).
 - 22.09 Identify resources available to assist the new entrepreneur [e.g., Small Business Administration (SBA), Service Corp. of Retired Executives (SCORE)].

- 22.10 Identify types and sources of government regulations and taxes that may affect a business.
- 22.11 Identify communication and technology skills used in entrepreneurship.
- 22.12 Compare business failure/success rates in different industries.

Course Number: VPI0402

Occupational Completion Point: C

Diversified Career Technology Management -- 150 Hours

- 01.0 Demonstrate knowledge and application of workplace employability skills--The student will be able to:
 - 01.22 Network with individuals in a specific career field and report findings.
 - 01.23 Write a job description that includes the responsibilities of a managerial position.
 - 01.24 Prepare a classified ad for a managerial level position.
 - 01.25 Develop a list of criteria to evaluate applicant resumes.
 - 01.26 Prepare a form letter for a specific business listing application procedures for employment.
 - 01.27 Create a list of interview questions for a managerial-level position.
 - 01.28 Create an evaluation measurement tool to be used to rate applicants.
 - 01.29 Develop a company policy outlining dress and grooming standards.
 - 01.30 Create an evaluation form to rate employee performance.

- 03.0 Demonstrate, apply, and implement knowledge of environmental, health, and safety issues--The student will be able to:
 - 03.18 Prepare a safety plan and checklist for a small business.
 - 03.19 Create a map designating emergency exits and evacuation routes for a small business.

- 05.0 Demonstrate, apply, and implement an understanding of professional, legal, and ethical responsibilities--The student will be able to:
 - 05.21 Develop a code of ethics for a workplace.
 - 05.22 Develop an outline explaining the role of an EAP (Employee Assistance Program) representative and list the services he/she might provide.

- 06.0 Demonstrate, apply, and implement knowledge of financial skills and planning--The student will be able to:
 - 06.19 Prepare an analysis of a current business utilizing its annual report.
 - 06.20 Identify sources of funding for a business.
 - 06.21 Describe how a company estimates and bids for a contract.
 - 06.22 Describe importance of cost containment in a company.
 - 06.23 Evaluate insurance needs for a specific business.

- 10.0 Demonstrate, apply, and implement leadership skills--The student will be able to:
 - 10.16 Plan, implement, and evaluate a fund raising event.
 - 10.17 Develop, implement, and evaluate a public relations project (e.g., student organization function, school-wide project, community project).

- 14.0 Demonstrate, apply, and implement proficiency in communication skills--The student will be able to:
 - 14.21 Create a presentation using current technology.
 - 14.22 Create a measurement tool for evaluating telephone communications.

- 14.23 Develop a company policy regarding employee use of company telecommunications (e.g., fax, e-mail, Internet).
- 16.0 Demonstrate knowledge of human resources and labor issues as well as the social, legal, and economic aspects of employment--The student will be able to:
- 16.18 Design an employee compensation schedule and benefits package.
- 16.19 Compute economic value of a company paid benefit package.
- 16.20 Create a job rotation schedule for a specific company.
- 16.21 Develop a vision/mission statement for a company.
- 17.0 Demonstrate an understanding of national and international economic principles--The student will be able to:
- 17.16 Analyze current events concerning issues relevant to international business.
- 17.17 Compute exchange rates and buying power of various foreign currencies including the Euro.
- 17.18 Explain impacts of the aging populations of Western countries and the rapidly growing populations of developing countries.
- 17.19 Discuss economic effects of the rate of growth in developed and developing nations.
- 17.20 Explain movement toward globalization and the reasons behind this economic trend.
- 19.0 Demonstrate an understanding and application of technology in the workplace--The student will be able to:
- 19.12 Demonstrate uses of equipment to communicate instructions to employees.
- 19.13 Demonstrate uses of equipment to process information (e.g., 10-key, electronic cash register, OCR scanner, financial calculator, computer).
- 19.14 Research and compare currently available software packages.
- 19.15 Create an employee database to be used for scheduling and payroll.
- 19.16 Create a customer/client database (e.g., mail merge, labels).
- 19.17 Create a project using an integrated software package.
- 19.18 Create a presentation utilizing a multimedia software package.
- 19.19 Demonstrate methods of using trouble-shooting techniques for technology-related problems.
- 19.20 Determine costs, time, and resources needed to complete a task within the workplace.
- 19.21 Select and use a variety of electronic media, such as the Internet, information services, and desktop-publishing software programs, to create, revise, retrieve, and verify information.
- 19.22 Analyze a "quality improvement process" for labor and/or equipment.
- 21.0 Demonstrate an understanding of the role of management and marketing in the decision making process for different work situations--The student will be able to:
- 21.26 Identify and describe steps in the planning process.
- 21.27 Define Management by Objectives (MBO).
- 21.28 Develop an organization chart to illustrate line and staff relationships.
- 21.29 Identify how to plan personnel needs and how to find employees for specific positions.
- 21.30 Explain how a self-managing team interacts in manufacturing and service corporations (e.g., marketing, operations, finance, and human resources).
- 21.31 Describe responsibilities for selecting, training, and appraising employees.

- 21.32 Describe uses and effects of “job rotation”, “job enlargement”, “job enrichment”, and “participative management.”
 - 21.33 Identify steps for avoiding difficulties resulting from delegation.
 - 21.34 Define principles of "chain of command" and "span of control."
 - 21.35 Justify importance of accountability.
 - 21.36 Evaluate one theory of management and discuss its implementation in a particular workplace.
 - 21.37 Develop an outline explaining the role of the manager in conflict management.
 - 21.38 Design a potential management conflict resolution strategy for a specific workplace problem.
 - 21.39 Develop an employee motivational program for an organization.
 - 21.40 Evaluate effect of profit and loss on a business and how it affects the manager's productivity rating.
 - 21.41 Explain Total Quality Management (TQM) and the strategy of continuous improvement.
 - 21.42 Differentiate between data processing and management information systems (MIS).
 - 21.43 Analyze types of data and reports utilized by supervisors and managers.
 - 21.44 Analyze data, draw conclusions, and present recommendations.
 - 21.45 Identify federal, state, and local government regulations with which management should be familiar.
- 22.0 Demonstrate and apply an understanding of entrepreneurship principles--The student will be able to:
- 22.13 Formulate a business plan to include a marketable product or service, a marketing management plan, a personnel management plan, a financial management plan, and an executive summary

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: Diversified Career Technology Principles
Course Number: 8303010
Course Credit: 1

Course Description:

This course is designed to enable each student to demonstrate employability skills; environmental, health, and safety skills; professional, legal, and ethical responsibilities; financial skills; leadership skills; communication skills; human resources and labor skills; America's economic principles; entrepreneurship principles; relate planning methods to life and career goals; and use of industry/technology principles in the workplace. A first Occupational Completion Point will be met upon completion of DCT Principles and one credit of DCT OJT - Data Codes: A through P (see Major Concepts/Content section for list).

01.0 Demonstrate knowledge and application of workplace employability skills--The student will be able to:

- 01.01 Identify resources used in a job search (e.g., newspaper, Internet, networking).
- 01.02 Discuss importance of drug tests and criminal background checks in identifying possible employment opportunities.
- 01.03 Identify steps of the job application process including arranging for references and proper documentation (e.g., green card).
- 01.04 Identify procedures and documents required when applying for a job (e.g., application, W-4, I-9).
- 01.05 Prepare a resume (electronic and traditional), letter of application, follow-up letter, acceptance/rejection letter, letter of resignation, and letter of recommendation.
- 01.06 Demonstrate appropriate dress and grooming for employment.
- 01.07 Demonstrate effective interviewing skills (behavioral).
- 01.08 Describe methods for handling illegal interview and application questions.
- 01.09 Discuss state and federal labor laws regulating the workplace (e.g., Child Labor Law, sexual harassment, EEOC, ADA, FMLA).
- 01.10 Identify positive work attitudes and behaviors such as honesty, compassion, respect, responsibility, fairness, trustworthiness, and caring.
- 01.11 Describe importance of producing quality work and meeting performance standards.
- 01.12 Identify qualities typically required for promotion (e.g., productivity, dependability, responsibility).
- 01.13 Identify how to prepare for job separation and re-employment.
- 01.14 Write a job description that includes the responsibilities of an entry-level position.
- 01.15 Prepare a classified ad for an entry-level position.
- 01.16 Create a list of interview questions for an entry-level position.

02.0 Explain the importance of employability and entrepreneurship skills--The students will be able to:

- 02.01 Identify and demonstrate positive work behaviors needed to be employable.ECD1.0

- 02.02 Develop personal career plan that includes goals, objectives, and strategies. ECD2.0
- 02.03 Examine licensing, certification, and industry credentialing requirements. ECD3.0
- 02.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD5.0
- 02.05 Evaluate and compare employment opportunities that match career goals. ECD6.0
- 02.06 Identify and exhibit traits for retaining employment. ECD7.0
- 02.07 Identify opportunities and research requirements for career advancement. ECD8.0
- 02.08 Research the benefits of ongoing professional development. ECD9.0
- 02.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD10.0
- 03.0 Demonstrate, apply, and implement knowledge of environmental, health, and safety issues--The student will be able to:
- 03.01 Identify health and safety regulatory agencies responsible for overseeing the work environment and the functions they perform (e.g., OSHA, EPA).
- 03.02 Describe importance of complying with federal, state, and local agency regulations.
- 03.03 Explain purpose of Workers' Compensation.
- 03.04 Identify types of hazards in the workplace.
- 03.05 Describe types of personal protective equipment.
- 03.06 Describe necessary emergency evacuation procedures.
- 03.07 Identify hazardous chemicals and their characteristics.
- 03.08 Define meaning of "drug-free workplace."
- 03.09 Identify causes of accidents on the job (e.g., human error).
- 03.10 Identify routine security precautions in the workplace.
- 03.11 Report on violence in the workplace.
- 03.12 Identify basic safety training techniques to deal with medical emergencies in the workplace.
- 04.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance--The students will be able to:
- 04.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE1.0
- 04.02 Explain emergency procedures to follow in response to workplace accidents.
- 04.03 Create a disaster and/or emergency response plan. SHE2.0
- 05.0 Demonstrate, apply, and implement an understanding of professional, legal, and ethical responsibilities--The student will be able to:
- 05.01 Describe workplace codes of professional/business conduct.
- 05.02 Identify ways to work cooperatively in various settings with diverse populations.
- 05.03 Explain importance of self-control and initiative when minimum direction and supervision are given.
- 05.04 Explain concepts of integrity, credibility, and reliability.
- 05.05 Demonstrate such interpersonal skills as courtesy, loyalty, and being a team player.
- 05.06 Define and discuss issues involving gender equity, disability, age, and sexual harassment.
- 05.07 Demonstrate importance of adhering to schedules and deadlines.

- 05.08 Define ethics and describe several ethical situations that could arise within a school or workplace setting.
- 05.09 Identify and define friendliness, adaptability, empathy, and politeness as relates to group settings.
- 05.10 Identify key ways a company can benefit its community.
- 05.11 Describe importance of volunteerism.
- 05.12 Describe importance of providing access for the physically challenged.
- 06.0 Demonstrate, apply, and implement knowledge of financial skills and planning--The student will be able to:
- 06.01 Compute and compare gross pay, net pay, overtime pay, and specific payroll deductions.
- 06.02 Compute different methods of monetary compensation (e.g., annual salary, hourly wages, commission, piecework).
- 06.03 Prepare a month's budget based on income and expenses.
- 06.04 Describe importance of long-term personal financial planning.
- 06.05 Evaluate various investment opportunities for financial growth.
- 06.06 Calculate exemptions, deductions, and taxable income and use tax tables to prepare a federal income tax form.
- 06.07 Describe importance of maintaining an accurate checkbook balance.
- 06.08 Compare personal insurance costs using a variety of deductibles and coverages.
- 06.09 Identify, compare, and contrast a variety of available housing options.
- 06.10 Perform mathematical calculations appropriate to a specific occupation (e.g., ratios, proportions, scales).
- 07.0 Demonstrate mathematics knowledge and skills--The students will be able to: AF3.0
- 07.01 Demonstrate knowledge of arithmetic operations. AF3.2
- 07.02 Analyze and apply data and measurements to solve problems and interpret documents. AF3.4
- 07.03 Construct charts/tables/graphs using functions and data. AF3.5
- 08.0 Demonstrate science knowledge and skills--The students will be able to: AF4.0
- 08.01 Discuss the role of creativity in constructing scientific questions, methods and explanations. AF4.1
- 08.02 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. AF4.3
- 09.0 Demonstrate language arts knowledge and skills--The students will be able to: AF2.0
- 09.01 Locate, comprehend and evaluate key elements of oral and written information. AF2.4
- 09.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. AF2.5
- 09.03 Present information formally and informally for specific purposes and audiences. AF2.9
- 10.0 Demonstrate, apply, and implement leadership skills--The student will be able to:
- 10.01 Describe qualities of an effective leader.
- 10.02 Describe different methods of leadership.

- 10.03 Identify opportunities available for development of leadership skills in a career and technology student organization.
- 10.04 Demonstrate use of workplace etiquette.
- 10.05 Demonstrate use of parliamentary procedure.
- 10.06 Identify purposes and functions of professional/trade and student organizations.
- 10.07 Identify roles and responsibilities of organization members.
- 10.08 Develop a list of qualities necessary for being an effective team player.
- 10.09 Work cooperatively within a group to achieve organizational goals.
- 11.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives--The students will be able to:
- 11.01 Employ leadership skills to accomplish organizational goals and objectives. LT1.0
- 11.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks. LT3.0
- 11.03 Conduct and participate in meetings to accomplish work tasks. LT4.0
- 11.04 Employ mentoring skills to inspire and teach others. LT5.0
- 12.0 Demonstrate personal money-management concepts, procedures, and strategies--The students will be able to:
- 12.01 Identify and describe the services and legal responsibilities of financial institutions. FL2.0
- 12.02 Describe the effect of money management on personal and career goals. FL3.0
- 12.03 Develop a personal budget and financial goals. FL3.1
- 12.04 Complete financial instruments for making deposits and withdrawals. FL3.2
- 12.05 Maintain financial records. FL3.3
- 12.06 Read and reconcile financial statements. FL3.4
- 12.07 Research, compare and contrast investment opportunities.
- 13.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment--The students will be able to:
- 13.01 Describe the nature and types of business organizations. SY1.0
- 13.02 Explain the effect of key organizational systems on performance and quality.
- 13.03 List and describe quality control systems and/or practices common to the workplace. SY2.0
- 13.04 Explain the impact of the global economy on business organizations.
- 14.0 Demonstrate, apply, and implement proficiency in communication skills--The student will be able to:
- 14.01 Explain importance of effective written and verbal communication.
- 14.02 Read and comprehend written communications.
- 14.03 Compare and contrast different forms of written business communication as utilized in the workplace.
- 14.04 Prepare a business letter, memorandum, fax, and e-mail.
- 14.05 Identify and utilize methods to improve oral communication skills.
- 14.06 Prepare and deliver an introductory speech to an audience.
- 14.07 Identify and utilize methods to improve listening strategies.
- 14.08 Identify means of nonverbal communication.

- 14.09 Demonstrate proper businesslike methods of placing/receiving telephone calls and recording telephone messages.
 - 14.10 Demonstrate ability to listen to and follow directions.
 - 14.11 Discuss importance of developing networking skills to expand business contacts.
 - 14.12 Discuss importance of providing clear directions, descriptions, and explanations.
 - 14.13 Demonstrate ability to locate, understand, and interpret information found in contracts, trade journals, manuals, graphs, schedules, charts, diagrams, tables of contents, indexes, labels, and Internet resources.
- 15.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas--The students will be able to:
- 15.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM1.0
 - 15.02 Locate, organize and reference written information from various sources. CM3.0
 - 15.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM5.0
 - 15.04 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM6.0
 - 15.05 Apply active listening skills to obtain and clarify information. CM7.0
 - 15.06 Develop and interpret tables and charts to support written and oral communications. CM8.0
 - 15.07 Exhibit public relations skills that aid in achieving customer satisfaction. CM10.0
- 16.0 Demonstrate knowledge of human resources and labor issues as well as the social, legal, and economic aspects of employment--The student will be able to:
- 16.01 Explain importance of a written job description.
 - 16.02 Describe various work schedules (e.g., flex scheduling).
 - 16.03 Describe workplace usage of teams to increase productivity and product quality.
 - 16.04 Identify and discuss the role of the employee as a team member.
 - 16.05 Describe employee recognition systems for individuals and teams.
 - 16.06 Compare advantages and disadvantages of self-employment (independent contractor) and employment by a company.
 - 16.07 Explain the change in the role and purpose of labor unions from their inception in the early 1900's to the present day.
- 17.0 Demonstrate an understanding of national and international economic principles--The student will be able to:
- 17.01 Explain principles of America's economic system.
 - 17.02 Describe government's involvement in the economy.
 - 17.03 Identify and describe economic impact of employment.
 - 17.04 Explain interaction between supply and demand and its effect on the economy.
 - 17.05 Analyze and discuss the role of Social Security.
 - 17.06 Discuss impact of the economy on the stock market and private enterprise.
 - 17.07 Discuss examples of how the economy impacts business and industry.
 - 17.08 Describe elements and economic implications of the Consumer Price Index (CPI).
- 18.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals--The student will be able to:

- 18.01 Identify job skills and personal characteristics necessary for career success.
 - 18.02 Identify high skill/high wage occupations requiring specialized training with growth potential for future employment.
 - 18.03 Explain relationship between life roles and job and career roles.
 - 18.04 Differentiate between traditional and non-traditional career options.
 - 18.05 Explain how changes in one's personal and professional life affect career decisions.
 - 18.06 Explain importance of updating occupational skills and knowledge through continued education and training and the use of learning-to-learn techniques.
 - 18.07 Describe steps involved in planning for education, career, and life goals
 - 18.08 List sources of career information.
 - 18.09 Complete and analyze a personal traits inventory and use the results to select a career goal.
 - 18.10 Match desires, abilities, temperaments, and assets to a career goal.
- 19.0 Demonstrate an understanding and application of technology in the workplace--The student will be able to:
- 19.01 Identify types of technology used in the workplace.
 - 19.02 Describe applications of technology in the workplace.
 - 19.03 Identify emerging technologies and market trend changes.
 - 19.04 Discuss ethical issues involving use of technology.
 - 19.05 Describe importance of acquiring, analyzing, and managing information efficiently and effectively.
 - 19.06 Discuss importance of cross-training.
- 20.0 Use information technology tools--The students will be able to:
- 20.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. IT1.0
 - 20.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT2.0
 - 20.03 Employ computer operations applications to access, create, manage, integrate, and store information. IT3.0
 - 20.04 Employ collaborative/groupware applications to facilitate group work. IT4.0
- 21.0 Demonstrate an understanding of the role of management and marketing in the decision making process for different work situations--The student will be able to:
- 21.01 Describe roles, functions, levels, and types of managers.
 - 21.02 Discuss evolution of management from the Industrial Revolution to current philosophies and theories.
 - 21.03 Identify a variety of management styles.
 - 21.04 Cite examples of how workers adjust to different management styles.
 - 21.05 Identify a variety of corporate organizational structures.
 - 21.06 Identify how a corporate "chain of command" works.
 - 21.07 Describe significance of a company's "corporate culture."
 - 21.08 Describe importance of achieving internal and external customer satisfaction.
 - 21.09 Identify examples of how cultural diversity can affect the workplace.

- 21.10 List reasons why written policies are needed in the workplace.
 - 21.11 Discuss role of ethics and morality in management.
 - 21.12 Describe how a company's marketing efforts can effect employees and customers.
- 22.0 Demonstrate and apply an understanding of entrepreneurship principles--The student will be able to:
- 23.0 Demonstrate competencies in a specific career--The student will able to:
- 23.01 Demonstrate job performance skills as outlined in training plan.
 - 23.02 Exhibit effective workplace safety practices including use of protective devices.
 - 23.03 Display an acceptable level of productivity and quality control.
 - 23.04 Demonstrate effective written and oral communication and listening skills when interacting with customers, co-workers, and managers.
 - 23.05 Demonstrate decision-making and problem-solving processes and techniques used in the workplace.
 - 23.06 Demonstrate acceptable work habits and conduct in the workplace as defined by company policy.
 - 23.07 Demonstrate an understanding of the company's vision and mission statements.
 - 23.08 Demonstrate an understanding of a company's goals and objectives.
 - 23.09 Demonstrate familiarity with the company's products and services.
 - 23.10 Demonstrate the ability to identify authority, rights, and responsibilities of both employers and employees.
- 24.0 Demonstrate legal and ethical behavior within the role and scope of specific job responsibilities--The student will be able to:
- 24.01 Demonstrate legal and ethical behavior within the scope of job responsibilities.
 - 24.02 Demonstrate the ability to resolve customer, employee, and employee/employer problems and concerns.
 - 24.03 Follow policies and procedures affecting the safety, health, and well being of all members of a workplace setting.
 - 24.04 Exhibit behavior supporting and promoting cultural and ethnic diversity.
 - 24.05 Recognize and report signs of substance abuse.
 - 24.06 Demonstrate interpersonal skills, which enhance team productivity and foster positive work ethics.
 - 24.07 Demonstrate appropriate dress and grooming habits for the workplace environment.
- 25.0 Describe the importance of professional ethics and legal responsibilities--The students will be able to:
- 25.01 Evaluate and justify decisions based on ethical reasoning. ELR1.0
 - 25.02 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. ELR1.1
 - 25.03 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. ELR1.2
 - 25.04 Interpret and explain written organizational policies and procedures. ELR2.0
- 26.0 Perform designated recordkeeping skills--The student will be able to:

- 26.01 Identify job tasks that presently are and will be in the future performed in the specified occupation (training plan).
 - 26.02 Indicate on a training plan as competencies are mastered.
 - 26.03 Maintain a record of employment hours and wages for auditing and budgetary purposes (e.g., time cards, budget sheets).
 - 26.04 Maintain an up-to-date, signed training agreement.
- 27.0 Solve problems using critical thinking skills, creativity and innovation--The students will be able to:
- 27.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. PS1.0
 - 27.02 Employ critical thinking and interpersonal skills to resolve conflicts. PS2.0
 - 27.03 Identify and document workplace performance goals and monitor progress toward those goals. PS3.0
 - 27.04 Conduct technical research to gather information necessary for decision-making. PS4.0

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: Diversified Career Technology – OJT
Course Number: 8300410
Course Credit: Multiple

Course Description:

This course is designed to enable each student to demonstrate competencies in a specific career and to demonstrate legal and ethical behavior within the role and scope of job responsibilities through a realistic, on-the-job training experience. An individualized training plan is developed and utilized to ensure that training is provided which will develop the necessary competencies/skills in order for the student to become competent in the occupation for which he/she is being trained. The training plan is the "curriculum" for the on-the-job training and the time card is the attendance record. A first Occupational Completion Point will be met upon completion of DCT Principles and DCT OJT – Data Codes: A through P (see Major Concepts/Content section for list).

23.0 Demonstrate competencies in a specific career--The student will be able to:

- 23.01 Demonstrate job performance skills as outlined in training plan.
- 23.02 Exhibit effective workplace safety practices including use of protective devices
- 23.03 Display an acceptable level of productivity and quality control.
- 23.04 Demonstrate effective written and oral communication and listening skills when interacting with customers, co-workers, and managers.
- 23.05 Demonstrate decision-making and problem-solving processes and techniques used in the workplace.
- 23.06 Demonstrate acceptable work habits and conduct in the workplace as defined by company policy.
- 23.07 Demonstrate an understanding of the company's vision and mission statements.
- 23.08 Demonstrate an understanding of a company's goals and objectives.
- 23.09 Demonstrate familiarity with the company's products and services.
- 23.10 Demonstrate the ability to identify authority, rights, and responsibilities of both employers and employees.

24.0 Demonstrate legal and ethical behavior within the role and scope of specific job responsibilities--The student will be able to:

- 24.01 Demonstrate legal and ethical behavior within the scope of job responsibilities.
- 24.02 Demonstrate the ability to resolve customer, employee, and employee/employer problems and concerns.
- 24.03 Follow policies and procedures affecting the safety, health, and well being of all members of a workplace setting
- 24.04 Exhibit behavior supporting and promoting cultural and ethnic diversity.
- 24.05 Recognize and report signs of substance abuse
- 24.06 Demonstrate interpersonal skills, which enhance team productivity and foster positive work ethics.
- 24.07 Demonstrate appropriate dress and grooming habits for the workplace environment.

26.0 Perform designated recordkeeping skills--The student will be able to:

- 26.01 Identify job tasks that presently are and will be in the future performed in the specified occupation (training plan).
- 26.02 Indicate on a training plan as competencies are mastered.
- 26.03 Maintain a record of employment hours and wages for auditing and budgetary purposes (e.g., time cards, budget sheets).
- 26.04 Maintain an up-to-date, signed training agreement.

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**Florida Department of Education
Student Performance Standards**

Course Title: Diversified Career Technology Applications
Course Number: 8303020
Course Credit: 1

Course Description:

This course is designed to enable each student to apply environmental, health, and safety skills; professional, legal, and ethical responsibilities; financial management skills; leadership skills; social, legal, and economic aspects of employment; international economic principles; components of a business plan; decision-making skills to life and career goals; technical skills; and the functions of management. After successful completion of DCT Principles, DCT OJT, and DCT Applications, students will have met a second Occupational Completion Point - Data Codes: A through P (see Major Concepts/Content section for list).

01.0 Demonstrate knowledge and application of workplace employability skills--The student will be able to:

- 01.17 Develop a detailed strategy for applying for a job in a specific career.
- 01.18 Create a portfolio of employment opportunities for a specific career (e.g., newspaper, Internet, magazines)
- 01.19 Create a portfolio of documents for job placement (e.g., resume, letters of recommendation, employer evaluations, awards, evidence of participation in school, community, volunteer activities)
- 01.20 Explain importance of understanding corporate policy
- 01.21 Explain importance of staying up-to-date on social, technical, and economic changes.

03.0 Demonstrate, apply, and implement knowledge of environmental, health, and safety issues--The student will be able to:

- 03.13 Demonstrate knowledge of types of industrial wastestreams and treatments (e.g., air emissions, hazardous wastes, recycling programs)
- 03.14 Analyze safety and health precautions of a business.
- 03.15 Identify potentially hazardous situations and apply appropriate solutions
- 03.16 Develop an action plan for participating in a health and recreation program
- 03.17 Explain importance of CPR and emergency first aid training.

05.0 Demonstrate, apply, and implement an understanding of professional, legal, and ethical responsibilities--The student will be able to:

- 05.13 Analyze and discuss codes of ethics for a workplace
- 05.14 Describe self-management techniques in both work and life roles.
- 05.15 Describe methods used to encourage both ethical and social responsibility in an organization.
- 05.16 Describe why the public's perception of a company is important
- 05.17 Report on a legal issue regarding a violation of ethical behavior using current resources ,

- 05.18 Identify an example of how a political decision can effect standard business practices.
 - 05.19 Describe importance of an EAP (Employee Assistance Program).
 - 05.20 Describe a will, health-care power of attorney, and living will,
- 06.0 Demonstrate, apply, and implement financial skills and planning--The student will be able to:
- 06.11 Identify and analyze various financial data located in current publications
 - 06.12 Compute and discuss a variety of business-related financial calculations (e.g., payroll, interest rates, profit margins).
 - 06.13 Develop a cash flow projection of personal income and expenses.
 - 06.14 Identify various types of contracts (e.g., lease agreement, contract for purchase of real estate, bank loan application)
 - 06.15 Demonstrate knowledge of investing via a simulation activity (e.g., stocks, real estate, collectibles, IRA).
 - 06.16 Identify types of insurance applicable to the workplace.
 - 06.17 Describe importance of accounting in a business.
 - 06.18 Describe advantages and disadvantages to a business of granting credit.
- 10.0 Demonstrate, apply, and implement leadership skills--The student will be able to:
- 10.10 Create and communicate a vision/mission statement for a student organization.
 - 10.11 Demonstrate ability to use creative problem solving, decision making, and critical thinking strategies.
 - 10.12 Demonstrate effective team building skills.
 - 10.13 Demonstrate respect for opinions, customs, and individual differences of others.
 - 10.14 Participate in a community or school service project.
 - 10.15 Develop a public relations strategy to communicate the positive community impact of cooperative education.
- 14.0 Demonstrate, apply, and implement proficiency in communication skills--The student will be able to:
- 14.14 Design personal and business letterhead, memo, and fax forms.
 - 14.15 Interview and prepare a vitae of a community leader or business person.
 - 14.16 Evaluate a speech or sales presentation, identifying effective communication techniques
 - 14.17 Identify obstacles to communication.
 - 14.18 Deliver a speech using visual aids.
 - 14.19 Demonstrate effective negotiation skills.
 - 14.20 Demonstrate conflict and dispute resolution techniques.
- 16.0 Demonstrate knowledge of human resources and labor issues as well as the social, legal and economic aspects of employment--The student will be able to:
- 16.08 Describe training and development programs available in the workplace.
 - 16.09 Demonstrate an understanding of the business environment (e.g., corporate culture, goals, values).
 - 16.10 Describe the importance of cultural sensitivity.

- 16.11 Define, compare, and contrast several company policies regarding raises and promotions.
 - 16.12 Compare and contrast roles and responsibilities of the union-member employee and the non-union manager.
 - 16.13 Explain impact of worker productivity, downsizing, rightsizing, outsourcing, contract employment, layoffs, etc., in terms of recent trends in employment.
 - 16.14 Analyze current labor market, its structure, its constituents, its level of unemployment and underemployment.
 - 16.15 Define risk management in terms of employer liability.
 - 16.16 Describe differences between today's typical employee benefit package and that of 25 years ago.
 - 16.17 Discuss the collective bargaining process and the issues negotiated between management and labor.
- 17.0 Demonstrate an understanding of national and international economic principles--The student will be able to:
- 17.09 List, describe, and compare the characteristics of selected global economic systems.
 - 17.10 List, describe, and compare the characteristics of diverse cultures and their impact on business.
 - 17.11 Identify reasons for and methods of promoting international trade.
 - 17.12 Explain term "balance of trade" and its impact on a country's economy.
 - 17.13 Describe circular flow of economic activity.
 - 17.14 Identify environmental and social problems associated with economic growth.
 - 17.15 Identify, describe, and analyze role of regulatory agencies.
- 18.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, and personal development, and life goals--The student will be able to:
- 18.11 Prepare a five-year education and career development plan.
 - 18.12 Prepare a five-paragraph essay on a specific career.
 - 18.13 Interview and create a report on the career goals of an entry-level and of a management level employee.
 - 18.14 Analyze relationship between career planning and goal attainment.
 - 18.15 Shadow a professional in a specific career.
 - 18.16 Maintain a journal on specific career-related experiences.
- 19.0 Demonstrate an understanding and application of technology in the workplace--The student will be able to:
- 19.07 Prepare a document using database software.
 - 19.08 Prepare a document using spreadsheet software.
 - 19.09 Produce a report, which includes graphs, charts, and/or tables.
 - 19.10 Evaluate a specific company's policy for insuring security and protection of computerized data.
 - 19.11 Compare and contrast emerging technologies.
- 21.0 Demonstrate an understanding of the role of management and marketing in the decision making process for different work situations--The student will be able to:

- 21.13 Explain impact on and uses of the Internet in marketing products and services.
 - 21.14 Describe differences between horizontally and vertically (traditionally) organized companies.
 - 21.15 Describe how a company organizes its departments/divisions.
 - 21.16 Differentiate between roles and responsibilities of top executives and those of lower-level managers.
 - 21.17 Identify and describe the four basic categories of resources management is responsible for coordinating (e.g., human, financial, material, information).
 - 21.18 Name and define functions of management (e.g., planning, organizing, staffing, directing, controlling).
 - 21.19 Analyze management techniques used by effective managers.
 - 21.20 Identify, compare, and contrast various employee motivational programs.
 - 21.21 Explain how motivation, leadership, and communication influence people within an organization.
 - 21.22 Describe methods used in training and development.
 - 21.23 Discuss importance of a manager's philosophy of management in creating a positive work environment.
 - 21.24 Discuss role and importance of a performance appraisal.
 - 21.25 Identify key components of a company's "mission statement."
- 22.0 Demonstrate and apply an understanding of entrepreneurship principles--The student will be able to:
- 22.01 Define entrepreneurship and explain its role in the free enterprise system.
 - 22.02 Identify various types of business ownership and list the advantages and disadvantages of each.
 - 22.03 Identify and discuss the personality traits and abilities of a successful entrepreneur (e.g., versatility, adaptability).
 - 22.04 Interpret meaning of achievement motivation and the importance of independence to the entrepreneur.
 - 22.05 Identify risks affecting the entrepreneur.
 - 22.06 Identify strategies and methods for generating a business idea.
 - 22.07 Identify principles of marketing, selling, financing, and pricing pertinent to entrepreneurship.
 - 22.08 Identify steps necessary to plan and start a business (e.g., evaluate need, site selection, marketing plan, financial plan, management plan).
 - 22.09 Identify resources available to assist the new entrepreneur [e.g., Small Business Administration (SBA), Service Corp. of Retired Executives(SCORE)]
 - 22.10 Identify types and sources of government regulations and taxes that may affect a business.
 - 22.11 Identify communication and technology skills used in entrepreneurship.
 - 22.12 Compare business failure/success rates in different industries.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: Diversified Career Technology Management
Course Number: 8303030
Course Credit: 1

Course Description:

This course is designed to enable each student to implement competency and mastery in the areas of employability (human resource); environmental, health, and safety; professional, legal and ethical workplace responsibilities; financial planning; leadership skills; communication skills; labor and human resource issues related to the workplace; global and economic issues; a business plan; employability skills related to life and career goals; managerial/supervisory uses of technology; the five functions of management; the role of the manager; and technical and production skills. After successful completion of DCT Principles, DCT OJT, DCT Applications, and DCT Management, students will have met a third Occupational Completion Point - Data Codes: A through P (see Major Concepts/Content section for list).

- 01.0 Demonstrate knowledge and application of workplace employability skills--The student will be able to:
- 01.22 Network with individuals in a specific career field and report findings.
 - 01.23 Write a job description, which includes the responsibilities of a managerial position.
 - 01.24 Prepare a classified ad for a managerial level position.
 - 01.25 Develop a list of criteria to evaluate applicant resumes.
 - 01.26 Prepare a form letter for a specific business listing application procedures for employment.
 - 01.27 Create a list of interview questions for a managerial-level position.
 - 01.28 Create an evaluation measurement tool to be used to rate applicants.
 - 01.29 Develop a company policy outlining dress and grooming standards
 - 01.30 Create an evaluation form to rate employee performance.
- 03.0 Demonstrate, apply, and implement knowledge of environmental, health, and safety issues--The student will be able to:
- 03.18 Prepare a safety plan and checklist for a small business.
 - 03.19 Create a map designating emergency exits and evacuation routes for a small business.
- 05.0 Demonstrate, apply, and implement an understanding of professional, legal, and ethical workplace responsibilities--The student will be able to:
- 05.21 Develop a code of ethics for a workplace.
 - 05.22 Develop an outline explaining the role of an EAP (Employee Assistance Program) representative and list the services he/she might provide.
- 06.0 Demonstrate, apply, and implement knowledge of financial skills and planning--The student will be able to:

- 06.19 Prepare an analysis of a current business utilizing its annual report.
 - 06.20 Identify sources of funding for a business.
 - 06.21 Describe how a company estimates and bids for a contract.
 - 06.22 Describe importance of cost containment in a company.
 - 06.23 Evaluate insurance needs for a specific business.
- 10.0 Demonstrate, apply, and implement leadership skills--The student will be able to:
- 10.16 Plan, implement, and evaluate a fund raising event.
 - 10.17 Develop, implement, and evaluate a public relations project (e.g., student organization function, school-wide project, community project).
- 14.0 Demonstrate, apply, and implement proficiency in communication skills--The student will be able to:
- 14.21 Create a presentation using current technology.
 - 14.22 Create a measurement tool for evaluating telephone communications.
 - 14.23 Develop a company policy regarding employee use of company telecommunications (e.g., fax, e-mail, Internet).
- 16.0 Demonstrate knowledge of human resources and labor issues as well as the social, legal, and economic aspects of employment--The student will be able to:
- 16.18 Design an employee compensation schedule and benefits package
 - 16.19 Compute economic value of a company paid benefit package
 - 16.20 Create a job rotation schedule for a specific company
 - 16.21 Develop a vision/mission statement for a company.
- 17.0 Demonstrate an understanding of national and international economic principles--The student will be able to:
- 17.16 Analyze current events concerning issues relevant to international business.
 - 17.17 Compute exchange rates and buying power of various foreign currencies including the Euro.
 - 17.18 Explain impacts of the aging populations of Western countries and the rapidly growing populations of developing countries.
 - 17.19 Discuss economic effects of the rate of growth in developed and developing nations.
 - 17.20 Explain movement toward globalization and the reasons behind this economic trend.
- 19.0 Demonstrate an understanding and application of technology in the workplace--The student will be able to:
- 19.12 Demonstrate uses of equipment to communicate instructions to employees.
 - 19.13 Demonstrate uses of equipment to process information (e.g., 10-key, electronic cash register, OCR scanner, financial calculator, computer).
 - 19.14 Research and compare currently available software packages.
 - 19.15 Create an employee database to be used for scheduling and payroll.
 - 19.16 Create a customer/client database (e.g., mail merge, labels).

- 19.17 Create a project using an integrated software package.
 - 19.18 Create a presentation utilizing a multimedia software package.
 - 19.19 Demonstrate methods of using trouble-shooting techniques for technology-related problems.
 - 19.20 Determine costs, time, and resources needed to complete a task within the workplace.
 - 19.21 Select and use a variety of electronic media, such as the Internet, information services, and desktop-publishing software programs to create, revise, retrieve, and verify information.
 - 19.22 Analyze a "quality improvement process" for labor and/or equipment.
- 21.0 Demonstrate an understanding of the role of management and marketing in the decision making process for different work situations--The student will be able to:
- 21.26 Identify and describe steps in the planning process.
 - 21.27 Define Management By Objectives (MBO).
 - 21.28 Develop an organization chart to illustrate line and staff relationships.
 - 21.29 Identify how to plan personnel needs and how to find employees for specific positions.
 - 21.30 Explain how a self-managing team interacts in manufacturing and service corporations (e.g., marketing, operations, finance, and human resources).
 - 21.31 Describe responsibilities for selecting, training, and appraising employees.
 - 21.32 Describe uses and effects of "job rotation," "job enlargement," "job enrichment," and "participative management."
 - 21.33 Identify steps for avoiding difficulties resulting from delegation.
 - 21.34 Define principles of "chain of command" and "span of control."
 - 21.35 Justify importance of accountability.
 - 21.36 Evaluate one theory of management and discuss its implementation in a particular workplace.
 - 21.37 Develop an outline explaining the role of the manager in conflict management.
 - 21.38 Design a potential management conflict resolution strategy for a specific workplace problem.
 - 21.39 Develop an employee motivational program for an organization.
 - 21.40 Evaluate effect of profit and loss on a business and how it affects the manager's productivity rating.
 - 21.41 Explain Total Quality Management (TQM) and the strategy of continuous improvement.
 - 21.42 Differentiate between data processing and Management Information Systems (MIS).
 - 21.43 Analyze types of data and reports utilized by supervisors and managers.
 - 21.44 Analyze data, draw conclusions, and present recommendations.
 - 21.45 Identify federal, state, and local government regulations with which management should be familiar.
- 22.0 Demonstrate and apply an understanding of entrepreneurship principles--The student will be able to:
- 22.13 Formulate a business plan to include a marketable product or service, a marketing management plan, a personnel management plan, a financial management plan, and an executive summary.

NOTE for Reporting OCPs: After successfully completing each of the three occupational completion points, an OCP is reported based on the occupational area the student is employed in as listed below:

- A. Agriculture, Food and Natural Resources
- B. Architecture and Construction
- C. Arts, Audio/Video Technology and Communications
- D. Business, Management and Administration
- E. Education and Training
- F. Finance
- G. Government and Public Administration
- H. Health Science
- I. Hospitality and Tourism
- J. Human Services
- K. Information Technology
- L. Law, Public Safety and Security
- M. Manufacturing
- N. Marketing, Sales and Service
- O. Science, Technology, Engineering and Mathematics
- P. Transportation, Distribution, and Logistics Services

Federal Definitions Of These OCP's Are:

Federal Career Cluster Title	Federal U.S. Department of Education (USDOE), Office of Vocational and Adult Education (OVAE) Definition
<i>Agriculture, Food and Natural Resources</i>	Planning and managing agriculture, food, fiber, and natural resources systems. Production of agricultural commodities, including food, fiber, wood products, horticultural crops, and other plant and animal products. Financing, processing, and marketing and distribution of agricultural products; farm production and supply and service industries; horticulture and landscaping services, and the use and conservation of land and water resources; development and maintenance of recreational resources. It also includes mining and extraction operations and related environmental management services.
<i>Architecture and Construction</i>	Designing, planning, managing, building, and maintaining physical structures and the larger built environment including roadways and bridges and industrial, commercial and residential facilities and building.
<i>Arts, Audio/Video Technology and Communications</i>	Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.
<i>Business, Management and Administration</i>	Planning, managing, and providing administrative support, information processing, accounting, and human resource management services and related management support services.

<i>Education and Training</i>	Planning, managing and providing education and training services, and related learning support services including assessment and library and information services.
<i>Finance</i>	Planning, managing and providing banking, investment, financial planning, and insurance services.
<i>Government and Public Administration</i>	Planning, managing and providing government legislative and administrative and regulatory services and related general purpose government services at the federal, state, and local levels.
<i>Health Science</i>	Planning, managing, and providing diagnostic, therapeutic, and information and environmental services in health care.
<i>Hospitality and Tourism</i>	Planning, managing, and providing lodging, food, recreation, convention and tourism, and related planning and support services such as travel-related services.
<i>Human Services</i>	Planning, managing, and providing human services including social and related community services.
<i>Information Technology</i>	Designing, developing, managing and supporting hardware, software, multimedia and systems integration services.
<i>Law, Public Safety and Security</i>	Planning, managing, and providing judicial, legal, and protective services including professional and technical support services in the fire protection and criminal justice systems.
<i>Manufacturing</i>	Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.
<i>Marketing, Sales and Service</i>	Planning, managing, and performing wholesaling and retailing services and related marketing and distribution support services including merchandise/product management and promotion.
<i>Science, Technology, Engineering and Mathematics</i>	Planning, managing, and providing scientific research and professional and technical services (i.e., physical science, social science, engineering) including laboratory and testing services, and research and development services.
<i>Transportation, Distribution, and Logistics Services</i>	Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

2011-12

**Florida Department of Education
Curriculum Framework**

Program Title: Career Education For Students With Disabilities
Program Type: Career Preparatory
Career Cluster: Instructional Support Services

	Secondary	PSAV
Program Number	9001810	S990002
CIP Number	1399.0002SN	1399.0002SN
Grade Level	7-12, 30, 31	30, 31
Standard Length	Variable credits	Variable based on Adult Individual Educational Plan (AIEP)
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE	ANY VOCATIONAL FIELD OR COVERAGE
CTSO	N/A	N/A
SOC Codes (all applicable)	N/A	N/A
Facility Code	Appropriate http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)	
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm	
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp	
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp	
Basic Skills Level	N/A	Mathematics: N/A Language: N/A Reading: N/A

Purpose

The purpose of this program is to provide specialized career education for students with disabilities. Competencies in job preparatory instruction are provided that will enable students to enter an occupation for which they have been trained. The program is individualized for each student through the Individual Educational Plan (IEP) process and includes selected competencies from one or more of the career and technical program areas. This program is job preparatory and is included in the placement and follow-up reporting procedure.

Program Structure

When the student masters the individually determined student performance objectives in the IEP, the student is reported as a completer of OCP A. It is expected that upon completion of OCP A, the student will transition to employment. At some point in the future, should the

individual need to re-enter the education system for training in a different occupational field or for advancement in the same field, the student may enroll in the program again with a new IEP. Upon mastering the student performance objectives in the new IEP, the student may be coded as a completer of OCP B.

The following table illustrates the **PSAV** program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	SLS0051	Training Related Occupations 1	MULTIPLE	NA
B	SLS0052	Training Related Occupations 2	MULTIPLE	NA

The following table illustrates the **Secondary** program structure:

OCP	Course Number	Course Title	Length	SOC Code	Level
A	9001810	Career Education for Students with Disabilities	VARIABLES	NA	NA

When this program is offered at the secondary level, a student may earn multiple credits. Multiple credits may be earned sequentially or simultaneously. The particular outcomes and student performance standards which the secondary student must master to earn credit must be specified on an individual basis. The job or jobs for which the student is being trained should be reflected in the student's desired post-school outcome statement on the Transition Individual Educational Plan (Transition IEP).

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Documentation of mastery of the student performance standards must be maintained. Adult Individual Educational Plan (AIEPs) must be maintained for audit purposes.

The following chart lists the components of the Adult Individual Educational Plan required for specific postsecondary programs.

Adult Individual Educational Plan (AIEP) Components:	S990002	S990004	9900100
Expected program outcomes for the student	X	X	X
Present performance level	X	X	X
Annual goals, instructional objectives, and/or student performance standards for mastery of OCP/LCP (needed for job)	X	X	X

Procedures for monitoring student performance	X	X	X
Specialized educational services, aids, or equipment	X	X	X
Projected dates for initiation of services	X	X	X
Schedule for periodic evaluation of progress	X	X	X
Identification of job for which student is being trained	X	X	*
Statement of transition services needs including interagency linkage	X	X	X

*Only required if student's AIEP includes vocational student performance standards.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the program-specific OJT framework apply.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website

(http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Basic Skills (if applicable)

In PSAV programs offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C., the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program are: Mathematics N/A, Language N/A, and Reading N/A. These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination. Students may be exempt from meeting the Basic Skills requirements by earning an eligible industry certification. See the Basic Skills Exemption List document for a list of eligible industry certifications

(<http://www.fldoe.org/workforce/dwdframe/rtf/basic-skills.rtf>).

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01(3)(a), F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91(3), F.S.

Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination pursuant to Section 1008.29, F.S.; or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement (Rule 6A-10.040, F.A.C.)

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular occupational completion point (OCP) or a modified occupational completion point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP(s)/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Fine Arts/Practical Arts Credit

Many courses in CTE programs meet the Fine Arts/Practical Arts credit for high school graduation. For additional information refer to <http://www.fldoe.org/schools/pdf/ListPracticalArtsCourses.pdf>.

Standards

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

- 01.0 Determine realistic employment goals.
- 02.0 Demonstrate employability skills appropriate to the workplace.
- 03.0 Manage interpersonal relationships.
- 04.0 Use technology, tools, equipment and supplies safely and correctly.
- 05.0 Demonstrate acquired skills through on-the-job training.
- 06.0 Demonstrate mastery of selected outcomes from one or more job preparatory programs

2011-12

**Florida Department of Education
Student Performance Standards**

**Program Title: Career Education For Students With Disabilities
PSAV Number: S990002**

Course Number: SLS0051

Occupational Completion Point: A

Training Related Occupation 1 – Variable Hours – SOC Code N/A

- 01 DETERMINE REALISTIC EMPLOYMENT GOALS--The student will be able to:
- 01.01 Acquire information in order to determine realistic employment goals.
 - 01.02 Identify potential careers available in the community.
 - 01.03 Compare personal strengths and weaknesses, including physical and cognitive abilities, to specific job requirements.
 - 01.04 Match interests and abilities with potential careers.
- 02 DEMONSTRATE EMPLOYABILITY SKILLS APPROPRIATE TO THE WORKPLACE--
The student will be able to:
- 02.01 Participate in job search activities.
 - 02.02 Complete an accurate job application.
 - 02.03 Demonstrate acceptable job interviewing skills.
 - 02.04 Use time management practices.
 - 02.05 Demonstrate the ability to follow directions.
 - 02.06 Identify the benefits and responsibilities associated with successful employment.
 - 02.07 Access various modes of transportation.
- 03 MANAGE INTERPERSONAL RELATIONSHIPS--The student will be able to:
- 03.01 Participate as a member of a team.
 - 03.02 Demonstrate acceptable work attitudes.
 - 03.03 Demonstrate characteristics of a good employee.
 - 03.04 Maintain a positive relationship with a supervisor.
- 04 USE TECHNOLOGY, TOOLS, EQUIPMENT AND SUPPLIES SAFELY AND CORRECTLY--The student will be able to:
- 04.01 Identify technology, tools, equipment and supplies necessary for a specific work task.
 - 04.02 Locate technology, tools, equipment and supplies required to complete a specific task.
 - 04.03 Use technology, tools, equipment and supplies safely and correctly for a specific work task.
 - 04.04 Clean and maintain technology, tools and equipment.
 - 04.05 Store technology, tools, equipment and supplies correctly.

05 DEMONSTRATE ACQUIRED SKILLS THROUGH ON-THE-JOB-TRAINING--The student will be able to:

- 05.01 Maintain a positive attitude towards a job.
- 05.02 Demonstrate appropriate job performance skills.
- 05.03 Maintain a level of productivity required by the job.
- 05.04 Use evaluations to improve performance.
- 05.05 Comply with employee rules, regulations, and procedures.
- 05.06 Apply effective communication appropriate to the job.
- 05.07 Apply problem solving strategies to real life situations.

06 DEMONSTRATE MASTERY OF SELECTED OUTCOMES FROM ONE OR MORE JOB PREPARATORY PROGRAMS--The student will be able to:

- 06.01 Perform tasks as they relate to specific job training performance.
- 06.02 Practice related SCANS competencies.

Course Number: S990002

Occupational Completion Point: B

Training Related Occupation 2 – Variable Hours – SOC Code N/A

At some point in the future, should the individual need to re-enter the education system for training in a different occupational field or for advancement in the same field, the student may enroll in the program again with a new IEP. Upon mastering the student performance objectives in the new IEP, the student may be coded as a completer of OCP B.

01 DETERMINE REALISTIC EMPLOYMENT GOALS--The student will be able to:

- 01.01 Acquire information in order to determine realistic employment goals.
- 01.02 Identify potential careers available in the community.
- 01.03 Compare personal strengths and weaknesses, including physical and cognitive abilities, to specific job requirements.
- 01.04 Match interests and abilities with potential careers.

02 DEMONSTRATE EMPLOYABILITY SKILLS APPROPRIATE TO THE WORKPLACE--The student will be able to:

- 02.01 Participate in job search activities.
- 02.02 Complete an accurate job application.
- 02.03 Demonstrate acceptable job interviewing skills.
- 02.04 Use time management practices.
- 02.05 Demonstrate the ability to follow directions.
- 02.06 Identify the benefits and responsibilities associated with successful employment.
- 02.07 Access various modes of transportation.

03 MANAGE INTERPERSONAL RELATIONSHIPS--The student will be able to:

- 03.01 Participate as a member of a team.
- 03.02 Demonstrate acceptable work attitudes.
- 03.03 Demonstrate characteristics of a good employee.
- 03.04 Maintain a positive relationship with a supervisor.

04 USE TECHNOLOGY, TOOLS, EQUIPMENT AND SUPPLIES SAFELY AND CORRECTLY--The student will be able to:

- 04.01 Identify technology, tools, equipment and supplies necessary for a specific work task.
- 04.02 Locate technology, tools, equipment and supplies required to complete a specific task.
- 04.03 Use technology, tools, equipment and supplies safely and correctly for a specific work task.
- 04.04 Clean and maintain technology, tools and equipment.
- 04.05 Store technology, tools, equipment and supplies correctly.

05 DEMONSTRATE ACQUIRED SKILLS THROUGH ON-THE-JOB-TRAINING--The student will be able to:

- 05.01 Maintain a positive attitude towards a job.
- 05.02 Demonstrate appropriate job performance skills.
- 05.03 Maintain a level of productivity required by the job.
- 05.04 Use evaluations to improve performance.
- 05.05 Comply with employee rules, regulations, and procedures.
- 05.06 Apply effective communication appropriate to the job.
- 05.07 Apply problem solving strategies to real life situations.

06 DEMONSTRATE MASTERY OF SELECTED OUTCOMES FROM ONE OR MORE JOB PREPARATORY PROGRAMS--The student will be able to:

- 06.01 Perform tasks as they relate to specific job training performance.
- 06.02 Practice related SCANS competencies.

2011-12

**Florida Department of Education
Student Performance Standards**

Course Title: Career Education For Students With Disabilities
Course Number: 9001810
Course Credit: Multiple

- 01 DETERMINE REALISTIC EMPLOYMENT GOALS--The student will be able to:
- 01.01 Acquire information in order to determine realistic employment goals.
 - 01.02 Identify potential careers available in the community.
 - 01.03 Compare personal strengths and weaknesses, including physical and cognitive abilities, to specific job requirements.
 - 01.04 Match interests and abilities with potential careers.
- 02 DEMONSTRATE EMPLOYABILITY SKILLS APPROPRIATE TO THE WORKPLACE--
The student will be able to:
- 02.01 Participate in job search activities.
 - 02.02 Complete an accurate job application.
 - 02.03 Demonstrate acceptable job interviewing skills.
 - 02.04 Use time management practices.
 - 02.05 Demonstrate the ability to follow directions.
 - 02.06 Identify the benefits and responsibilities associated with successful employment.
 - 02.07 Access various modes of transportation.
- 03 MANAGE INTERPERSONAL RELATIONSHIPS--The student will be able to:
- 03.01 Participate as a member of a team.
 - 03.02 Demonstrate acceptable work attitudes.
 - 03.03 Demonstrate characteristics of a good employee.
 - 03.04 Maintain a positive relationship with a supervisor.
- 04 USE TECHNOLOGY, TOOLS, EQUIPMENT AND SUPPLIES SAFELY AND CORRECTLY--The student will be able to:
- 04.01 Identify technology, tools, equipment and supplies necessary for a specific work task.
 - 04.02 Locate technology, tools, equipment and supplies required to complete a specific task.
 - 04.03 Use technology, tools, equipment and supplies safely and correctly for a specific work task.
 - 04.04 Clean and maintain technology, tools and equipment.
 - 04.05 Store technology, tools, equipment and supplies correctly.

05 DEMONSTRATE ACQUIRED SKILLS THROUGH ON-THE-JOB-TRAINING--The student will be able to:

- 05.01 Maintain a positive attitude towards a job.
- 05.02 Demonstrate appropriate job performance skills.
- 05.03 Maintain a level of productivity required by the job.
- 05.04 Use evaluations to improve performance.
- 05.05 Comply with employee rules, regulations, and procedures.
- 05.06 Apply effective communication appropriate to the job.
- 05.07 Apply problem solving strategies to real life situations.

06 DEMONSTRATE MASTERY OF SELECTED OUTCOMES FROM ONE OR MORE VOCATIONAL PREPARATORY PROGRAMS--The student will be able to:

- 06.01 Perform tasks as they relate to specific job training performance.
- 06.02 Practice related SCANS competencies.

**Florida Department of Education
Curriculum Framework**

Program Title: Vocational Employability Skills for Youth and Career Planning
Program Type: Non Career Preparatory
Career Cluster: Instructional Support Services

Secondary – Non Career Preparatory	
Program Number	9001820
CIP Number	1199.0007CE
Grade Level	7-12, 30, 31
Standard Length	One Semester or the equivalent of one-half a school year
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE ANY FIELD WHEN CERT REFLECTS BACHELOR OR HIGHER
CTSO	N/A
Facility Code	272 http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

Purpose

The purpose of this program is to provide career and technical education competencies for youthful offenders. Basic practical and job preparatory instruction is provided in the competencies necessary for a better understanding of the world of work and for entry-level employment. The specific program content includes measurable components from any of the career and technical program areas with heavy emphasis on work ethics and employability skills.
http://www.fldoe.org/workforce/dwdframe/rtf/essential_skills.rtf

Program Structure

This program is intended to provide short-term occupational education for individuals in residence within youthful offenders' institutions, usually for a duration of four (4) to twelve (12) months. The objective is to provide a foundation of survival skills for a transition into entry-level employment and/or additional on-the-job training.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

The career and education planning course required by Section 1003.4156, Florida Statutes, has been integrated into this course. This course must include career exploration using CHOICES or a comparable cost-effective program and educational planning using the online student

advising system known as Florida Academic Counseling and Tracking for Students at the Internet website FACTS.org; and shall result in the completion of a personalized academic and career plan.

*The information appearing after standard #7 is new to this course and allows districts to integrate the middle school Career Exploration and Decision Making course as required by Section 1003.4156, Florida Statutes.

Primary emphasis will be given to the diagnosis of the individual's interest and aptitude, followed by involvement in appropriate occupational competencies, consistent with the individual's education level. This program is designed to allow the institution's career and technical education department in cooperation with the Division of Career and adult Education to develop student performance standards for specific instructional components based upon identified occupational titles in any of the career clusters of Agriculture, Food and Natural Resources; Architecture and Construction; Arts, A/V Technology and Communication; Business, Management and Administration; Education and Training; Finance; Government and Public Administration; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law, Public Safety and Security; Manufacturing; Marketing, Sales and Services; Science, Technology, Engineering and Mathematics (STEM); and Transportation, Distribution and Logistics. This curriculum framework and the adopted student performance standards will be the basis for program operation and program review. The specialized student performance standards will be based upon:

- 1) Serving the special needs of institution's clients with an average commitment time of four (4) to six (6) months.
- 2) Organized instruction provided by a qualified instructor.
- 3) Input from a program advisory committee composed of representatives of business and industry.
- 4) Documentation for evaluation and accountability purposes.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

Standards

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

- 01.0 Demonstrate realistic employment goals.
- 02.0 Demonstrate the competencies of employability and career development.
- 03.0 Demonstrate problem solving and critical thinking skills.
- 04.0 Manage interpersonal relationships.
- 05.0 Use appropriate equipment and supplies safely and correctly.
- 06.0 Demonstrate competencies identified for a specific program component.

OPTIONAL

- 07.0 Demonstrate acquired skills through on-the-job training.

**Florida Department of Education
Student Performance Standards**

Course Title: Vocational Employability Skills for Youth and Career Planning
Course Number: 9001820
Course Credit: .5

- 01.0 DEMONSTRATE REALISTIC EMPLOYMENT GOALS--The student will be able to:
01.01 Express personal strengths and weaknesses, including social adjustments and cognitive abilities.
01.02 Match interests and abilities with potential careers.
- 02.0 DEMONSTRATE THE COMPETENCIES OF EMPLOYABILITY AND CAREER DEVELOPMENT --Explain the importance of employability skills and entrepreneurship skills. The student will be able to:
02.01 Identify and demonstrate positive work behaviors needed to be employable. ECD 1.0
02.02 Develop personal career plan that includes goals, objectives, and strategies. ECD 2.0
02.03 Examine licensing, certification, and industry credentialing requirements. ECD 3.0
02.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD 5.0
02.05 Evaluate and compare employment opportunities that match career goals. ECD 6.0
02.06 Identify and exhibit traits for retaining employment. ECD 7.0
02.07 Identify opportunities and research requirements for career advancement. ECD 8.0
02.08 Research the benefits of ongoing professional development. ECD 9.0
02.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD 10.0
- 03.0 DEMONSTRATE PROBLEM-SOLVING AND CRITICAL THINKING: The student will be able to:
03.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. PS 1.0
03.02 Employ critical thinking and interpersonal skills to resolve conflicts. PS 2.0
03.03 Identify and document workplace performance goals and monitor progress toward those goals. PS 3.0
03.04 Conduct technical research to gather information necessary for decision-making. PS 4.0
- 04.0 MANAGE INTERPERSONAL RELATIONSHIPS--The student will be able to:
04.01 Demonstrate good work attitudes.
04.02 Demonstrate characteristics of a good employee.
04.03 Maintain a positive relationship with a supervisor.
- 05.0 USE APPROPRIATE EQUIPMENT AND SUPPLIES SAFELY AND CORRECTLY--The student will be able to:
05.01 These student performance standards are job specific and correspond to the job preparatory program in which the student is enrolled.
- 06.0 DEMONSTRATE COMPETENCIES IDENTIFIED FOR A SPECIFIC PROGRAM COMPONENT--The student will be able to:
06.01 These student performance standards are job specific and correspond to the job preparatory program in which the student is enrolled.

OPTIONAL

07.0 DEMONSTRATE ACQUIRED SKILLS THROUGH ON-THE-JOB TRAINING--The student will be able to:

- 07.01 Display a positive attitude toward a job.
- 07.02 Demonstrate job performance skills.
- 07.03 Display expected level of productivity.
- 07.04 Use evaluations to improve own performance.
- 07.05 Identify, organize, plan and allocate resources.
- 07.06 Work cooperatively with others.
- 07.07 Acquire and use information including using computers.
- 07.08 Work effectively within the context of complex interrelationships.
- 07.09 Work with a variety of technologies.
- 07.10 Perform basic computer operations.

Listed below are the course outcomes that must be met to satisfy the requirements of Section 1003.4156, Florida Statutes.

Understanding the Workplace

- 01.0 Describe how work relates to the needs and functions of the economy, society, and personal fulfillment.
- 02.0 Describe the influences that societal, economic, and technological changes have on employment trends and future training.
- 03.0 Describe the need for career planning, changing careers, and the concept of lifelong learning and how they relate to personal fulfillment.
- 04.0 Describe how legislation such as the Americans with Disabilities Act and Child Labor Laws regulates employee rights.

Self- Awareness

- 05.0 Use results of an interest assessment to describe their top interest areas and relate to careers/career clusters.
- 06.0 Identify five values that they consider important in making a career choice.
- 07.0 Identify skills needed for career choices and match to personal abilities.
- 08.0 Demonstrate the ability to apply skills of self-advocacy and self-determination throughout the career planning process.
- 09.0 Identify strengths and areas in which assistance is needed at school.
- 10.0 Apply results of all assessments to personal abilities in order to make realistic career choices.

Exploring Careers

- 11.0 Demonstrate the ability to locate, understand, and use career information.
- 12.0 Use the Internet to access career and education planning information.
- 13.0 Identify skills that are transferable from one occupation to another.
- 14.0 Demonstrate use of career resources to identify occupational clusters, career opportunities within each cluster, employment outlook, and education/ training requirements.

- 15.0 Explain the relationship between educational achievement and career success.

Goal Setting and Decision-Making

- 16.0 Identify and demonstrate use of steps to make career decisions.
17.0 Identify and demonstrate processes for making short and long term goals.

Workplace Skills

- 18.0 Demonstrate personal qualities (e.g. dependability, punctuality, responsibility, integrity, getting along with others) that are needed to be successful in the workplace.
19.0 Demonstrate skills to interact positively with others.
20.0 Demonstrate employability skills such as working on a team, problem-solving and organizational skills.

Career and Education Planning

- 21.0 Identify secondary and postsecondary school courses that meet tentative career plans.
22.0 Identify advantages and disadvantages of entering various secondary and postsecondary programs for the attainment of career goals.
23.0 Demonstrate knowledge of varied types and sources of financial aid to obtain assistance for postsecondary education.
24.0 Identify inappropriate discriminatory behaviors that may limit opportunities in the workplace.
25.0 Develop a career and education plan that includes short and long-term goals, high school program of study, and postsecondary/work goals.
26.0 Describe how extracurricular programs can be incorporated in career and education planning.
27.0 Demonstrate knowledge of high school exit options (e.g., standard diploma, certificate of completion, special diploma, GED, etc.) and impact on post-school opportunities.
28.0 Describe high school credits and explain how GPAs are calculated.

Job Search

- 29.0 Demonstrate skills to complete a job application.
30.0 Demonstrate skills essential for a job interview.

2011-12

**Florida Department of Education
Curriculum Framework**

Program Title: Vocational Employability Skills for Youth
Program Type: Non Career Preparatory
Career Cluster: Instructional Support Services

Secondary – Non Career Preparatory	
Program Number	9001920
CIP Number	1199.0007SN
Grade Level	7-12, 30, 31
Standard Length	.5 and Multiple Credits
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE ANY FIELD WHEN CERT REFLECTS BACHELOR OR HIGHER
CTSO	N/A
Facility Code	272 http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

Purpose

The purpose of this program is to provide career and technical education competencies for youthful offenders. Basic practical and job preparatory instruction is provided in the competencies necessary for a better understanding of the world of work and for entry-level job employment. The specific program content includes measurable components from any of the career and technical program areas with heavy emphasis on work ethics and employability skills.

Program Structure

This program is intended to provide short-term occupational education for individuals in residence within youthful offenders' institutions, usually for a duration of four (4) to twelve (12) months. The objective is to provide a foundation of survival skills for a transition into entry-level employment and/or additional on-the-job training.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Primary emphasis will be given to the diagnosis of the individual's interest and aptitude, followed by involvement in appropriate occupational competencies, consistent with the individual's education level. This program is designed to allow the institution's career and technical education department in cooperation with the Division of Career and Adult Education to develop student performance

standards for specific instructional components based upon identified occupational titles in any of the career clusters of Agriculture, Food and Natural Resources; Architecture and Construction; Arts, A/V Technology and Communication; Business, Management and Administration; Education and Training; Finance; Government and Public Administration; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law, Public Safety and Security; Manufacturing; Marketing, Sales and Services; Science, Technology, Engineering and Mathematics (STEM); and Transportation, Distribution and Logistics. This curriculum framework and the adopted student performance standards will be the basis for program operation and program review. The specialized student performance standards will be based upon:

- 1) Serving the special needs of institution's clients with an average commitment time of 4 to 6 months.
- 2) Organized instruction provided by a qualified instructor.
- 3) Input from a program advisory committee composed of representatives of business and industry.
- 4) Documentation for evaluation and accountability purposes.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other

eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

Standards

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

- 01.0 Demonstrate realistic employment goals.
- 02.0 Demonstrate the competencies of employability and career development.
- 03.0 Demonstrate problem solving and critical thinking skills.
- 04.0 Manage interpersonal relationships.
- 05.0 Use appropriate equipment and supplies safely and correctly.
- 06.0 Demonstrate competencies identified for a specific program component.

OPTIONAL

- 07.0 Demonstrate acquired skills through on-the-job training.

2011-12

**Florida Department of Education
Student Performance Standards**

Course Title: Vocational Employability Skills for Youth
Course Number: 9001920
Course Credit: .5

- 01.0 DEMONSTRATE REALISTIC EMPLOYMENT GOALS--The student will be able to:
 01.01 Express personal strengths and weaknesses, including social adjustments and cognitive abilities.
 01.02 Match interests and abilities with potential careers.
- 02.0 DEMONSTRATE THE COMPETENCIES OF EMPLOYABILITY AND CAREER DEVELOPMENT --Explain the importance of employability skills and entrepreneurship skills. The student will be able to:
 02.01 Identify and demonstrate positive work behaviors needed to be employable. ECD 1.0
 02.02 Develop personal career plan that includes goals, objectives, and strategies. ECD 2.0
 02.03 Examine licensing, certification, and industry credentialing requirements. ECD 3.0
 02.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD 5.0
 02.05 Evaluate and compare employment opportunities that match career goals. ECD 6.0
 02.06 Identify and exhibit traits for retaining employment. ECD 7.0
 02.07 Identify opportunities and research requirements for career advancement. ECD 8.0
 02.08 Research the benefits of ongoing professional development. ECD 9.0
 02.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD 10.0
- 03.0 DEMONSTRATE PROBLEM-SOLVING AND CRITICAL THINKING: The student will be able to:
 03.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. PS 1.0
 03.02 Employ critical thinking and interpersonal skills to resolve conflicts. PS 2.0
 03.03 Identify and document workplace performance goals and monitor progress toward those goals. PS 3.0
 03.04 Conduct technical research to gather information necessary for decision-making. PS 4.0
- 04.0 MANAGE INTERPERSONAL RELATIONSHIPS--The student will be able to:
 04.01 Demonstrate good work attitudes.
 04.02 Demonstrate characteristics of a good employee.
 04.03 Maintain a positive relationship with a supervisor.
- 05.0 USE APPROPRIATE EQUIPMENT AND SUPPLIES SAFELY AND CORRECTLY--The student will be able to:
 05.01 These student performance standards are job specific and correspond to the job preparatory program in which the student is enrolled.
- 06.0 DEMONSTRATE COMPETENCIES IDENTIFIED FOR A SPECIFIC PROGRAM COMPONENT--The student will be able to:
 06.01 These student performance standards are job specific and correspond to the job preparatory program in which the student is enrolled.

OPTIONAL

- 07.0 DEMONSTRATE ACQUIRED SKILLS THROUGH ON-THE-JOB TRAINING--The student will be able to:
- 07.01 Display a positive attitude toward a job.
 - 07.02 Demonstrate job performance skills.
 - 07.03 Display expected level of productivity.
 - 07.04 Use evaluations to improve own performance.
 - 07.05 Identify, organize, plan and allocate resources.
 - 07.06 Work cooperatively with others.
 - 07.07 Acquire and use information including using computers.
 - 07.08 Work effectively within the context of complex interrelationships.
 - 07.09 Work with a variety of technologies.
 - 07.10 Perform basic computer operations.

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: Orientation to Career and Technical Occupations and Career Planning
Program Type: Non Career Preparatory
Career Cluster: Diversified Education

Secondary – Non Career Preparatory	
Program Number	9100110
CIP Number	10989999CE
Grade Level	6-9, 30, 31
Standard Length	One Semester or the equivalent of one-half a school year
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE ANY FIELD WHEN CERT REFLECTS BACHELOR OR HIGHER
CTSO	ANY
Facility Code	221 - http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

Purpose

The purpose of this program is to give students an opportunity to apply knowledge and skills related to the area of Diversified Education

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Career and Technical Student Organization (CTSO)

ANY CTSO is the appropriate 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

Standards

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

- 01.0 Identify resources and technology for career planning.
- 02.0 Identify available career and technical employment opportunities.
- 03.0 Identify components of self-understanding.
- 04.0 Define and demonstrate cognitive skills.
- 05.0 Identify and apply a variety of learning techniques and styles.
- 06.0 Develop effective communication skills.
- 07.0 Demonstrate leadership skills.
- 08.0 Demonstrate workplace readiness skills.

Listed below are the course outcomes that must be met to satisfy the requirements of Section 1003.4156, Florida Statutes.

Understanding the Workplace

- 09.0 Describe how work relates to the needs and functions of the economy, society, and personal fulfillment.
- 10.0 Describe the influences that societal, economic, and technological changes have on employment trends and future training.
- 11.0 Describe the need for career planning, changing careers, and the concept of lifelong learning and how they relate to personal fulfillment.
- 12.0 Describe how legislation such as the Americans with Disabilities Act and Child Labor Laws regulates employee rights.

Self-Awareness

- 13.0 Use results of an interest assessment to describe their top interest areas and relate to careers/career clusters.
- 14.0 Identify five values that they consider important in making a career choice.

- 15.0 Identify skills needed for career choices and match to personal abilities and interests.
- 16.0 Demonstrate the ability to apply skills of self-advocacy and self-determination throughout the career planning process.
- 17.0 Identify strengths and areas in which assistance is needed at school.
- 18.0 Apply results of all assessments to personal abilities in order to make realistic career choices.

Exploring Careers

- 19.0 Demonstrate the ability to locate, understand, and use career information.
- 20.0 Use the Internet to access career and education planning information.
- 21.0 Identify skills that are transferable from one occupation to another.
- 22.0 Demonstrate use of career resources to identify occupational clusters, career opportunities within each cluster, employment outlook, and education/ training requirements.
- 23.0 Explain the relationship between educational achievement and career success.

Goal Setting and Decision-Making

- 24.0 Identify and demonstrate use of steps to make career decisions.
- 25.0 Identify and demonstrate processes for making short and long term goals.

Workplace Skills

- 26.0 Demonstrate personal qualities (e.g. dependability, punctuality, responsibility, integrity, getting along with others) that are needed to be successful in the workplace.
- 27.0 Demonstrate skills to interact positively with others.
- 28.0 Demonstrate employability skills such as working on a team, problem-solving and organizational skills.

Career and Education Planning

- 29.0 Identify secondary and postsecondary school courses that meet tentative career plans.
- 30.0 Identify advantages and disadvantages of entering various secondary and postsecondary programs for the attainment of career goals.
- 31.0 Demonstrate knowledge of varied types and sources of financial aid to obtain assistance for postsecondary education.
- 32.0 Identify inappropriate discriminatory behaviors that may limit opportunities in the workplace.
- 33.0 Develop a career and education plan that includes short and long-term goals, high school program of study, and postsecondary/work goals.
- 34.0 Describe how extracurricular programs can be incorporated in career and education planning.
- 35.0 Demonstrate knowledge of high school exit options (e.g., standard diploma, certificate of completion, special diploma, GED, etc.) and impact on post-school opportunities.
- 36.0 Describe high school credits and explain how GPAs are calculated.

Job Search

- 37.0 Demonstrate skills to complete a job application.
- 38.0 Demonstrate skills essential skills for a job interview.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: **Orientation to Career and Technical Occupations**
Course Number: **9100110**
Course Credit: **.5**

The purpose of this program is to give students an opportunity to apply knowledge and skills related to the area of Diversified Education

01.0 Identify resources and technology for career planning--The student will be able to:

- 01.01 Using a variety of resources, assess personal abilities, temperaments, interests, values, experiences, personality traits, academic abilities, and work preferences.
- 01.02 Identify non-traditional career options.
- 01.03 Identify high skill/high wage occupations requiring specialized training with growth potential for future employment.
- 01.04 Using assessments and inventories, match results to a career goal.
- 01.05 Describe the steps involved in planning for education, career, and life goals.
- 01.06 Develop a career plan to include training/education requirements, tasks/responsibilities, employment prospects, and career/advancement opportunities
- 01.07 Discuss advantages/disadvantages of entering the military, attending a trade/technical school, and/or enrolling at a community college/four-year university.
- 01.08 Begin creating a portfolio of documents for job placement.

02.0 Identify available career and technical employment opportunities--The student will be able to:

- 02.01 Identify employment opportunities in the area of Agriscience and Natural Resources
- 02.02 Identify employment opportunities in the area of Construction.
- 02.03 Identify employment opportunities in the area of Manufacturing.
- 02.04 Identify employment opportunities in the area of Logistics, Transportation, and Distribution Services
- 02.05 Identify employment opportunities in the area of Information Technology Services.
- 02.06 Identify employment opportunities in the area of Wholesale/Retail Sales and Services.
- 02.07 Identify employment opportunities in the area of Financial Services.
- 02.08 Identify employment opportunities in the area of Hospitality and Tourism.
- 02.09 Identify employment opportunities in the area of Business and Administrative Services
- 02.10 Identify employment opportunities in the area of Health Services.
- 02.11 Identify employment opportunities in the area of Human Services.
- 02.12 Identify employment opportunities in the area of Arts and Communication Services.
- 02.13 Identify employment opportunities in the area of Legal and Protective Services.

- 02.14 Identify employment opportunities in the area of Scientific, Engineering, and Technical Services.
- 03.0 Identify components of self-understanding--The student will be able to:
 - 03.01 Explain how values are acquired and changed.
 - 03.02 Explain how work is affected by values.
 - 03.03 Identify how individuals from diverse backgrounds offer unique contributions
 - 03.04 Discuss methods for adapting learning styles to the method of instructional delivery.
- 04.0 Define and demonstrate cognitive skills--The student will be able to:
 - 04.01 Describe importance of time management to complete tasks accurately and on time.
 - 04.02 Outline strategies for effective time management.
 - 04.03 Describe role and relationship between values, aptitudes, abilities, and goal setting and attainment of academic and occupational skills.
 - 04.04 Set personal goals and develop a plan of action to achieve those goals.
 - 04.05 Identify problems and consequences of meeting goals.
 - 04.06 Describe ways to deal with success and failure.
 - 04.07 Exhibit awareness of and respect for others.
 - 04.08 Demonstrate ways to improve test-taking skills, including preparing for standardized tests.
 - 04.09 Explain the steps in decision-making.
 - 04.10 Identify the process involved in problem solving.
 - 04.11 Develop an action plan for solving problems and making decisions.
 - 04.12 Identify strategies for building self-esteem and enhancing decision-making skills.
 - 04.13 Demonstrate knowledge of the planning process.
 - 04.14 Demonstrate ability to think creatively and generate new ideas.
 - 04.15 Demonstrate the ability to conduct a systematic analysis of personal strengths and weaknesses.
- 05.0 Identify and apply a variety of learning techniques and styles--The student will be able to:
 - 05.01 Describe the advantages of good note taking/outlining and listening skills.
 - 05.02 Explain and apply a variety of strategies for knowledge retention of specific data, etc.
 - 05.03 Describe and apply study techniques.
 - 05.04 Discuss and employ a variety of test-taking strategies.
 - 05.05 Discuss the seven intelligences as identified by Howard Gardner (musical, bodily-kinesthetic, logical-mathematical, linguistic, spatial, interpersonal, and intrapersonal).
 - 05.06 Discuss styles of learning as identified by Anthony Gregoric (concrete sequential, abstract sequential, abstract random, concrete random).
 - 05.07 Identify learning style as auditory language, visual language, auditory numerical, visual numerical, and/or auditory-visual-kinesthetic combination.
- 06.0 Develop effective communication skills--The student will be able to:

- 06.01 Identify the effectiveness of assertive, aggressive, and passive communication.
- 06.02 Dramatize the impact of non-verbal behavior on communication.
- 06.03 Develop ways to provide effective feedback and deal with criticism.
- 06.04 Describe the importance of the proper use of grammar, vocabulary, diction, and etiquette.
- 06.05 Demonstrate ability to communicate in a multicultural setting.
- 06.06 Demonstrate ability to listen to, follow, and provide directions. ,
- 06.07 Participate in group and committee discussions to reach group consensus.
- 06.08 Write, edit, and revise a communication so that it presents information in a clear, correct, concise, complete, consistent, and courteous manner.

07.0 Demonstrate leadership skills--The student will be able to:

- 07.01 Demonstrate ability to negotiate, resolve conflict through peer mediation, handle stress, deal with undesirable behavior in others, share in task accomplishment, and build positive working relationships with others.
- 07.02 Identify characteristics of a leader and team member.
- 07.03 Define and practice brainstorming.
- 07.04 Describe the use of teams to increase productivity.
- 07.05 Demonstrate business and social etiquette.

08.0 Demonstrate workplace readiness skills--The student will be able to:

- 08.01 Identify resources used in a job search.
- 08.02 Discuss importance of drug tests and criminal background checks in identifying possible employment options.
- 08.03 Identify steps of the job application process including arranging for references and proper documentation (e.g., green card).
- 08.04 Demonstrate appropriate dress and grooming for employment.
- 08.05 Identify documents that may be required when applying for a job.
- 08.06 Prepare a resume (electronic and traditional), letter of application, follow-up letter, acceptance/rejection letter, letter of resignation, letter of recommendation.
- 08.07 Complete a job application form neatly, legibly, and error free.
- 08.08 Demonstrate competence in job interview techniques (behavioral).

Listed below are the course outcomes that must be met to satisfy the requirements of Section 1003.4156, Florida Statutes.

Understanding the Workplace

- 09.0 Describe how work relates to the needs and functions of the economy, society, and personal fulfillment.
- 10.0 Describe the influences that societal, economic, and technological changes have on employment trends and future training.
- 11.0 Describe the need for career planning, changing careers, and the concept of lifelong learning and how they relate to personal fulfillment.
- 12.0 Describe how legislation such as the Americans with Disabilities Act and Child Labor Laws regulates employee rights.

Self- Awareness

- 13.0 Use results of an interest assessment to describe their top interest areas and relate to careers/career clusters.
- 14.0 Identify five values that they consider important in making a career choice.
- 15.0 Identify skills needed for career choices and match to personal abilities and interests.
- 16.0 Demonstrate the ability to apply skills of self-advocacy and self-determination throughout the career planning process.
- 17.0 Identify strengths and areas in which assistance is needed at school.
- 18.0 Apply results of all assessments to personal abilities in order to make realistic career choices.

Exploring Careers

- 19.0 Demonstrate the ability to locate, understand, and use career information.
- 20.0 Use the Internet to access career and education planning information.
- 21.0 Identify skills that are transferable from one occupation to another.
- 22.0 Demonstrate use of career resources to identify occupational clusters, career opportunities within each cluster, employment outlook, and education/ training requirements.
- 23.0 Explain the relationship between educational achievement and career success.

Goal Setting and Decision-Making

- 24.0 Identify and demonstrate use of steps to make career decisions.
- 25.0 Identify and demonstrate processes for making short and long term goals.

Workplace Skills

- 26.0 Demonstrate personal qualities (e.g. dependability, punctuality, responsibility, integrity, getting along with others) that are needed to be successful in the workplace.
- 27.0 Demonstrate skills to interact positively with others.
- 28.0 Demonstrate employability skills such as working on a team, problem-solving and organizational skills.

Career and Education Planning

- 29.0 Identify secondary and postsecondary school courses that meet tentative career plans.
- 30.0 Identify advantages and disadvantages of entering various secondary and postsecondary programs for the attainment of career goals.
- 31.0 Demonstrate knowledge of varied types and sources of financial aid to obtain assistance for postsecondary education.
- 32.0 Identify inappropriate discriminatory behaviors that may limit opportunities in the workplace.
- 33.0 Develop a career and education plan that includes short and long-term goals, high school program of study, and postsecondary/work goals.
- 34.0 Describe how extracurricular programs can be incorporated in career and education planning.
- 35.0 Demonstrate knowledge of high school exit options (e.g., standard diploma, certificate of completion, special diploma, GED, etc.) and impact on post-school opportunities.
- 36.0 Describe high school credits and explain how GPAs are calculated.

Job Search

- 37.0 Demonstrate skills to complete a job application.
- 38.0 Demonstrate skills essential for a job interview

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: Exploration of Career and Technical Occupations
Program Type: Non Career Preparatory
Career Cluster: Diversified Education

Secondary – Non Career Preparatory	
Program Number	9100210
CIP Number	10989999EX
Grade Level	6-9, 30, 31
Standard Length	.5 Credits
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE COOR WK EX @7 ANY FIELD / BACHELOR OR HIGHER CERT /TC WK EXP E G ANY FIELD / BACHELOR OR HIGHER CERT /TC WK EXP ANY FIELD WHEN CERT REFLRCTS BACHELOR OR HIGHER
CTSO	N/A
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

Purpose

The purpose of this program is to give students an opportunity to apply knowledge and skills related to the area of Exploration of Career and Technical Occupations. To give students initial exposure to the skills and attitudes associated with occupations in a diverse range of careers. The content of this course will consist of the content contained in two or more existing exploration courses and may include instruction in making a career choice and the basic employability skills needed to locate, secure, and maintain employment

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

Standards

The intended outcomes for this course will be those outcomes that are selected from other exploration courses and may also include instruction in making a career choice and in the basic employability skills needed to locate, secure, and maintain employment.

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: Orientation to Career and Technical Occupations
Program Type: Non Career Preparatory
Career Cluster: Diversified Education

Secondary – Non Career Preparatory	
Program Number	9100310
CIP Number	109899OR
Grade Level	6-9, 30, 31
Standard Length	.5 Credits
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE ANY FIELD WHEN CERT REFLECTS BACHELOR OR HIGHER
CTSO	ANY
Facility Code	221 - http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)

Purpose

The purpose of this program is to give students an opportunity to apply knowledge and skills related to the area of Orientation to Career and Technical Occupations

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Career and Technical Student Organization (CTSO)

Any CTSO is the appropriate 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

Standards

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

- 01.0 Identify resources and technology for career planning.
- 02.0 Identify available career and technical employment opportunities.
- 03.0 Identify components of self-understanding.
- 04.0 Define and demonstrate cognitive skills.
- 05.0 Identify and apply a variety of learning techniques and styles.
- 06.0 Develop effective communication skills.
- 07.0 Demonstrate leadership skills.
- 08.0 Demonstrate workplace readiness skills.

2011-2012

**Florida Department of Education
Student Performance Standards**

Course Title: **Orientation to Career and Technical Occupations**
Course Number: **9100310**
Course Credit: **.5**

Course Description:

- 01.0 Identify resources and technology for career planning--The student will be able to:
- 01.01 Using a variety of resources, assess personal abilities, temperaments, interests, values, experiences, personality traits, academic abilities, and work preferences.
 - 01.02 Identify non-traditional career options.
 - 01.03 Identify high skill/high wage occupations requiring specialized training with growth potential for future employment.
 - 01.04 Using assessments and inventories, match results to a career goal.
 - 01.05 Describe the steps involved in planning for education, career, and life goals.
 - 01.06 Develop a career plan to include training/education requirements, tasks/responsibilities, employment prospects, and career/advancement opportunities.
 - 01.07 Discuss advantages/disadvantages of entering the military, attending a trade/technical school, and/or enrolling at a community college/four-year university.
 - 01.08 Begin creating a portfolio of documents for job placement.
- 02.0 Identify available career and technical employment opportunities--The student will be able to:
- 02.01 Identify employment opportunities in the area of Agriscience and Natural Resources.
 - 02.02 Identify employment opportunities in the area of Construction
 - 02.03 Identify employment opportunities in the area of Manufacturing.
 - 02.04 Identify employment opportunities in the area of Logistics, Transportation, and Distribution Services.
 - 02.05 Identify employment opportunities in the area of Information Technology Services.
 - 02.06 Identify employment opportunities in the area of Wholesale/Retail Sales and Services.
 - 02.07 Identify employment opportunities in the area of Financial Services.
 - 02.08 Identify employment opportunities in the area of Hospitality and Tourism.
 - 02.09 Identify employment opportunities in the area of Business and Administrative Services.
 - 02.10 Identify employment opportunities in the area of Health Services.
 - 02.11 Identify employment opportunities in the area of Human Services.
 - 02.12 Identify employment opportunities in the area of Arts and Communication Services.
 - 02.13 Identify employment opportunities in the area of Legal and Protective Services.
 - 02.14 Identify employment opportunities in the area of Scientific, Engineering, and Technical Services.

03.0 Identify components of self-understanding--The student will be able to:

- 03.01 Explain how values are acquired and changed.
- 03.02 Explain how work is affected by values.
- 03.03 Identify how individuals from diverse backgrounds offer unique contributions
- 03.04 Discuss methods for adapting learning styles to the method of instructional delivery.

04.0 Define and demonstrate cognitive skills--The student will be able to:

- 04.01 Describe importance of time management to complete tasks accurately and on time.
- 04.02 Outline strategies for effective time management
- 04.03 Describe role and relationship between values, aptitudes, abilities, and goal setting and attainment of academic and occupational skills.
- 04.04 Set personal goals and develop a plan of action to achieve those goals.
- 04.05 Identify problems and consequences of meeting goals.
- 04.06 Describe ways to deal with success and failure.
- 04.07 Exhibit awareness of and respect for others.
- 04.08 Demonstrate ways to improve test-taking skills, including preparing for standardized tests.
- 04.09 Explain the steps in decision-making.
- 04.10 Identify the process involved in problem solving.
- 04.11 Develop an action plan for solving problems and making decisions.
- 04.12 Identify strategies for building self-esteem and enhancing decision-making skills.
- 04.13 Demonstrate knowledge of the planning process.
- 04.14 Demonstrate ability to think creatively and generate new ideas.
- 04.15 Demonstrate the ability to conduct a systematic analysis of personal strengths and weaknesses.

05.0 Identify and apply a variety of learning techniques and styles--The student will be able to:

- 05.01 Describe the advantages of good note taking/outlining and listening skills.
- 05.02 Explain and apply a variety of strategies for knowledge retention of specific data, etc.
- 05.03 Describe and apply study techniques.
- 05.04 Discuss and employ a variety of test-taking strategies
- 05.05 Discuss the seven intelligences as identified by Howard Gardner (musical, bodily-kinesthetic, logical-mathematical, linguistic, spatial, interpersonal, intrapersonal).
- 05.06 Discuss styles of learning as identified by Anthony Gregoric (concrete sequential, abstract sequential, abstract random, concrete random). \
- 05.07 Identify learning style as auditory language, visual language, auditory numerical, visual numerical, and/or auditory-visual-kinesthetic combination.

06.0 Develop effective communication skills--The student will be able to:

- 06.01 Identify the effectiveness of assertive, aggressive, and passive communication.
- 06.02 Dramatize the impact of non-verbal behavior on communication.

- 06.03 Develop ways to provide effective feedback and deal with criticism.
- 06.04 Describe the importance of the proper use of grammar, vocabulary, diction, and etiquette.
- 06.05 Demonstrate ability to communicate in a multicultural setting.
- 06.06 Demonstrate ability to listen to, follow, and provide directions.
- 06.07 Participate in group and committee discussions to reach group consensus.
- 06.08 Write, edit, and revise a communication so that it presents information in a clear, correct, concise, complete, consistent, and courteous manner.

07.0 Demonstrate leadership skills--The student will be able to:

- 07.01 Demonstrate ability to negotiate, resolve conflict through peer mediation, handle stress, deal with undesirable behavior in others, share in task accomplishment, and build positive working relationships with others.
- 07.02 Identify characteristics of a leader and team member.
- 07.03 Define and practice brainstorming.
- 07.04 Describe the use of teams to increase productivity.
- 07.05 Demonstrate business and social etiquette.

08.0 Demonstrate workplace readiness skills--The student will be able to:

- 08.01 Identify resources used in a job search.
- 08.02 Discuss importance of drug tests and criminal background checks in identifying possible employment options
- 08.03 Identify steps of the job application process including arranging for references and proper documentation (e.g., green card).
- 08.04 Demonstrate appropriate dress and grooming for employment.
- 08.05 Identify documents that may be required when applying for a job.
- 08.06 Prepare a resume (electronic and traditional), letter of application, follow-up letter, acceptance/rejection letter, letter of resignation, letter of recommendation.
- 08.07 Complete a job application form neatly, legibly, and error free.
- 08.08 Demonstrate competence in job interview techniques (behavioral).

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: Career and Technical Related Basic Skills
Program Type: Career Preparatory
Career Cluster: Diversified Education

PSAV	
Program Number	D886700
CIP Number	1098867000
Grade Level	30, 31
Standard Length	Multiple Hours
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE PHYSICS 1 @4 SCIENCE @4 MATH 1 @4 ENGLISH 1 @4 MG MATH C MG ENG C
CTSO	Any
SOC Codes (all applicable)	N/A
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp
Basic Skills Level	N/A

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Diversified Education career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Diversified Education career cluster.

To provide students enrolled in career and technical job preparatory programs with the needed supportive instruction in math, science, and communications in an applied setting, in order to complement the instruction provided by the career and technical job preparatory instruction. This course provides pertinent supportive instruction and is not remedial in nature.

The content includes, but is not limited to, the math, science, and communications that are an integral part of the specific job preparatory career and technical programs.

Program Structure

When offered at the postsecondary adult career and technical level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the program-specific OJT framework apply.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Basic Skills (if applicable)

In PSAV programs offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C. the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program are: Mathematics N/A Language N/A and Reading N/A. These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination. Students may be exempt from meeting the Basic Skills requirements by earning an eligible industry certification. See the Basic Skills Exemption List document for a list of eligible industry certifications (<http://www.fldoe.org/workforce/dwdframe/rtf/basic-skills.rtf>).

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01(3)(a), F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91(3), F.S.

Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination pursuant to Section 1008.29, F.S.; or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement (Rule 6A-10.040, F.A.C.)

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular Occupational Completion Point (OCP) or a Modified Occupational Completion Point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Standards

The intended Standards/outcomes of this course will be selected from the job preparatory career and technical program based on the needs of the student.

**Florida Department of Education
Curriculum Framework**

Program Title: Continuing Workforce Education
Program Type: Career Preparatory
Career Cluster: Workforce Education

PSAV – Career Preparatory	
Program Number	E91010A , E91010M , E91010H, E91010V, E91010B, E91010I , E91010P
CIP Number	1691011001, 16910110002, 1691011003, 1691011004 , 1691011005 , 1691011006, 1691011007
Grade Level	30, 31
Standard Length	Multiple hours
Teacher Certification	ANY FIELD
SOC Codes (all applicable)	Discipline Specific
Facility Code	http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Workforce Education career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Workforce Education career cluster.

Program Structure

This program is a planned sequence of instruction consisting of:

- Individuals who are required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body.
- New or expanding businesses.

- Business, industry, and government agencies whose products or services are changing so fast that retraining of employees is necessary or whose employees need training in specific skills to increase efficiency and productivity.
- Individuals who are enhancing occupational skills necessary to maintain current employment, to cross train, or to upgrade employment.

Community Colleges will continue to report Continuing Workforce Education courses in the Supplemental Vocational Course -- Information Classification Structure (ICS). These codes are:

- 1.21.03 - Agriscience and Natural Resources
- 1.22.03 - Marketing
- 1.23.03 - Health Science
- 1.24.03 - Family and Consumer Sciences
- 1.25.03 - Business Technology
- 1.26.03 - Industrial
- 1.27.03 - Public Service

The length of the course will vary depending on locally defined training requirements.

The purpose of this course is to provide students with instruction that does not result in a vocational certificate, diploma, associate in applied science degree, or associate in science degree. The content of the course may vary as a result of industry and student needs.

The following table illustrates the secondary program structure:

OCP	Program Number	Course Title	Length	SOC Code	Grade Level
A	E91010A	CWE – Agriculture and Natural Resources	Multiple Hours	Discipline Specific	30, 31
A	E91010M	CWE – Marketing	Multiple Hours	Discipline Specific	30, 31
A	E91010H	CWE – Health Science	Multiple Hours	Discipline Specific	30, 31
A	E91010V	CWE – Family and Consumer Sciences	Multiple Hours	Discipline Specific	30, 31
A	E91010B	CWE – Business Technology	Multiple Hours	Discipline Specific	30, 31
A	E91010I	CWE – Industrial	Multiple Hours	Discipline Specific	30, 31
A	E91010P	CWE – Public Service	Multiple Hours	Discipline Specific	30, 31

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Career and Technical Student Organization (CTSO)

Applicable organizations if any are discipline specific 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the program-specific OJT framework apply.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fl DOE.org/workforce/dwdframe/essential_skills.asp).

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular occupational completion point (OCP) or a modified occupational completion point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of

the OCP(s)/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Articulation

For details on articulation agreements which correlate to programs and industry certifications refer to http://www.fldoe.org/workforce/dwdframe/artic_frame.asp.

Bright Futures/Gold Seal Scholarship

Course substitutions as defined in the Comprehensive Course Table for this program area may be used to qualify a student for Florida's Gold Seal Vocational Scholarship, providing all other eligibility requirements are met. Eligibility requirements are available online at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx.

Fine Arts/Practical Arts Credit

Many courses in CTE programs meet the Fine Arts/Practical Arts credit for high school graduation. For additional information refer to <http://www.fldoe.org/schools/pdf/ListPracticalArtsCourses.pdf>.

Standards

The intended standards of this course will be locally developed.

**Florida Department of Education
Curriculum Framework**

Program Title: Vocational Employability Skills for Adults
Program Type: Career Preparatory
Career Cluster: Instructional Support Services

PSAV	
Program Number	S430123
CIP Number	1143.0199SN
Grade Level	30, 31
Standard Length	Variable
Teacher Certification	ANY VOCATIONAL FIELD OR COVERAGE
CTSO	N/A
SOC Codes (all applicable)	N/A
Facility Code	Appropriate http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp
Basic Skills Level	Mathematics: 8 Language: 8 Reading: 8

Purpose

The purpose of this program is to provide adult offenders (including those in work release programs and similar correctional programs) with occupational skills through employment-related instruction and concurrent, on-the-job training, supervised by the employer and teacher/coordinator.

Employment related instruction is in-school instruction that develops competencies directly related to the occupation in which the student is employed. Emphasis is placed on developing appropriate work habit attitudes as indicated below:

- 1) Punctuality
- 2) Attendance
- 3) Obedience
- 4) Positive attitude
- 5) Initiative
- 6) Responsibility
- 7) Personal appearance

Program Structure

This program is intended to provide short-term occupational education for adult offenders for a short duration (usually two (2) to six (6) months). The objective is to provide a foundation of survival skills for transitioning into entry-level employment, acquiring additional on-the-job training and encouraging further educational achievements.

The following table illustrates the program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	SLS0050	Helper	VARIABLE	NA

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Primary emphasis will be given to the diagnosis of the individual's interest and aptitude, followed by involvement in appropriate occupational competencies, consistent with the individual's education level. This program is designed to allow the institution's career and technical education department in cooperation with the Division of Career and Adult Education to develop student performance standards for specific instructional components based upon identified occupational titles in any of the career clusters of Agriculture, Food and Natural Resources; Architecture and Construction; Arts, A/V Technology and Communication; Business, Management and Administration; Education and Training; Finance; Government and Public Administration; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law, Public Safety and Security; Manufacturing; Marketing, Sales and Services; Science, Technology, Engineering and Mathematics (STEM); and Transportation, Distribution and Logistics. This curriculum framework and the adopted student performance standards will be the basis for program operation and program review. The specialized student performance standards will be based upon:

1. Serving the special needs of the institution's clients with an average time of stay of two (2) to six (6) months.
2. Organized instruction provided by a qualified instructor.
3. Input from a program advisory committee composed of representatives of business and industry.
4. Documentation for evaluation and accountability purposes.

The teacher/coordinator will visit each training agency a minimum of twice monthly.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the program-specific OJT framework apply.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Basic Skills (if applicable)

In PSAV programs offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C., the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program correspond with the job preparatory program in which the student is enrolled. These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination. Students may be exempt from meeting the Basic Skills requirements by earning an eligible industry certification. See the Basic Skills Exemption List document for a list of eligible industry certifications (<http://www.fldoe.org/workforce/dwdframe/rtf/basic-skills.rtf>).

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01(3)(a), F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91(3), F.S.

Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination pursuant to Section 1008.29, F.S.; or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement (Rule 6A-10.040, F.A.C.)

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular occupational completion point (OCP) or a modified occupational completion point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP(s)/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Standards

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

- 01.0 Demonstrate realistic employment goals.
- 02.0 Demonstrate the competencies of employability and career development.
- 03.0 Demonstrate problem solving and critical thinking skills.
- 04.0 Manage interpersonal relationships.
- 05.0 Use appropriate equipment and supplies safely and correctly.
- 06.0 Demonstrate competencies identified for a specific program component.

OPTIONAL

- 07.0 Demonstrate acquired skills through on-the-job training.

**Florida Department of Education
Student Performance Standards**

Program Title: Vocational Employability Skills for Adults
PSAV Number: S430123

Course Number: SLS0050
Occupational Completion Point: A
Helper – Variable Hours

- 01.0 DEMONSTRATE REALISTIC EMPLOYMENT GOALS--The student will be able to:
 - 01.01 Express personal strengths and weaknesses, including social adjustments and cognitive abilities.
 - 01.02 Match interests and abilities with potential careers.
- 02.0 DEMONSTRATE THE COMPETENCIES OF EMPLOYABILITY AND CAREER DEVELOPMENT --Explain the importance of employability skills and entrepreneurship skills. The student will be able to:
 - 02.01 Identify and demonstrate positive work behaviors needed to be employable. ECD 1.0
 - 02.02 Develop personal career plan that includes goals, objectives, and strategies. ECD 2.0
 - 02.03 Examine licensing, certification, and industry credentialing requirements. ECD 3.0
 - 02.04 Maintain a career portfolio to document knowledge, skills, and experience. ECD 5.0
 - 02.05 Evaluate and compare employment opportunities that match career goals. ECD 6.0
 - 02.06 Identify and exhibit traits for retaining employment. ECD 7.0
 - 02.07 Identify opportunities and research requirements for career advancement. ECD 8.0
 - 02.08 Research the benefits of ongoing professional development. ECD 9.0
 - 02.09 Examine and describe entrepreneurship opportunities as a career planning option. ECD 10.0
- 03.0 DEMONSTRATE PROBLEM-SOLVING AND CRITICAL THINKING: The student will be able to:
 - 03.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. PS 1.0
 - 03.02 Employ critical thinking and interpersonal skills to resolve conflicts. PS 2.0
 - 03.03 Identify and document workplace performance goals and monitor progress toward those goals. PS 3.0
 - 03.04 Conduct technical research to gather information necessary for decision-making. PS 4.0
- 04.0 MANAGE INTERPERSONAL RELATIONSHIPS--The student will be able to:
 - 04.01 Demonstrate good work attitudes.
 - 04.02 Demonstrate characteristics of a good employee.
 - 04.03 Maintain a positive relationship with a supervisor.
- 05.0 USE APPROPRIATE EQUIPMENT AND SUPPLIES SAFELY AND CORRECTLY--The student will be able to:
 - 05.01 These student performance standards are job specific and correspond to the job preparatory program in which the student is enrolled.
- 06.0 DEMONSTRATE COMPETENCIES IDENTIFIED FOR A SPECIFIC PROGRAM COMPONENT--The student will be able to:
 - 06.01 These student performance standards are job specific and correspond to the job preparatory program in which the student is enrolled.

OPTIONAL

07.0 DEMONSTRATE ACQUIRED SKILLS THROUGH ON-THE-JOB TRAINING--The student will be able to:

- 07.01 Display a positive attitude toward a job.
- 07.02 Demonstrate job performance skills.
- 07.03 Display expected level of productivity.
- 07.04 Use evaluations to improve own performance.
- 07.05 Identify, organize, plan and allocate resources.
- 07.06 Work cooperatively with others.
- 07.07 Acquire and use information including using computers.
- 07.08 Work effectively within the context of complex interrelationships.
- 07.09 Work with a variety of technologies.
- 07.10 Perform basic computer operations.

**Florida Department of Education
Curriculum Framework**

Program Title: Supported Competitive Employment for Adults with Disabilities (Phase I)
Program Type: Career Preparatory
Career Cluster: Instructional Support Services

PSAV	
Program Number	S990004
CIP Number	1399.00004N
Grade Level	30, 31
Standard Length	Variable based on time needed to stabilize student on the job
Teacher Certification	Any Field
CTSO	N/A
SOC Codes (all applicable)	N/A
Facility Code	Appropriate http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp
Basic Skills Level	Mathematics: N/A Language: N/A Reading: N/A

Purpose

The purpose of this program is to enable adult students with moderate and severe disabilities who are functioning at supported levels to acquire skills necessary for successful individual supported competitive employment. Supported employment refers to competitive work in an integrated work setting with ongoing support services for individuals with moderate and severe disabilities for whom competitive employment has not traditionally occurred. Features of supported employment include intensive onsite training, fade-off, ongoing monitoring, and onsite advocacy. Students will receive one-to-one intensive training by a job coach or employment specialist. The students will be paid at or above minimum wage. A weekly work hour goal is to be established for each individual that would maximize employment potential at the time of transition from Phase I (Training) to Phase II (Follow-along). The weekly work hour goal will be identified in the student’s Adult Individual Educational Plan (AIEP). The content of this program is expected to be provided as part of employment activities, not as pre-employment.

Program Structure

The particular outcomes and student performance standards which the student must master must be specified on an individual basis through the Adult Individual Educational Plan (AIEP) process. Placement in a paid community-based job is required at or above minimum wage. The benchmark for completion of the OCP is based on stabilization of the individual on the job. Stabilization is defined as when the student demonstrates acceptable job performance and there is reasonable expectation that satisfactory job performance will be maintained with support from the employer and colleagues in the workplace. When the student masters these student performance standards and is stabilized, the student is reported as a completer of OCP A. It is expected that upon completion of OCP A, the student will transition to follow-along services (Phase II). Supported Competitive Employment Phase II is not funded through the Workforce Development Fund. At some point in the future, should the individual need to re-enter the education system for training in a different occupational field or for advancement in the same field, the student may enroll in the program again with a new AIEP. Upon mastering the student performance objectives in the new AIEP, the student may be coded as a completer of OCP B.

The following table illustrates the program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	SLS0051	Training Related Occupations 1	MULTIPLE	NA
B	SLS0052	Training Related Occupations 2	MULTIPLE	NA

Documentation of mastery of student performance standards must be maintained. The AIEP must be maintained for audit purposes.

The following chart lists the components of the Adult Individual Educational Plan required for specific postsecondary programs.

Adult Individual Educational Plan (AIEP) Components:	S990002	S990004	9900100
Expected program outcomes for the student	X	X	X
Present performance level	X	X	X
Annual goals, instructional objectives, and/or student performance standards for mastery of OCP/LCP (needed for job)	X	X	X
Procedures for monitoring student performance	X	X	X
Specialized educational services, aids, or equipment	X	X	X
Projected dates for initiation of services	X	X	X
Schedule for periodic evaluation of progress			
Identification of job for which student is being trained	X	X	*
Statement of transition services needs including interagency linkage	X	X	X

*Only required if student's AIEP includes vocational student performance standards.

The program should include, but not be limited to, the following: positive work attitudes and habits; appropriate hygiene and grooming skills; related safety procedures; appropriate decision-making skills; specific job-related skills; and, self-reliance and initiative.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the program-specific OJT framework apply.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Basic Skills (if applicable)

In PSAV programs offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C. the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program are: Mathematics N/A, Language N/A, and Reading N/A. These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination. Students may be exempt from meeting the Basic Skills requirements by earning an eligible industry certification. See the Basic Skills Exemption List document for a list of eligible industry certifications (<http://www.fldoe.org/workforce/dwdframe/rtf/basic-skills.rtf>).

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01(3)(a), F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91(3), F.S.

Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination pursuant to Section 1008.29, F.S.; or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement (Rule 6A-10.040, F.A.C.)

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 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 postsecondary service provider. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special 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 cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular occupational completion point (OCP) or a modified occupational completion point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP(s)/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Standards

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

01. Demonstrate appropriate employability skills.
02. Demonstrate workplace-specific social skills.
03. Demonstrate self-advocacy and self-determination skills.
04. Demonstrate work-related skills.
05. Maintain employment duration by performing appropriate job duties with support.

**Florida Department of Education
Student Performance Standards**

Program Title: Supported Competitive Employment for Adults with Disabilities
(Phase I)

PSAV Number: S990004

Course Number: SLS0051

Occupational Completion Point: A

Training Related Occupation 1 – Variable Hours – SOC Code N/A

01. DEMONSTRATE APPROPRIATE EMPLOYABILITY SKILLS--The student will be able to:
 - 01.01 Demonstrate basic health and personal safety procedures--with guidance and support.
 - 01.02 Demonstrate skills for appropriate personal hygiene, dress, and grooming--with guidance and support.
 - 01.03 Demonstrate how to respond safely and appropriately to unexpected events--with guidance and support.
 - 01.04 Perform life skills--with guidance and support.

02. DEMONSTRATE WORKPLACE-SPECIFIC SOCIAL SKILLS--The student will be able to:
 - 02.01 Identify standards of conduct that comply with expectations in specific situations--with guidance and support.
 - 02.02 Demonstrate standards of conduct that comply with expectations in specified situations--with guidance and support.
 - 02.03 Respond appropriately to unexpected events and potentially harmful situations--with guidance and support.
 - 02.04 Participate in group situations--with guidance and support.
 - 02.05 Function effectively within formal organizations--with guidance and support.
 - 02.06 Interact appropriately with others--with guidance and support.

03. DEMONSTRATE SELF-ADVOCACY AND SELF-DETERMINATION SKILLS--The student will be able to:
 - 03.01 Identify and evaluate personal needs, interests, and goals--with assistance.
 - 03.02 Make plans about personal and career choices--with guidance and support.
 - 03.03 Carry out plans and adjust to changing circumstances--with guidance and support.

04. DEMONSTRATE WORK-RELATED SKILLS--The student will be able to:
 - 04.01 Demonstrate the ability to follow directions--with guidance and support.
 - 04.02 Demonstrate appropriate behaviors related to task completion--with guidance and support.
 - 04.03 Recognize individual rights and responsibilities in the workplace--with guidance and support.
 - 04.04 Respond appropriately to constructive criticism--with guidance and support.

05. MAINTAIN EMPLOYMENT BY PERFORMING APPROPRIATE JOB DUTIES WITH SUPPORT--The student will be able to:
 - 05.01 Plan and implement personal work assignments--with guidance and support.
 - 05.02 Demonstrate reliability and work ethic according to the standards of the workplace--with guidance and support.

- 05.03 Follow procedures to ensure health and safety in the workplace
- with guidance and support.
- 05.04 Demonstrate safe travel within and beyond the community--with guidance and support.

Course Number: SLS0052

Occupational Completion Point: B

Training Related Occupation 2 – Variable Hours – SOC Code N/A

At some point in the future, should the individual need to re-enter the education system for training in a different occupational field or for advancement in the same field, the student may enroll in the program again with a new AIEP. Upon mastering the student performance objectives in the new AIEP, the student may be coded as a completer of OCP B.

- 01. DEMONSTRATE APPROPRIATE EMPLOYABILITY SKILLS--The student will be able to:
 - 01.01 Demonstrate basic health and personal safety procedures--with guidance and support.
 - 01.02 Demonstrate skills for appropriate personal hygiene, dress, and grooming--with guidance and support.
 - 01.03 Demonstrate how to respond safely and appropriately to unexpected events--with guidance and support.
 - 01.04 Perform life skills--with guidance and support.

- 02. DEMONSTRATE WORKPLACE-SPECIFIC SOCIAL SKILLS--The student will be able to:
 - 02.01 Identify standards of conduct that comply with expectations in specific situations--with guidance and support.
 - 02.02 Demonstrate standards of conduct that comply with expectations in specified situations--with guidance and support.
 - 02.03 Respond appropriately to unexpected events and potentially harmful situations--with guidance and support.
 - 02.04 Participate in group situations--with guidance and support.
 - 02.05 Function effectively within formal organizations--with guidance and support.
 - 02.06 Interact appropriately with others--with guidance and support.

- 03. DEMONSTRATE SELF-ADVOCACY AND SELF-DETERMINATION SKILLS--The student will be able to:
 - 03.01 Identify and evaluate personal needs, interests, and goals--with assistance.
 - 03.02 Make plans about personal and career choices--with guidance and support.
 - 03.03 Carry out plans and adjust to changing circumstances--with guidance and support.

- 04. DEMONSTRATE WORK-RELATED SKILLS--The student will be able to:
 - 04.01 Demonstrate the ability to follow directions--with guidance and support.
 - 04.02 Demonstrate appropriate behaviors related to task completion--with guidance and support.
 - 04.03 Recognize individual rights and responsibilities in the workplace--with guidance and support.
 - 04.04 Respond appropriately to constructive criticism--with guidance and support.

- 05. MAINTAIN EMPLOYMENT BY PERFORMING APPROPRIATE JOB DUTIES WITH SUPPORT--The student will be able to:

- 05.01 Plan and implement personal work assignments--with guidance and support.
- 05.02 Demonstrate reliability and work ethic according to the standards of the workplace--with guidance and support.
- 05.03 Follow procedures to ensure health and safety in the workplace--with guidance and support.
- 05.04 Demonstrate safe travel within and beyond the community--with guidance and support.