

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: Academy of International Business
Occupational Area: Business
Components: Two Occupational Completion Points including core

	<u>Secondary</u>	<u>PSAV</u>
Program Numbers	8216100	B060901
CIP Number	0506.090110	0506.090110
Grade Level	9-12, 30, 31	30, 31
Standard Length	5 credits	750 hours
Certification	BUS ED @4 1 @2	BUS ED @4 1 @2
	VOE @7	VOE @7
	TEACH CBE @7	TEACH CBE @7
	MANAG SUPV @7 G	MANAG SUPV @7 G
	BOOKKEEPIN @4 @7 G	BOOKKEEPIN @4 @7 G
[Intro to IT only		
Additional Certification		
Accepted:]	COMP SCI @2 @6	
CSO	FBLA	Phi Beta Lambda
	BPA	BPA
Coop Method:	Yes	Yes
Facility Code:	212	212
Basic Skills:		
Math		9
Language		9
Reading		9
SOC Code:	111021	

- I. **MAJOR CONCEPTS/CONTENT:** The purpose of this program is to prepare students for entry-level management trainee positions (SOC Code 11-1021) in the international business environment. Program completers develop the appreciation, knowledge, skills, and abilities necessary to work and live in a global marketplace.

Students are introduced to the concept of a global economy with attention given to economic, cultural, and political factors affecting international business. The program content includes the study of organizational structures, business management, entrepreneurship, human relations, cross-cultural communications, leadership, marketing, legal agreements, trade relations, banking and finance, international economics.

The curriculum supports student attainment of the skills and competencies included in the US Department of Labor SCANS Report for America 2000. The skills and competencies identified in SCANS are recognized as needed by workers in order to succeed in the work place.

The program is designed as a Tech Prep program of study. Articulation agreements must be developed with postsecondary institutions.

The following diagram illustrates the Academy of International Business program structure:

Manager Trainee	
OCP B Manager Trainee	SOC Code 11-1021 750 hours) Business Internship International Finance & Law International Bus Systems Accounting Apps 1
OCP A Information Technology Assistant	SOC Code 43-4000 CCC (150 hours) or Introduction to IT

Information
Technology
Assistant

Listed below are the courses for this program:

8209020 - Computing for College and Careers (Computing for College and Careers)

OR

8200320 - Keyboarding and Business Skills

AND

8200330 - Computer and Business Skills

OR

8207310 - Introduction to Information Technology
8203310 - Accounting Applications 1
8216110 - International Business Systems
8216120 - International Finance and Law
8216130 - Business Internship

- II. **LABORATORY ACTIVITIES:** Laboratory activities are an integral of this program and may include the use of computer systems, office technology, presentation technology, and business simulations.
- III. **SPECIAL NOTE:** In order to provide the true meaning of the Academy concept, it is strongly suggested that a total interdisciplinary approach be implemented. It is through a balanced and integrated curriculum that students attain the attitudes, skills, and knowledge needed to compete successfully in today's work force. It is also strongly suggested that the Academy teachers have common planning periods to achieve curriculum integration.

The use of cooperative learning groups through program courses is recommended. By learning and practicing group process skills, students will be prepared to work "together" in real work situations.

Emphasis in the program should be given to the development of abilities and/or awareness necessary to function in a high technological society. Students in the Academy are encouraged to enroll in the Emerging Technology in Business course to become effective users of evolving technology.

The business internship course must include the following: an agreement among students, parents and employers, an evaluative criteria of job

performance, a student professional growth plan which will include instructional objectives, career goals, and self assessment. Compensation is recommended but not required for work performed.

Course enhancement Student Performance Standards are included in the addenda for each of the following courses:

Computing for College and Careers (Computing for College and Careers)
OR
Keyboarding and Business Skills/Computer and Business Skills
Accounting Applications 1

Situations may occur in which non-Academy of International Business students may be scheduled in Academy of International Business classes. Therefore, consideration should be given to incorporate the teaching of the Academy of International Business enhancement Student Performance Standards to all students in the class. The teaching of global business concepts will be beneficial to the growth and development of all students.

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. 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.

Future Business Leaders of America (Secondary), Phi Beta Lambda (Postsecondary), and Business Professionals of America are the appropriate Career Student Organizations (CSO) for providing leadership training and for reinforcing specific career and technical skills. Career Student Organizations, when provided, shall be an integral part of the career and technical instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, FAC.

IV. **INTENDED OUTCOMES:** After successfully completing this program, the student will be able to:

OCCUPATIONAL COMPLETION POINT - DATA CODE A
Information Technology Assistant- SOC Code 43-4000

Computing for College and Careers (Computing for College and Careers)
Competencies:

- 01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 01.01, 01.02, 01.03, 01.04, 01.05, 01.06, 01.07, 01.08.]
- 02.0 Demonstrate comprehension and communication skills. [Student Performance Standards: 02.01, 02.02, 02.04, 02.05, 02.05, 02.06, 02.07.]
- 03.0 Use technology to apply and enhance communication skills in technical reading, writing. [Student Performance Standards: 03.01, 03.02, 03.03, 03.05, 03.06.]
- 04.0 Develop an awareness of management functions and organizational structures as they relate to today's workplace and

- employer/employee roles. Demonstrate initiative, courtesy, loyalty, honesty, cooperation, and punctuality as a team member. [Student Performance Standards: 04.01, 04.02, 04.03.]
- 05.0 Practice quality performance in the learning environment and the workplace. [Student Performance Standards: 05.01, 05.02.]
- 06.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal and professional ethics to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 06.01, 06.02, 06.03.]
- 07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 07.01, 07.02, 07.03.]
- 08.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals. [Student Performance Standards: 08.01, 08.02, 08.03.]
- 09.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals. Experience work-based learning through job shadowing, mentoring, e-coaching, etc. [Student Performance Standards: 09.01, 09.02, 09.03, 09.04, 09.05, 09.06, 09.07, 09.08.]
- 10.0 Demonstrate personal and interpersonal skills and attributes appropriate for the workplace. [Student Performance Standards: 10.01, 10.02, 10.03.]
- 13.0 Perform office functions and responsibilities to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 13.02.]
- 41.0 Perform e-mail activities. [Student Performance Standards: 41.01, 41.09.]
- 42.0 Demonstrate operating systems. [Student Performance Standards: 42.01, 42.10, 42.12, 42.14.]
- 67.0 Develop an awareness of emerging technologies. [Student Performance Standards: 67.01, 67.02, 67.03.]

OR

Introduction to IT Competencies:

- 01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 01.01, 01.02, 01.03, 01.04, 01.06, 01.07.]
- 02.0 Demonstrate Comprehension and communication skills. [Student Performance Standards: 02.03, 02.62, 02.63, 02.64, 02.65, 02.66.]
- 03.0 Use technology to enhance the effectiveness of communication skills. [Student Performance Standards: 03.03, 03.06.]
- 04.0 Develop an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles. [Student Performance Standards: 04.01, 04.02.]
- 05.0 Practice quality performance in the learning environment and the workplace. [Student Performance Standards: 05.01, 05.02.]
- 06.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 06.03.]

- 07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 07.01, 07.02, 07.03.]
- 08.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals. [Student Performance Standards: 08.02, 08.03.]
- 09.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals. [Student Performance Standards: 09.15, 09.16, 09.17, 09.18, 09.19, 09.20.]
- 10.0 Demonstrate human relations/interpersonal skills appropriate for the workplace. [Student Performance Standards: 10.01, 10.03.]
- 20.0 Participate in work-based learning experiences. [Student Performance Standards: 20.44, 20.46.]
- 41.0 Perform e-mail activities. [Student Performance Standards: 41.01, 41.02, 41.03, 41.04, 41.05, 41.06, 41.07, 41.08, 41.09, 41.10, 41.11, 41.12, 41.13.]
- 42.0 Demonstrate knowledge of different operating systems. [Student Performance Standards: 42.01, 42.10, 42.12, 42.14.]
- 55.0 Demonstrate proficiency navigating the internet, intranet, and the WWW. [Student Performance Standards: 55.01, 55.10, 55.11, 55.14, 55.15, 55.16, 55.17, 55.18.]
- 56.0 Demonstrate proficiency using HTML commands. [Student Performance Standards: 56.01, 56.02, 56.03, 56.04, 56.05, 56.06, 56.08, 56.17, 56.18, 56.19.]
- 57.0 Demonstrate proficiency in page design applicable to the WWW. [Student Performance Standards: 57.01, 57.02, 57.04, 57.05, 57.25, 57.26, 57.27.]
- 63.0 Demonstrate proficiency using specialized web design software. [Student Performance Standards: 63.01, 63.02.]
- 64.0 Develop an awareness of the information technology industry. [Student Performance Standards: 64.01, 64.04, 64.05.]
- 65.0 Develop an awareness of microprocessors and digital computers. [Student Performance Standards: 65.01, 65.02, 65.03, 65.04, 65.05, 65.06, 65.07, 65.08.]
- 66.0 Develop an awareness of programming languages. [Student Performance Standards: 66.01, 66.02, 66.03, 66.04.]
- 67.0 Develop an awareness of emerging technologies. [Student Performance Standards: 67.01, 67.02, 67.03.]
- 69.0 Demonstrate an understanding of the seven layers of the Open Systems Interface(OSI) model. [Student Performance Standards: 69.01, 69.02, 69.04, 69.06, 69.07, 69.08, 69.09, 69.11.]
- 70.0 Demonstrate proficiency using common software applications. [Student Performance Standards: 70.01, 70.02.]
- 71.0 Demonstrate proficiency using specialized software applications. [Student Performance Standards: 71.01, 71.02, 71.06.]

OCCUPATIONAL COMPLETION POINT - DATA CODE B
MANAGER TRAINEE - SOC Code 11-1021

- 02.0 Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise, and correct manner on personal and professional levels. [Student Performance Standards: [Student Performance Standards: 02.15, 02.16, 02.17.]
- 04.0 Use information to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 04.05.]

- 06.0 Develop an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles. [Student Performance Standards: 06.05, 06.06.]
- 07.0 Practice quality performance in the learning environment and the workplace. [Student Performance Standards: 07.03, 07.04, 07.07, 07.08.]
- 08.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 08.13, 08.14.]
- 09.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 09.06.]
- 10.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals. [Student Performance Standards: 10.05.]
- 12.0 Demonstrate human relations/interpersonal skills appropriate for the workplace. [Student Performance Standards: 12.04.]
- 20.0 Participate in work-based learning experiences. [Student Performance Standards: 20.20, 20.21, 20.22.]
- 21.0 Demonstrate knowledge of business management skills. [Student Performance Standards: 21.01, 21.02.]
- 22.0 Apply accounting principles and concepts using appropriate technology. [Student Performance Standards: 22.01, 22.02.]
- 52.0 Exhibit positive human relations and leadership skills. [Student Performance Standards: 52.04, 52.05, 52.06, 52.07, 52.08, 52.09, 52.10, 52.11, 52.12, 52.15, 52.16, 52.17, 52.18.]
- 59.0 Demonstrate employability skills. [Student Performance Standards: 59.07, 59.08, 59.09, 59.10, 59.11, 59.12, 59.13, 59.14, 59.15, 59.16, 59.17, 59.18, 59.19.]
- 63.0 Perform technology applications. [Student Performance Standards: 63.01, 63.02, 63.03, 63.04, 63.05, 63.06, 63.07, 63.08.]
- 66.0 Demonstrate an understanding of the principles of business in global economy. Student Performance Standards: 66.01, 66.02, 66.03, 66.04, 66.05, 66.06, 66.07, 66.08, 66.09, 66.10.]
- 67.0 Develop an understanding of cultural diversity/customs. [Student Performance Standards: 67.01, 67.02, 67.03, 67.04, 67.05, 67.06, 67.07, 67.08, 67.09.]
- 68.0 Identify business ethics. [Student Performance Standards: 68.01, 68.02, 68.03, 68.04.]
- 69.0 Identify channels of promoting and distributing goods. [Student Performance Standards: 69.01, 69.02, 69.03, 69.04, 69.05, 69.06, 69.07, 69.08, 69.09.]
- 70.0 Identify governmental and political influences. [Student Performance Standards: 70.01, 70.02, 70.03, 70.04, 70.05, 70.06.]
- 71.0 Perform financial operations. [Student Performance Standards: 71.01, 71.02, 71.03, 71.04, 71.05, 71.06, 71.07, 71.08, 71.09, 71.10.]
- 72.0 Demonstrate knowledge of trade law. [Student Performance Standards: 72.01, 72.02, 72.03, 72.04, 72.05, 72.06.]
- 73.0 Identify import/export activities. [Student Performance Standards: 73.01, 73.02, 73.03, 73.04, 73.05.]
- 74.0 Identify global organizational structures. [Student Performance Standards: 74.01, 74.02, 74.03, 74.04, 74.05.]
- 75.0 Demonstrate business management skills. [Student Performance Standards: 75.01.]

- 76.0 Demonstrate positive human relations and leadership skills in the workplace. [Student Performance Standards: 76.01, 76.02, 76.03, 76.04, 76.05.]
- 77.0 Demonstrate *knowledge of historical and current ethical international business behavior*. [Student Performance Standards: 77.01.]

July 2007

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Academy of International Business
Secondary Number: 8216100
Postsecondary Number: B060901

OCCUPATIONAL COMPLETION POINT - DATA CODE A - Information Technology Assistant
SOC Code 43-4000

Computing for College and Careers (Computing for College and Careers)
competencies :

INFORMATION SYSTEMS

01.00 DEMONSTRATE KNOWLEDGE, SKILL, AND APPLICATION OF INFORMATION SYSTEMS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:

- 01.01 Develop keyboarding skills to enter and manipulate text and data. (LA.B.1.4.3)
- 01.02 Describe and use current and emerging computer technology and software to perform personal and business related tasks. (LA.B.2.4.4)
- 01.03 Identify and describe communications and networking systems used in workplace environments.
- 01.04 Use reference materials such as on-line help, vendor bulletin boards, tutorials, and manuals available for application software. (LA.B.2.4.4, LA.A.2.4.6)
- 01.05 Demonstrate basic computer file management skills. (LA.A.2.4.2, LA.B.2.4.4, LA.B.2.4.6)
- 01.06 Troubleshoot problems with computer hardware peripherals and other office equipment. (LA.D.2.4.4)
- 01.07 Describe ethical issues and problems associated with computers and information systems.
- 01.08 Apply ergonomic principles applicable to the configuration of computer workstations.

WORKPLACE COMMUNICATIONS

02.00 DEMONSTRATE COMPREHENSION AND COMMUNICATION SKILLS-The student will be able to:

- 02.01 Read and comprehend technical and non-technical reading assignments related to course content including trade journals, books, magazines and electronic sources.
- 02.02 Write clear and well-organized research papers, integrating a variety of information.
- 02.03 Prepare and deliver an oral report with appropriate materials to the class
- 02.04 Participate in large group discussions as a member and/or a leader.
- 02.05 Take notes, organize, summarize, and paraphrase ideas and details.
- 02.06 Accurately follow written and oral instructions.
- 02.07 Interpret data on graphs, charts, diagrams, and tables commonly used in this industry/occupation.

03.0 USE TECHNOLOGY TO ENHANCE THE EFFECTIVENESS OF COMMUNICATION SKILLS-The student will be able to:

- 03.01 Select and use word processing software and accompanying features to enhance written business communications. (LA.B.1.4.1)
- 03.02 Use the writing process to create and edit business documents appropriate to the subject matter, purpose, and audience. (LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3)
- 03.03 Use database, spreadsheet, presentation software, scheduling, and integrated software packages to enhance communication. (LA.B.2.4.1, LA.B.2.4.2)
- 03.05 Use computer networks (e.g., Internet, on-line databases, e-mail) to facilitate collaborative or individual learning and communication.
- 03.06 Respond to and utilize information derived from multiple sources (e.g., written documents, instructions, e-mail, voice mail) to solve business problems and complete business tasks.

MANAGEMENT

04.0 DEVELOP AN AWARENESS OF MANAGEMENT FUNCTIONS AND ORGANIZATIONAL STRUCTURES AS THEY RELATE TO TODAY'S WORKPLACE AND EMPLOYER/ EMPLOYEE ROLES-The student will be able to:

- 04.01 Explore, design, implement, and evaluate organizational structures and cultures for managing project teams.
- 04.02 Explore and demonstrate an awareness of current trends in business and the employee's role in maintaining productive business environments in today's global workplace.
- 04.03 Collaborate with individuals and teams to complete tasks and solve business-related problems and demonstrate initiative, courtesy, loyalty, honesty, cooperation, and punctuality as a team member.

05.0 PRACTICE QUALITY PERFORMANCE IN THE LEARNING ENVIRONMENT AND THE WORKPLACE-The student will be able to:

- 05.01 Assess personal, peer and group performance and identify and implement strategies for improvement (e.g., organizational skills, note taking/outlining, advance organizers, reasoning skills, problem-solving skills, and decision-making skills).
- 05.02 Develop criteria for assessing products and processes that incorporate effective business practices (e.g., time management, productivity, total quality management).

06.0 INCORPORATE APPROPRIATE LEADERSHIP AND SUPERVISION TECHNIQUES, CUSTOMER SERVICE STRATEGIES, AND STANDARDS OF PERSONAL ETHICS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:

- 06.01 Demonstrate an awareness of quality service and the personal and professional standards required to establish an effective service-based culture in the workplace, business, or learning environment.
- 06.02 Identify, analyze, and implement managerial skills necessary for maintaining a high quality work environment, goals, and strategic planning in business settings.
- 06.03 Follow accepted rules, regulations, policies, procedures, processes, and workplace safety.

MATHEMATICS AND FINANCE

07.0 APPLY MATHEMATICAL OPERATIONS AND PROCESSES AS WELL AS FINANCIAL PLANNING STRATEGIES TO COMMONLY OCCURRING SITUATIONS IN THE WORKPLACE TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:

- 07.01 Analyze, interpret, compile, and demonstrate the ability to present/communicate data in understandable and measurable terms using common statistical procedures. (MA.E.1.4.1, MA.E.A.4.2)
- 07.02 Use common standards of measurement including the metric system in solving work-related or business problems (e.g., length, weight, currency, time). (MA.B.3.4.1)
- 07.03 Select and use the correct mathematical processes and tools to solve complex problem situations that are typical of business settings and use formulas when appropriate. (MA.A.3.4.3)

JOB READINESS AND CAREER DEVELOPMENT

08.0 ASSESS PERSONAL STRENGTHS AND WEAKNESSES AS THEY RELATE TO JOB OBJECTIVES, CAREER EXPLORATION, PERSONAL DEVELOPMENT, AND LIFE GOALS-The student will be able to:

- 08.01 Assess, analyze, and reassess individual talents, aptitudes, interests, and personal characteristics as they relate to potential future careers in business environments.
- 08.02 Use personal assessment tools to identify personal strengths and weaknesses related to learning and work environments.
- 08.03 Analyze job and career requirements and relate career interests to opportunities in the global economy.

09.0 INCORPORATE KNOWLEDGE GAINED FROM INDIVIDUAL ASSESSMENT AND JOB/CAREER EXPLORATION TO DESIGN AN INDIVIDUAL CAREER PLAN THAT REFLECTS THE TRANSITION FROM SCHOOL TO WORK, LIFELONG LEARNING, AND PERSONAL AND PROFESSIONAL GOALS-The student will be able to:

- 09.01 Analyze personal skills and aptitudes in comparison with various business related job and career options.
- 09.02 Use career resources to develop an information base that reflects local and global business related occupations and opportunities for continuing education and workplace experience.
- 09.03 Demonstrate job-seeking skills required for entry-level employment (e.g., resume, application, interview, and follow-up). (LA.C.3.4.4)
- 09.04 Design and initiate a plan to facilitate growth and skill development related to anticipated job requirements and career expectations.
- 09.05 Refine and implement a plan to facilitate personal growth and skill development related to anticipated job requirements and career expectations.
- 09.06 Demonstrate an awareness of specific job requirements and career paths (e.g., requirements, characteristics needed) in business environments.
- 09.07 Demonstrate an awareness of the potential impact of local and global trends on career plans and life goals.
- 09.08 Build mentor relationships with local professionals in the industry.

HUMAN RELATIONS/INTERPERSONAL SKILLS

10.0 DEMONSTRATE HUMAN RELATIONS/INTERPERSONAL SKILLS APPROPRIATE FOR THE WORKPLACE-The student will be able to:

- 10.01 Accept constructive criticism. (SS.B.1.4.5)
- 10.02 Apply appropriate strategies to manage and resolve conflicts in work situations. (LA.D.1.4.2, SS.B.1.4.5)
- 10.03 Demonstrate personal and interpersonal skills appropriate for the workplace (e.g., responsibility, dependability, punctuality, integrity, positive attitude, initiative, respect for self and others, professional dress, etc.).

ADMINISTRATIVE PROCEDURES

13.0 PERFORM FUNCTIONS AND RESPONSIBILITIES TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:

- 13.02 Demonstrate knowledge of ethical behavior in a business environment (e.g., confidentiality of information, employee right to know, hiring practices, plagiarism, copyright violations, sexual harassment, mission statement, code of ethics, etc.).

NETWORK/SOFTWARE SUPPORT

41.0 PERFORM E-MAIL ACTIVITIES-The student will be able to:

- 41.01 Describe e-mail capabilities and functions.
- 41.09 Use the Internet to perform e-mail activities.

42.0 DEMONSTRATE OPERATING SYSTEMS-The student will be able to:

- 42.01 Identify operating system file naming conventions.
- 42.10 Demonstrate proficiency with file management and structure (e.g., folder creation, file creation, backup, copy, delete, open, save).
- 42.12 Demonstrate a working knowledge of standard file formats.
- 42.14 Explain the history and purpose of various operating systems (e.g., DOS, Windows, Mac, and Unix/Linux).

INFORMATION TECHNOLOGY

67.0 DEVELOP AN AWARENESS OF EMERGING TECHNOLOGIES-The student will be able to:

- 67.01 Compare and contrast various methods of evaluation for emerging technologies.
- 67.02 Demonstrate knowledge of the process of planning upgrades and changeovers.
- 67.03 Compare and contrast emerging technologies (e.g., wireless, wireless web, cell phones, portables/handhelds, smart appliances, home networks, peer-to-peer, etc.).

OR

Introduction to Information Technology competencies:

INFORMATION SYSTEMS

01.0 DEMONSTRATE KNOWLEDGE, SKILL, AND APPLICATION OF INFORMATION SYSTEMS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:

- 01.01 Develop keyboarding skills to enter and manipulate text and data.

- 01.02 Describe and use current and emerging computer technology and software to perform personal and business related tasks.
- 01.03 Identify and describe communications and networking systems used in workplace environments.
- 01.04 Use reference materials such as on-line help, vendor bulletin boards, tutorials, and manuals available for application software.
- 01.05 Troubleshoot problems with computer hardware peripherals and other office equipment.
- 01.07 Describe ethical issues and problems associated with computers and information systems.

WORKPLACE COMMUNICATIONS

02.0 USE TECHNOLOGY TO APPLY AND ENHANCE COMMUNICATION SKILLS IN TECHNICAL READING, WRITING, SPEAKING, LISTENING, AND VIEWING-The student will be able to:

- 02.03 Use listening, speaking, telecommunication and nonverbal skills and strategies to communicate effectively with supervisors, co-workers, and customers.
- 02.62 Organize ideas and communicate oral and written messages appropriate for information technology environments.
- 02.63 Collaborate with individuals and teams to complete tasks and solve information technology problems.
- 02.64 Identify, define, and discuss professional information technology terminology appropriate for internal and external communications in an information technology environment.
- 02.65 Apply the writing process to the creation of appropriate documents following designated business formats.
- 02.66 Demonstrate an awareness of project management concepts and tools (e.g., timelines, deadlines, resource allocation, time management, delegation of tasks, collaboration, etc.).

03.0 USE TECHNOLOGY TO ENHANCE THE EFFECTIVENESS OF COMMUNICATION SKILLS-The student will be able to:

- 03.03 Use database, spreadsheet, presentation software, scheduling, and integrated software packages to enhance communication.
- 03.06 Respond to and utilize information derived from multiple sources (e.g., written documents, instructions, e-mail, voice mail) to solve business problems and complete business tasks.

MANAGEMENT

04.0 DEVELOP AN AWARENESS OF MANAGEMENT FUNCTIONS AND ORGANIZATIONAL STRUCTURES AS THEY RELATE TO TODAY'S WORKPLACE AND EMPLOYER/ EMPLOYEE ROLES-The student will be able to:

- 04.01 Explore, design, implement, and evaluate organizational structures and cultures. Explore and demonstrate an awareness of current trends in business and the employee's role in maintaining productive business environments in today's global workplace.
- 04.02 Collaborate with individuals and teams to complete tasks and solve business-related problems and demonstrate initiative, courtesy, loyalty, honesty, cooperation, and punctuality as a team member.

05.0 PRACTICE QUALITY PERFORMANCE IN THE LEARNING ENVIRONMENT AND THE WORKPLACE-The student will be able to:

- 05.01 Assess personal, peer and group performance and identify and implement strategies for improvement (e.g., organizational skills, note taking/outlining, advance organizers, reasoning skills, problem-solving skills, and decision-making skills).
- 05.02 Develop criteria for assessing products and processes that incorporate effective business practices (e.g., time management, productivity, total quality management).

06.0 INCORPORATE APPROPRIATE LEADERSHIP AND SUPERVISION TECHNIQUES, CUSTOMER SERVICE STRATEGIES, AND STANDARDS OF PERSONAL ETHICS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:

- 06.03 Demonstrate awareness of the following workplace essentials: Quality customer service; business ethics; confidentiality of information; copyright violations; accepted workplace rules, regulations, policies, procedures, processes, and workplace safety, and appropriate attire and grooming.

MATHEMATICS AND FINANCE

07.0 APPLY MATHEMATICAL OPERATIONS AND PROCESSES AS WELL AS FINANCIAL PLANNING STRATEGIES TO COMMONLY OCCURRING SITUATIONS IN THE WORKPLACE TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:

- 07.01 Analyze, interpret, compile, and demonstrate the ability to present/communicate data in understandable and measurable terms using common statistical procedures.
- 07.02 Use common standards of measurement including the metric system in solving work-related or business problems (e.g., length, weight, currency, time).
- 07.03 Select and use the correct mathematical processes and tools to solve complex problem situations that are typical of business settings and use formulas when appropriate.

JOB READINESS AND CAREER DEVELOPMENT

08.0 ASSESS PERSONAL STRENGTHS AND WEAKNESSES AS THEY RELATE TO JOB OBJECTIVES, CAREER EXPLORATION, PERSONAL DEVELOPMENT, AND LIFE GOALS-The student will be able to:

- 08.02 Use personal assessment tools to identify personal strengths and weaknesses related to learning and work environments.
- 08.03 Analyze job and career requirements and relate career interests to opportunities in the global economy.

09.0 INCORPORATE KNOWLEDGE GAINED FROM INDIVIDUAL ASSESSMENT AND JOB/CAREER EXPLORATION TO DESIGN AN INDIVIDUAL CAREER PLAN THAT REFLECTS THE TRANSITION FROM SCHOOL TO WORK, LIFELONG LEARNING, AND PERSONAL AND PROFESSIONAL GOALS-The student will be able to:

- 09.15 Research, compare, and contrast information technology career clusters (e.g., characteristics needed, skills required, education required, industry certifications, advantages and disadvantages of information technology careers, the need for information technology workers, etc.).
- 09.16 Describe the variety of occupations and professions within the world of information technology including those where information technology is either in a primary focus or in a supportive role.

- 09.17 Describe job requirements for the variety of occupations and professions within the global world of information technology.
- 09.18 Analyze personal skills and aptitudes in comparison with information technology career opportunities.
- 09.19 Refine and implement a plan to facilitate personal growth and skill development related to information technology career opportunities.
- 09.20 Develop and maintain an electronic career portfolio, to include, but not limited to the Resume and Letter of Application.

10.0 DEMONSTRATE HUMAN RELATIONS/INTERPERSONAL SKILLS APPROPRIATE FOR THE WORKPLACE-The student will be able to:

- 10.01 Accept constructive criticism.
- 10.03 Demonstrate personal and interpersonal skills appropriate for the workplace (e.g., responsibility, dependability, punctuality, integrity, positive attitude, initiative, respect for self and others, professional dress, etc.).

WORK-BASED LEARNING

20.0 PARTICIPATE IN WORK-BASED LEARNING EXPERIENCES-The student will be able to:

- 20.44 Participate in work-based learning experiences in an information technology environment.
- 20.46 Discuss the use of technology in an information technology environment.

NETWORK/SOFTWARE SUPPORT

41.0 PERFORM E-MAIL ACTIVITIES-The student will be able to:

- 41.01 Describe e-mail capabilities and functions.
- 41.02 Identify components of an e-mail message.
- 41.03 Identify the components of an e-mail address.
- 41.04 Identify when to use different e-mail options.
- 41.05 Attach a file to an e-mail message.
- 41.06 Forward an e-mail message.
- 41.07 Use an address book.
- 41.08 Reply to an e-mail message.
- 41.09 Use the Internet to perform e-mail activities.
- 41.10 Identify the appropriate use of e-mail and demonstrate related e-mail etiquette.
- 41.12 Identify when to include information from an original e-mail message in a response.
- 41.13 Identify common problems associated with widespread use of e-mail.

42.0 DEMONSTRATE KNOWLEDGE OF DIFFERENT OPERATING SYSTEMS-The student will be able to:

- 42.01 Identify operating system file naming conventions.
- 42.10 Demonstrate proficiency with file management and structure (e.g., folder creation, file creation, backup, copy, delete, open, save).
- 42.12 Demonstrate a working knowledge of standard file formats.
- 42.14 Explain the history and purpose of various operating systems (e.g., DOS, Windows, Mac, and Unix/Linux).

WEB DESIGN

55.0 DEMONSTRATE PROFICIENCY NAVIGATING THE INTERNET, INTRANET, AND THE WWW-The student will be able to:

- 55.01 Identify and describe Web terminology.
 - 55.10 Demonstrate proficiency in using the basic features of GUI browsers (e.g., setting bookmarks, basic configurations, e-mail configurations, address book).
 - 55.11 Define Universal Resource Locators (URLs) and associated protocols (e.g., .com, .org, .edu, .gov, .net, .mil).
 - 55.14 Describe and observe Internet/Intranet ethics and copyright laws and regulatory control.
 - 55.15 Trace the evolution of the Internet from its inception to the present and into the future.
 - 55.16 Demonstrate proficiency using search engines (e.g., Yahoo!, Google, Northern Light, Lycos, Excite, etc.).
 - 55.17 Demonstrate proficiency using various web tools (e.g., downloading of files, transfer of files, telnet, PDF, etc.).
 - 55.18 Identify effective Boolean search strategies.
- 56.0 DEMONSTRATE PROFICIENCY USING HTML COMMANDS—The student will be able to:
- 56.01 Identify elements of a Web page.
 - 56.02 Describe individual Web page layouts and content (e.g., writing for the Web, Web structure).
 - 56.03 Define basic HTML terminology.
 - 56.04 Analyze HTML source code developed by others.
 - 56.05 Create Web pages using basic HTML tags (e.g., links, lists, character styles, text alignment, and tables).
 - 56.06 Use storyboarding techniques for subsequent Web pages (e.g., linear, hierarchical).
 - 56.08 Edit and test HTML documents for accuracy and validity.
 - 56.17 Use basic functions of WYSIWYG editors.
 - 56.18 Use basic functions of HTML, DHTML, and XML editors and converters.
 - 56.19 Enhance web pages through the addition of images and graphics including animation.
- 57.0 DEMONSTRATE PROFICIENCY IN PAGE DESIGN APPLICABLE TO THE WWW—The student will be able to:
- 57.01 Develop an awareness of acceptable Web page design, including index pages in relation to the rest of the Web site.
 - 57.02 Describe and apply color theory as it applies to Web page design (e.g., background and text color).
 - 57.04 Access and digitize graphics through various resources (e.g., scanner, digital cameras, on-line graphics, clipart, CD ROMs).
 - 57.05 Use image design software to create and edit images.
 - 57.25 Demonstrate proficiency in publishing to the Internet.
 - 57.26 Demonstrate proficiency in adding downloadable forms to web pages.
 - 57.27 Explain the need for web-based applications.
- 63.0 DEMONSTRATE PROFICIENCY USING SPECIALIZED WEB DESIGN SOFTWARE—The student will be able to:
- 63.01 Compare and contrast various specialized web design software (e.g., Flash, Shockwave, GoLive, Director, etc.).
 - 63.02 Demonstrate use of various specialized web design software (e.g., Flash, Shockwave, GoLive, Director, etc.).

INFORMATION TECHNOLOGY

64.0 DEVELOP AN AWARENESS OF THE INFORMATION TECHNOLOGY INDUSTRY-The student will be able to:

64.01 Explain how information technology impacts the operation and management of business and society.

64.04 Explain the emergence of e-commerce and e-government and the potential impact on business and society.

64.05 Explain the emergence of a paperless society.

65.0 DEVELOP AN AWARENESS OF MICROPROCESSORS AND DIGITAL COMPUTERS-The student will be able to:

65.01 Describe the evolution of the digital computer.

65.02 Explain the general architecture of a microcomputer system.

65.03 Explain the evolution of microprocessors.

65.04 Explain software hierarchy and its impact on microprocessors.

65.05 Explain the need for and use of peripherals.

65.06 Demonstrate proficiency using peripherals.

65.07 Identify the basic concepts of computer maintenance and upgrades.

65.08 Differentiate between diagnosing and troubleshooting.

66.0 DEVELOP AN AWARENESS OF PROGRAMMING LANGUAGES-The student will be able to:

66.01 Explain the history of programming languages.

66.02 Explain the need for and use of compilers.

66.03 Explain how compilers work.

66.04 Identify the three types of programming design approaches (e.g., top-down, structured, and object-oriented).

67.0 DEVELOP AN AWARENESS OF EMERGING TECHNOLOGIES-The student will be able to:

67.01 Compare and contrast various methods of evaluation for emerging technologies.

67.02 Demonstrate knowledge of the process of planning upgrades and changeovers.

67.03 Compare and contrast emerging technologies and describe how they impact business in the global marketplace (e.g., wireless, wireless web, cell phones, portables/handhelds, smart appliances, home networks, peer-to-peer, etc.).

69.0 DEMONSTRATE AN UNDERSTANDING OF THE SEVEN LAYERS OF THE OPEN SYSTEMS INTERFACE (OSI) MODEL-The student will be able to:

69.01 Describe the evolution of OSI from its inception to the present and into the future.

69.02 Explain the interrelations of the seven layers of the Open Systems Interface (OSI) as it relates to hardware and software.

69.04 Identify types of networks and how they work.

69.06 Identify the role of servers and clients on a network.

69.07 Identify benefits and risks of networked computing.

69.08 Identify the relationship between computer networks and other communications networks (i.e. telephone systems).

69.09 Identify Intranets, Extranets and how they relate to the Internet.

69.11 Demonstrate basic understanding of network administration.

SOFTWARE APPLICATIONS

70.0 DEMONSTRATE PROFICIENCY USING COMMON SOFTWARE APPLICATIONS-The student will be able to:

- 70.01 Compare and contrast the appropriate use of various software applications (e.g., word processing, desktop publishing, graphics design, web browser, e-mail, presentation, database, scheduling, financial management, Java applet, music, etc.).
- 70.02 Demonstrate proficiency in the use of various software applications (e.g., word processing, desktop publishing, graphics design, web browser, e-mail, presentation, database, scheduling, financial management, Java applet, music, etc.).
- 71.0 DEMONSTRATE PROFICIENCY USING SPECIALIZED SOFTWARE APPLICATIONS-
The student will be able to:
 - 71.01 Compare and contrast the appropriate use of specialized software applications (e.g., (OLTP, Computer Aided Design, Computer Aided Manufacturing, 3D animation process control, materials management, etc.)).
 - 71.02 Demonstrate awareness of specialized software applications (e.g., OLTP, Computer Aided Design, Computer Aided Manufacturing, 3D animation, process control, materials management, etc.)
 - 71.06 Demonstrate the ability to incorporate digital sound.

**OCCUPATIONAL COMPLETION POINT - DATA CODE B
MANAGER TRAINEE - SOC Code 11-1021**

- 02.0 APPLY COMMUNICATION SKILLS (READING, WRITING, SPEAKING, LISTENING, AND VIEWING) IN A COURTEOUS, CONCISE, AND CORRECT MANNER ON PERSONAL AND PROFESSIONAL LEVELS-The student will be able to:
 - 02.15 Organize ideas and communicate oral and written messages appropriate to an accounting environment.
 - 02.16 Collaborate with individuals and teams to complete tasks and solve accounting problems.
 - 02.17 Identify, define, and discuss professional accounting terminology appropriate for internal and external communications in an accounting environment.
- 04.0 USE INFORMATION TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:
 - 04.05 Gather information, extract key elements, analyze the impact of the data, and develop an appropriate solution.
- 06.0 DEVELOP AN AWARENESS OF MANAGEMENT FUNCTIONS AND ORGANIZATIONAL STRUCTURES AS THEY RELATE TO TODAY'S WORKPLACE AND EMPLOYER/EMPLOYEE ROLES-The student will be able to:
 - 06.05 Demonstrate an awareness of the roles and responsibilities of employees within the organization of an accounting department.
 - 06.06 Participate as an active team leader and/or team member.
 - 06.07 Identify the major functions of management.
 - 06.08 Identify international business environmental factors that influence business operations.
- 07.0 PRACTICE QUALITY PERFORMANCE IN THE LEARNING ENVIRONMENT AND THE WORKPLACE-The student will be able to:
 - 07.07 Apply appropriate organizational skills to manage time and resources.

- 07.08 Perform tasks accurately, completely, and with attention to detail on a consistent basis.
- 07.09 Examine quality control, quality circle, total quality management and other management styles and how they relate to an organization's international business operations.
- 08.0 INCORPORATE APPROPRIATE LEADERSHIP AND SUPERVISION TECHNIQUES, CUSTOMER SERVICE STRATEGIES, AND STANDARDS OF PERSONAL ETHICS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:
- 08.13 Project a professional image through appropriate business attire, ethical behavior, personal responsibility, flexibility, and respect for confidentiality.
- 08.14 Follow accepted rules, regulations, policies, and workplace safety.
- 08.15 Identify the factors that influence how managerial styles are applied in different countries.
- 08.16 Accomplish tasks within given deadlines.
- 08.17 Identify the major issues related to the work environment (i.e., safety regulations, ergonomics, gender equity, family leave, work week, fringe benefits).
- 08.18 Recognize differences in work environments (i.e., safety regulations, ergonomics, gender equity, family leave, work week, fringe benefits).
- 09.0 APPLY MATHEMATICAL OPERATIONS AND PROCESSES AS WELL AS FINANCIAL PLANNING STRATEGIES TO COMMONLY OCCURRING SITUATIONS IN THE WORKPLACE TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:
- 09.06 Apply appropriate mathematical processes to accounting applications.
- 09.07 Use estimation and approximation strategies to compare, contrast, and analyze a variety of business-related financial calculations.
- 09.08 Analyze and discuss graphs and tables as used in the business world.
- 09.09 Construct and discuss tables, graphs, and charts using appropriate computer software and data from the business world.
- 09.10 Apply concepts of forecasting with financial information using appropriate technology (graphing calculators, business calculators and/or computer software) for written and oral presentations.
- 09.11 Investigate and discuss the impact of probability and statistics in all aspects of business activities.
- 10.0 ASSESS PERSONAL STRENGTHS AND WEAKNESSES AS THEY RELATE TO JOB OBJECTIVES, CAREER EXPLORATION, PERSONAL DEVELOPMENT, AND LIFE GOALS—The student will be able to:
- 10.05 Analyze job and career requirements and relate career interests to opportunities in accounting occupations in the global economy.
- 12.0 DEMONSTRATE HUMAN RELATIONS/INTERPERSONAL SKILLS APPROPRIATE FOR THE WORKPLACE—The student will be able to:
- 12.04 Practice appropriate interpersonal skills working with and

WORK-BASED LEARNING

20.0 PARTICIPATE IN WORK-BASED LEARNING EXPERIENCES—The student will be able to:

20.20 Participate in work-based learning experiences in an accounting environment.

20.21 Discuss the application of accounting principles in an accounting environment.

20.22 Discuss the use of technology in an accounting environment.

ACCOUNTING

21.0 APPLY ACCOUNTING PRINCIPLES AND CONCEPTS TO THE PERFORMANCE OF ACCOUNTING ACTIVITIES—The student will be able to:

21.01 Demonstrate an understanding of the application of the full accounting cycle.

21.02 Prepare bank reconciliations.

22.0 APPLY ACCOUNTING PRINCIPLES AND CONCEPTS USING APPROPRIATE TECHNOLOGY—The student will be able to:

22.01 Use spreadsheet and accounting software to maintain accounting records.

22.02 Describe the differences between manual and computerized accounting systems.

INTERNATIONAL BUSINESS

52.0 EXHIBIT POSITIVE HUMAN RELATIONS AND LEADERSHIP SKILLS--The student will be able to:

52.04 Compare ethnocentric, polycentric, regiocentric, and geocentric approaches to managing human resources.

52.05 Explain how staffing needs are determined, potential employees are recruited, and qualified applicants are selected for employment.

52.06 Identify the factors that influence how managerial styles are applied in different countries.

52.07 Recognize that employee motivation is culturally based.

52.08 Differentiate host-country nationals, home-country nationals, and third-country nationals.

52.09 Apply communication strategies (verbal and non-verbal) necessary and appropriate for effective and profitable international business relations.

52.10 Develop the ability to work in teams.

52.11 Participate in leadership activities in FBLA or BPA.

52.12 Participate in community service activities.

59.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

59.06 Define the requirements of business careers.

59.07 Explore domestic and international business career opportunities.

59.08 Describe the steps in the career planning process.

59.09 Research sources of career planning information.

59.10 Identify international business career opportunities based on personal factors and job availability.

59.11 Evaluate the advantages/disadvantages of entrepreneurship opportunities.

59.12 Identify local businesses involved in international trade.

59.13 Create a plan to obtain the skills/qualifications to enter a selected international business career.

- 59.14 Create a letter of application and resume.
 - 59.15 Demonstrate successful interview techniques.
 - 59.16 Maintain and update a career portfolio.
 - 59.17 Define terms related to international business careers.
 - 59.18 Apply for positions with a letter of application and resume.
- 63.0 PERFORM TECHNOLOGY APPLICATIONS--The student will be able to:
- 63.01 Prepare documents using word processing software.
 - 63.02 Prepare documents using database software.
 - 63.03 Prepare documents using spreadsheet software.
 - 63.04 Operate and troubleshoot peripherals.
 - 63.07 Identify ethical issues related to technology.
 - 63.09 Demonstrate proficiency using the Internet.
 - 63.10 Demonstrate an awareness of the differing stages of technological development in other countries.
- 66.0 DEMONSTRATE AN UNDERSTANDING OF THE PRINCIPLES OF BUSINESS IN A GLOBAL ECONOMY--The student will be able to:
- 66.01 Define terms related to business.
 - 66.02 Define international business.
 - 66.03 Discuss the reasons why international business is important.
 - 66.04 Explain the components of the international business environment.
 - 66.05 Describe the impact of international business activities on the local, regional, national, and international economies.
 - 66.06 Interpret the impact of emerging economic and political changes in international operations.
 - 66.07 Describe the resources (e.g., ports, trade routes, transportation centers, foreign trade zones, and natural, financial, and human resources) of major cities around the world.
 - 66.08 Determine the impact of geography on international business, to include areas such as climate, time zones, distance, topography, and social, economic and natural resources.
 - 66.09 Determine social and cultural influences on the form of business ownership used or required in different countries.
 - 66.10 Determine qualifications necessary for a successful business.
- 67.0 DEVELOP AN UNDERSTANDING OF CULTURAL DIVERSITY/CUSTOMS--The student will be able to:
- 67.01 Demonstrate knowledge of multi-cultural environments.
 - 67.02 Identify distinctive social and cultural factors affecting business protocol.
 - 67.03 Explain the impact of cultures on human resource management.
 - 67.04 Identify personal documentation for international travel (i.e., passport, visa).
 - 67.05 Describe the importance of verbal and non-verbal communications.
 - 67.06 Compare social customs (i.e., holidays, attire, gifts).
 - 67.07 Plan marketing strategies for diverse cultures.
 - 67.08 Compare customs for conducting business in other countries (i.e., the need for consensus, closing for the Mexican siesta and staying open until late in the evening, etc.).
- 68.0 IDENTIFY BUSINESS ETHICS--The student will be able to:
- 68.01 Recognize ethical international business issues.
 - 68.02 Describe the factors in the international business environment affecting ethical business behavior.
 - 68.03 Define terms, such as ethics, social responsibility and bribe.

- 68.04 Analyze the effect of an international business organization's action on a host country, the company's home country, owners, employees, consumers and society.
- 69.0 IDENTIFY CHANNELS OF PROMOTING AND DISTRIBUTING GOODS--The student will be able to:
- 69.01 Define terms related to international marketing.
 - 69.02 Recognize risks in overseas markets.
 - 69.03 Illustrate how social, cultural, technological, and geographic factors influence consumer buying behavior in different cultures.
 - 69.04 Identify trends that influence global marketing opportunities.
 - 69.05 Identify the differences in roles of agents, wholesalers, retailers, freight forwarders, export companies, trading companies and customs brokers.
 - 69.06 Define procedures and prepare documentation associated with transportation of goods.
 - 69.07 Explain how foreign exchange, economic conditions, and the international business environment affect prices charged in foreign markets.
 - 69.09 Describe business documents used in international trade (i.e., shipping, billing, method of payment).
- 70.0 IDENTIFY GOVERNMENTAL AND POLITICAL INFLUENCES--The student will be able to:
- 70.01 Define terms related to international economics.
 - 70.02 Identify the impact of geography and resources on trade.
 - 70.03 Describe the impact of supply and demand.
 - 70.04 Identify advantages and disadvantages of free trade.
 - 70.05 Describe the role that US Customs and the customs agencies of other countries play in international trade activities.
 - 70.06 Analyze the impact of political environments on international business.
- 71.0 PERFORM FINANCIAL OPERATIONS--The student will be able to:
- 71.01 Identify factors that influence consumer behavior in different countries.
 - 71.02 Calculate currency exchange rates.
 - 71.03 Explain how currency exchange rates affect international trade.
 - 71.04 Define terms related to international finance and law.
 - 71.05 Describe methods and procedures used to control risks.
 - 71.06 Identify international services and practices of financial institutions.
 - 71.07 Identify the components of the US balance of payments account.
 - 71.08 Recognize pricing factors.
 - 71.09 Explain how currency exchange rates affect international trade.
 - 71.10 Describe how economic conditions, balance of payment situations, and political stability affect currency values.
- 72.0 DEMONSTRATE KNOWLEDGE OF TRADE LAW--The student will be able to:
- 72.01 Describe the differences among various legal systems such as code, statutory, and common law.
 - 72.02 Define terms related to trade law.
 - 72.03 Describe how trade barriers, tariffs, quotas, and taxation policies affect choices of location for companies operating internationally.

- 72.04 Recognize government's role in international law(i.e., protect against illegal imports, protect individual rights, ecology).
 - 72.05 Recognize legal differences that exist between/among countries in areas such as consumer protection, product guidelines, labor laws, contract formulation, liability, and taxation.
 - 72.06 Identify unfair trade practices.
- 73.0 IDENTIFY IMPORT/EXPORT ACTIVITIES--The student will be able to:
- 73.01 Define terms related to import/export.
 - 73.02 Describe barriers to international trade.
 - 73.03 Identify practices that influence international trade (i.e., quotas, tariffs, embargoes).
 - 73.04 Explain reasons governments attempt to regulate trade.
 - 73.05 Identify different standards and measures (i.e., weight, volume, distance).
 - 73.06 Identify specific job skills needed for import and export activities.
- 74.0 IDENTIFY GLOBAL ORGANIZATIONAL STRUCTURES--The student will be able to:
- 74.01 Identify international banking organizations.
 - 74.02 Describe the international monetary system, including the International Monetary Fund, World Bank, and Eurocurrency.
 - 74.03 Define terms related to global organizations and trade alliances.
 - 74.04 Explain purpose of trade alliances.
 - 74.05 Identify major trade alliances (e.g., NAFTA, GATT, Mercosur, Caribbean basin initiative, European union, Pacific Rim initiative, etc.).
- 75.0 DEMONSTRATE BUSINESS MANAGEMENT SKILLS--The student will be able to:
- 75.01 Apply the major functions of management in all areas of the internship workplace.
- 76.0 DEMONSTRATE POSITIVE HUMAN RELATIONS AND LEADERSHIP SKILLS--The student will be able to:
- 76.01 Apply ethnocentric, polycentric, regiocentric, and geocentric approaches to managing human resources.
 - 76.02 Demonstrate communication strategies (verbal and non-verbal) necessary and appropriate for effective and profitable international business relations.
 - 76.03 Demonstrate skills as a team member.
 - 76.04 Participate in leadership activities in FBLA or BPA.
 - 76.05 Participate in community service activities.
- 77.0 DEMONSTRATE KNOWLEDGE OF HISTORICAL AND CURRENT ETHICAL INTERNATIONAL BUSINESS BEHAVIOR.--The student will be able to:
- 77.01 Demonstrate ethical international business behavior.

July 2007

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Secondary Course Number: 8209020
Course Title: Computing for College and Careers
Course Credit: 1

COURSE DESCRIPTION:

This course is designed to provide a basic overview of current business and information systems and trends and to introduce students to the basics and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications, so that they may be used as communication tools for enhancing personal and work place proficiency in an information-based society. This also includes proficiency with computers using databases, spreadsheets, presentation applications, and the integration of these programs using software that meets industry standards. After successful completion of this core course, students will have met Occupational Completion Point - Data Code A, Information Technology Assistant, SOC Code 43- 4000.

INFORMATION SYSTEMS

02.0 DEMONSTRATE KNOWLEDGE, SKILL, AND APPLICATION OF INFORMATION SYSTEMS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:

- 01.01 Develop keyboarding skills to enter and manipulate text and data. (LA.B.1.4.3)
- 01.02 Describe and use current and emerging computer technology and software to perform personal and business related tasks. (LA.B.2.4.4)
- 01.03 Identify and describe communications and networking systems used in workplace environments.
- 01.04 Use reference materials such as on-line help, vendor bulletin boards, tutorials, and manuals available for application software. (LA.B.2.4.4, LA.A.2.4.6)
- 01.05 Demonstrate basic computer file management skills. (LA.A.2.4.2, LA.B.2.4.4, LA.B.2.4.6)
- 01.06 Troubleshoot problems with computer hardware peripherals and other office equipment. (LA.D.2.4.4)
- 01.07 Describe ethical issues and problems associated with computers and information systems.
- 01.08 Apply ergonomic principles applicable to the configuration of computer workstations.

WORKPLACE COMMUNICATIONS

- 02.0 DEMONSTRATE COMPREHENSION AND COMMUNICATION SKILLS-The student will be able to:
- 02.01 Read and comprehend technical and non-technical reading assignments related to course content including trade journals, books, magazines and electronic sources.
 - 02.02 Write clear and well-organized research papers, integrating a variety of information.
 - 02.03 Prepare and deliver an oral report with appropriate materials to the class
 - 02.04 Participate in large group discussions as a member and/or a leader.
 - 02.05 Take notes, organize, summarize, and paraphrase ideas and details.
 - 02.06 Accurately follow written and oral instructions.
 - 02.07 Interpret data on graphs, charts, diagrams, and tables commonly used in this industry/occupation.
- 03.0 USE TECHNOLOGY TO ENHANCE THE EFFECTIVENESS OF COMMUNICATION SKILLS-The student will be able to:
- 03.01 Select and use word processing software and accompanying features to enhance written business communications. (LA.B.1.4.1)
 - 03.02 Use the writing process to create and edit business documents appropriate to the subject matter, purpose, and audience. (LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3)
 - 03.03 Use database, spreadsheet, presentation software, scheduling, and integrated software packages to enhance communication. (LA.B.2.4.1, LA.B.2.4.2)
 - 03.05 Use computer networks (e.g., Internet, on-line databases, e-mail) to facilitate collaborative or individual learning and communication.
 - 03.06 Respond to and utilize information derived from multiple sources (e.g., written documents, instructions, e-mail, voice mail) to solve business problems and complete business tasks.

MANAGEMENT

- 04.0 DEVELOP AN AWARENESS OF MANAGEMENT FUNCTIONS AND ORGANIZATIONAL STRUCTURES AS THEY RELATE TO TODAY'S WORKPLACE AND EMPLOYER/ EMPLOYEE ROLES-The student will be able to:
- 04.04 Explore, design, implement, and evaluate organizational structures and cultures for managing project teams.
 - 04.05 Explore and demonstrate an awareness of current trends in business and the employee's role in maintaining productive business environments in today's global workplace.
 - 04.06 Collaborate with individuals and teams to complete tasks and solve business-related problems and demonstrate initiative, courtesy, loyalty, honesty, cooperation, and punctuality as a team member.
- 05.0 PRACTICE QUALITY PERFORMANCE IN THE LEARNING ENVIRONMENT AND THE WORKPLACE-The student will be able to:
- 05.03 Assess personal, peer and group performance and identify and implement strategies for improvement (e.g., organizational skills, note taking/outlining, advance organizers, reasoning skills, problem-solving skills, and decision-making skills).

05.04 Develop criteria for assessing products and processes that incorporate effective business practices (e.g., time management, productivity, total quality management).

06.0 INCORPORATE APPROPRIATE LEADERSHIP AND SUPERVISION TECHNIQUES, CUSTOMER SERVICE STRATEGIES, AND STANDARDS OF PERSONAL ETHICS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:

06.04 Demonstrate an awareness of quality service and the personal and professional standards required to establish an effective service-based culture in the workplace, business, or learning environment.

06.05 Identify, analyze, and implement managerial skills necessary for maintaining a high quality work environment, goals, and strategic planning in business settings.

06.06 Follow accepted rules, regulations, policies, procedures, processes, and workplace safety.

MATHEMATICS AND FINANCE

07.0 APPLY MATHEMATICAL OPERATIONS AND PROCESSES AS WELL AS FINANCIAL PLANNING STRATEGIES TO COMMONLY OCCURRING SITUATIONS IN THE WORKPLACE TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:

07.04 Analyze, interpret, compile, and demonstrate the ability to present/communicate data in understandable and measurable terms using common statistical procedures. (MA.E.1.4.1, MA.E.A.4.2)

07.05 Use common standards of measurement including the metric system in solving work-related or business problems (e.g., length, weight, currency, time). (MA.B.3.4.1)

07.06 Select and use the correct mathematical processes and tools to solve complex problem situations that are typical of business settings and use formulas when appropriate. (MA.A.3.4.3)

JOB READINESS AND CAREER DEVELOPMENT

08.0 ASSESS PERSONAL STRENGTHS AND WEAKNESSES AS THEY RELATE TO JOB OBJECTIVES, CAREER EXPLORATION, PERSONAL DEVELOPMENT, AND LIFE GOALS-The student will be able to:

08.01 Assess, analyze, and reassess individual talents, aptitudes, interests, and personal characteristics as they relate to potential future careers in business environments.

08.02 Use personal assessment tools to identify personal strengths and weaknesses related to learning and work environments.

08.03 Analyze job and career requirements and relate career interests to opportunities in the global economy.

09.0 INCORPORATE KNOWLEDGE GAINED FROM INDIVIDUAL ASSESSMENT AND JOB/CAREER EXPLORATION TO DESIGN AN INDIVIDUAL CAREER PLAN THAT REFLECTS THE TRANSITION FROM SCHOOL TO WORK, LIFELONG LEARNING, AND PERSONAL AND PROFESSIONAL GOALS-The student will be able to:

09.08 Analyze personal skills and aptitudes in comparison with various business related job and career options.

09.09 Use career resources to develop an information base that reflects local and global business related occupations and opportunities for continuing education and workplace experience.

- 09.10 Demonstrate job-seeking skills required for entry-level employment (e.g., resume, application, interview, and follow-up). (LA.C.3.4.4)
- 09.11 Design and initiate a plan to facilitate growth and skill development related to anticipated job requirements and career expectations.
- 09.12 Refine and implement a plan to facilitate personal growth and skill development related to anticipated job requirements and career expectations.
- 09.13 Demonstrate an awareness of specific job requirements and career paths (e.g., requirements, characteristics needed) in business environments.
- 09.14 Demonstrate an awareness of the potential impact of local and global trends on career plans and life goals.
- 09.08 Build mentor relationships with local professionals in the industry.

HUMAN RELATIONS/INTERPERSONAL SKILLS

- 10.0 DEMONSTRATE HUMAN RELATIONS/INTERPERSONAL SKILLS APPROPRIATE FOR THE WORKPLACE-The student will be able to:
 - 10.04 Accept constructive criticism. (SS.B.1.4.5)
 - 10.05 Apply appropriate strategies to manage and resolve conflicts in work situations. (LA.D.1.4.2, SS.B.1.4.5)
 - 10.06 Demonstrate personal and interpersonal skills appropriate for the workplace (e.g., responsibility, dependability, punctuality, integrity, positive attitude, initiative, respect for self and others, professional dress, etc.).

ADMINISTRATIVE PROCEDURES

- 13.0 PERFORM FUNCTIONS AND RESPONSIBILITIES TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:
 - 13.02 Demonstrate knowledge of ethical behavior in a business environment (e.g., confidentiality of information, employee right to know, hiring practices, plagiarism, copyright violations, sexual harassment, mission statement, code of ethics, etc.).

NETWORK/SOFTWARE SUPPORT

- 41.0 PERFORM E-MAIL ACTIVITIES-The student will be able to:
 - 41.01 Describe e-mail capabilities and functions.
 - 41.09 Use the Internet to perform e-mail activities.
- 42.0 DEMONSTRATE OPERATING SYSTEMS-The student will be able to:
 - 42.01 Identify operating system file naming conventions.
 - 42.10 Demonstrate proficiency with file management and structure (e.g., folder creation, file creation, backup, copy, delete, open, save).
 - 42.12 Demonstrate a working knowledge of standard file formats.
 - 42.14 Explain the history and purpose of various operating systems (e.g., DOS, Windows, Mac, and Unix/Linux).

INFORMATION TECHNOLOGY

- 67.0 DEVELOP AN AWARENESS OF EMERGING TECHNOLOGIES-The student will be able to:

- 67.01 Compare and contrast various methods of evaluation for emerging technologies.
- 67.02 Demonstrate knowledge of the process of planning upgrades and changeovers.
- 67.03 Compare and contrast emerging technologies (e.g., wireless, wireless web, cell phones, portables/handhelds, smart appliances, home networks, peer-to-peer, etc.).

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Course Number: 8207310
Course Title: Introduction to Information Technology
Course Credit: 1

COURSE DESCRIPTION:

This course is designed to provide an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic web commands and design; and emerging technologies. After successful completion of Introduction to Information Technology, students will have met Occupational Completion Point - Data Code A, General Office - OES 55321, SOC Code 43-9061.

INFORMATION SYSTEMS

03.0 DEMONSTRATE KNOWLEDGE, SKILL, AND APPLICATION OF INFORMATION SYSTEMS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:

- 01.01 Develop keyboarding skills to enter and manipulate text and data.
- 01.02 Describe and use current and emerging computer technology and software to perform personal and business related tasks.
- 01.03 Identify and describe communications and networking systems used in workplace environments.
- 01.04 Use reference materials such as on-line help, vendor bulletin boards, tutorials, and manuals available for application software.
- 01.05 Troubleshoot problems with computer hardware peripherals and other office equipment.
- 01.07 Describe ethical issues and problems associated with computers and information systems.

WORKPLACE COMMUNICATIONS

02.0 DEMONSTRATE COMPREHENSION AND COMMUNICATION SKILLS-The student will be able to:

- 02.03 Use listening, speaking, telecommunication and nonverbal skills and strategies to communicate effectively with supervisors, co-workers, and customers.
- 02.62 Organize ideas and communicate oral and written messages appropriate for information technology environments.
- 02.63 Collaborate with individuals and teams to complete tasks and solve information technology problems.
- 02.64 Identify, define, and discuss professional information technology terminology appropriate for internal and external communications in an information technology environment.
- 02.65 Apply the writing process to the creation of appropriate documents following designated business formats.
- 02.66 Demonstrate an awareness of project management concepts and tools (e.g., timelines, deadlines, resource allocation, time management, delegation of tasks, collaboration, etc.).

03.0 USE TECHNOLOGY TO ENHANCE THE EFFECTIVENESS OF COMMUNICATION SKILLS-The student will be able to:

03.03 Use database, spreadsheet, presentation software, scheduling, and integrated software packages to enhance communication.

03.06 Respond to and utilize information derived from multiple sources (e.g., written documents, instructions, e-mail, voice mail) to solve business problems and complete business tasks.

MANAGEMENT

04.0 DEVELOP AN AWARENESS OF MANAGEMENT FUNCTIONS AND ORGANIZATIONAL STRUCTURES AS THEY RELATE TO TODAY'S WORKPLACE AND EMPLOYER/ EMPLOYEE ROLES-The student will be able to:

04.01 Explore, design, implement, and evaluate organizational structures and cultures. Explore and demonstrate an awareness of current trends in business and the employee's role in maintaining productive business environments in today's global workplace.

04.02 Collaborate with individuals and teams to complete tasks and solve business-related problems and demonstrate initiative, courtesy, loyalty, honesty, cooperation, and punctuality as a team member.

05.0 PRACTICE QUALITY PERFORMANCE IN THE LEARNING ENVIRONMENT AND THE WORKPLACE-The student will be able to:

05.01 Assess personal, peer and group performance and identify and implement strategies for improvement (e.g., organizational skills, note taking/outlining, advance organizers, reasoning skills, problem-solving skills, and decision-making skills).

05.02 Develop criteria for assessing products and processes that incorporate effective business practices (e.g., time management, productivity, total quality management).

06.0 INCORPORATE APPROPRIATE LEADERSHIP AND SUPERVISION TECHNIQUES, CUSTOMER SERVICE STRATEGIES, AND STANDARDS OF PERSONAL ETHICS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:

06.03 Demonstrate awareness of the following workplace essentials: Quality customer service; business ethics; confidentiality of information; copyright violations; accepted workplace rules, regulations, policies, procedures, processes, and workplace safety, and appropriate attire and grooming.

MATHEMATICS AND FINANCE

07.0 APPLY MATHEMATICAL OPERATIONS AND PROCESSES AS WELL AS FINANCIAL PLANNING STRATEGIES TO COMMONLY OCCURRING SITUATIONS IN THE WORKPLACE TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-The student will be able to:

07.01 Analyze, interpret, compile, and demonstrate the ability to present/communicate data in understandable and measurable terms using common statistical procedures.

07.02 Use common standards of measurement including the metric system in solving work-related or business problems (e.g., length, weight, currency, time).

- 07.03 Select and use the correct mathematical processes and tools to solve complex problem situations that are typical of business settings and use formulas when appropriate.

JOB READINESS AND CAREER DEVELOPMENT

- 08.0 ASSESS PERSONAL STRENGTHS AND WEAKNESSES AS THEY RELATE TO JOB OBJECTIVES, CAREER EXPLORATION, PERSONAL DEVELOPMENT, AND LIFE GOALS-The student will be able to:

08.02 Use personal assessment tools to identify personal strengths and weaknesses related to learning and work environments.

08.03 Analyze job and career requirements and relate career interests to opportunities in the global economy.

- 09.0 INCORPORATE KNOWLEDGE GAINED FROM INDIVIDUAL ASSESSMENT AND JOB/CAREER EXPLORATION TO DESIGN AN INDIVIDUAL CAREER PLAN THAT REFLECTS THE TRANSITION FROM SCHOOL TO WORK, LIFELONG LEARNING, AND PERSONAL AND PROFESSIONAL GOALS-The student will be able to:

09.15 Research, compare, and contrast information technology career clusters (e.g., characteristics needed, skills required, education required, industry certifications, advantages and disadvantages of information technology careers, the need for information technology workers, etc.).

09.16 Describe the variety of occupations and professions within the world of information technology including those where information technology is either in a primary focus or in a supportive role.

09.17 Describe job requirements for the variety of occupations and professions within the global world of information technology.

09.18 Analyze personal skills and aptitudes in comparison with information technology career opportunities.

09.19 Refine and implement a plan to facilitate personal growth and skill development related to information technology career opportunities.

09.20 Develop and maintain an electronic career portfolio, to include, but not limited to the Resume and Letter of Application.

- 10.0 DEMONSTRATE HUMAN RELATIONS/INTERPERSONAL SKILLS APPROPRIATE FOR THE WORKPLACE-The student will be able to:

10.01 Accept constructive criticism.

10.03 Demonstrate personal and interpersonal skills appropriate for the workplace (e.g., responsibility, dependability, punctuality, integrity, positive attitude, initiative, respect for self and others, professional dress, etc.).

WORK-BASED LEARNING

- 20.0 PARTICIPATE IN WORK-BASED LEARNING EXPERIENCES-The student will be able to:

20.44 Participate in work-based learning experiences in an information technology environment.

20.46 Discuss the use of technology in an information technology environment.

NETWORK/SOFTWARE SUPPORT

- 41.0 PERFORM E-MAIL ACTIVITIES-The student will be able to:

- 41.01 Describe e-mail capabilities and functions.
 - 41.02 Identify components of an e-mail message.
 - 41.03 Identify the components of an e-mail address.
 - 41.04 Identify when to use different e-mail options.
 - 41.05 Attach a file to an e-mail message.
 - 41.06 Forward an e-mail message.
 - 41.07 Use an address book.
 - 41.08 Reply to an e-mail message.
 - 41.09 Use the Internet to perform e-mail activities.
 - 41.10 Identify the appropriate use of e-mail and demonstrate related e-mail etiquette.
 - 41.12 Identify when to include information from an original e-mail message in a response.
 - 41.13 Identify common problems associated with widespread use of e-mail.
- 42.0 DEMONSTRATE KNOWLEDGE OF DIFFERENT OPERATING SYSTEMS—The student will be able to:
- 42.01 Identify operating system file naming conventions.
 - 42.10 Demonstrate proficiency with file management and structure (e.g., folder creation, file creation, backup, copy, delete, open, save).
 - 42.12 Demonstrate a working knowledge of standard file formats.
 - 42.14 Explain the history and purpose of various operating systems (e.g., DOS, Windows, Mac, and Unix/Linux).

WEB DESIGN

- 55.0 DEMONSTRATE PROFICIENCY NAVIGATING THE INTERNET, INTRANET, AND THE WWW—The student will be able to:
- 55.01 Identify and describe Web terminology.
 - 55.10 Demonstrate proficiency in using the basic features of GUI browsers (e.g., setting bookmarks, basic configurations, e-mail configurations, address book).
 - 55.11 Define Universal Resource Locators (URLs) and associated protocols (e.g., .com, .org, .edu, .gov, .net, .mil).
 - 55.14 Describe and observe Internet/Intranet ethics and copyright laws and regulatory control.
 - 55.15 Trace the evolution of the Internet from its inception to the present and into the future.
 - 55.16 Demonstrate proficiency using search engines (e.g., Yahoo!, Google, Northern Light, Lycos, Excite, etc.).
 - 55.17 Demonstrate proficiency using various web tools (e.g., downloading of files, transfer of files, telnet, PDF, etc.).
 - 55.18 Identify effective Boolean search strategies.
- 56.0 DEMONSTRATE PROFICIENCY USING HTML COMMANDS—The student will be able to:
- 56.01 Identify elements of a Web page.
 - 56.02 Describe individual Web page layouts and content (e.g., writing for the Web, Web structure).
 - 56.03 Define basic HTML terminology.
 - 56.04 Analyze HTML source code developed by others.
 - 56.05 Create Web pages using basic HTML tags (e.g., links, lists, character styles, text alignment, and tables).
 - 56.06 Use storyboarding techniques for subsequent Web pages (e.g., linear, hierarchical).
 - 56.08 Edit and test HTML documents for accuracy and validity.
 - 56.17 Use basic functions of WYSIWYG editors.
 - 56.18 Use basic functions of HTML, DHTML, and XML editors and converters.

56.19 Enhance web pages through the addition of images and graphics including animation.

57.0 DEMONSTRATE PROFICIENCY IN PAGE DESIGN APPLICABLE TO THE WWW-The student will be able to:

- 57.01 Develop an awareness of acceptable Web page design, including index pages in relation to the rest of the Web site.
- 57.02 Describe and apply color theory as it applies to Web page design (e.g., background and text color).
- 57.04 Access and digitize graphics through various resources (e.g., scanner, digital cameras, on-line graphics, clipart, CD ROMs).
- 57.05 Use image design software to create and edit images.
- 57.25 Demonstrate proficiency in publishing to the Internet.
- 57.26 Demonstrate proficiency in adding downloadable forms to web pages.
- 57.27 Explain the need for web-based applications.

63.0 DEMONSTRATE PROFICIENCY USING SPECIALIZED WEB DESIGN SOFTWARE-The student will be able to:

- 63.01 Compare and contrast various specialized web design software (e.g., Flash, Shockwave, GoLive, Director, etc.).
- 63.02 Demonstrate use of various specialized web design software (e.g., Flash, Shockwave, GoLive, Director, etc.).

INFORMATION TECHNOLOGY

64.0 DEVELOP AN AWARENESS OF THE INFORMATION TECHNOLOGY INDUSTRY-The student will be able to:

- 64.01 Explain how information technology impacts the operation and management of business and society.
- 64.04 Explain the emergence of e-commerce and e-government and the potential impact on business and society.
- 64.05 Explain the emergence of a paperless society.

65.0 DEVELOP AN AWARENESS OF MICROPROCESSORS AND DIGITAL COMPUTERS-The student will be able to:

- 65.01 Describe the evolution of the digital computer.
- 65.02 Explain the general architecture of a microcomputer system.
- 65.03 Explain the evolution of microprocessors.
- 65.04 Explain software hierarchy and its impact on microprocessors.
- 65.05 Explain the need for and use of peripherals.
- 65.06 Demonstrate proficiency using peripherals.
- 65.07 Identify the basic concepts of computer maintenance and upgrades.
- 65.08 Differentiate between diagnosing and troubleshooting.

66.0 DEVELOP AN AWARENESS OF PROGRAMMING LANGUAGES-The student will be able to:

- 66.01 Explain the history of programming languages.
- 66.02 Explain the need for and use of compilers.
- 66.03 Explain how compilers work.
- 66.04 Identify the three types of programming design approaches (e.g., top-down, structured, and object-oriented).

67.0 DEVELOP AN AWARENESS OF EMERGING TECHNOLOGIES-The student will be able to:

- 67.01 Compare and contrast various methods of evaluation for emerging technologies.
- 67.02 Demonstrate knowledge of the process of planning upgrades and changeovers.
- 67.03 Compare and contrast emerging technologies and describe how they impact business in the global marketplace (e.g., wireless, wireless web, cell phones, portables/handhelds, smart appliances, home networks, peer-to-peer, etc.).

69.0 DEMONSTRATE AN UNDERSTANDING OF THE SEVEN LAYERS OF THE OPEN SYSTEMS INTERFACE (OSI) MODEL-The student will be able to:

- 69.01 Describe the evolution of OSI from its inception to the present and into the future.
- 69.02 Explain the interrelations of the seven layers of the Open Systems Interface (OSI) as it relates to hardware and software.
- 69.04 Identify types of networks and how they work.
- 69.06 Identify the role of servers and clients on a network.
- 69.07 Identify benefits and risks of networked computing.
- 69.08 Identify the relationship between computer networks and other communications networks (i.e. telephone systems).
- 69.09 Identify Intranets, Extranets and how they relate to the Internet.
- 69.11 Demonstrate basic understanding of network administration.

SOFTWARE APPLICATIONS

70.0 DEMONSTRATE PROFICIENCY USING COMMON SOFTWARE APPLICATIONS-The student will be able to:

- 70.01 Compare and contrast the appropriate use of various software applications (e.g., word processing, desktop publishing, graphics design, web browser, e-mail, presentation, database, scheduling, financial management, Java applet, music, etc.).
- 70.02 Demonstrate proficiency in the use of various software applications (e.g., word processing, desktop publishing, graphics design, web browser, e-mail, presentation, database, scheduling, financial management, Java applet, music, etc.).

71.0 DEMONSTRATE PROFICIENCY USING SPECIALIZED SOFTWARE APPLICATIONS-The student will be able to:

- 71.01 Compare and contrast the appropriate use of specialized software applications (e.g., (OLTP, Computer Aided Design, Computer Aided Manufacturing, 3D animation process control, materials management, etc.).
- 71.02 Demonstrate awareness of specialized software applications (e.g., OLTP, Computer Aided Design, Computer Aided Manufacturing, 3D animation, process control, materials management, etc.)
- 71.06 Demonstrate the ability to incorporate digital sound.

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Secondary Course Number: 8203310
Course Title: Accounting Applications 1
Course Credit: 1

COURSE DESCRIPTION: This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. The use of computers is required. After successful completion of Accounting Applications 1, International Finance and Law, International Business Systems, and Business Internship, students will have met Occupational Completion Point - Data Code B, Manager Trainee - DOT Code 189.167-018, SOC Code 11-1021.

WORKPLACE COMMUNICATIONS

02.0 APPLY COMMUNICATION SKILLS (READING, WRITING, SPEAKING, LISTENING, AND VIEWING) IN A COURTEOUS, CONCISE, AND CORRECT MANNER ON PERSONAL AND PROFESSIONAL LEVELS—The student will be able to:

- 02.15 Organize ideas and communicate oral and written messages appropriate to an accounting environment. LA.C.1.1.3, LA.C.1.4, HE.B.3.4.1, LA.A.1.4.3
- 02.16 Collaborate with individuals and teams to complete tasks and solve accounting problems. LA.C.1.4.3, HE.B.3.4.2, LA.C.1.4
- 02.17 Identify, define, and discuss professional accounting terminology appropriate for internal and external communications in an accounting environment. LA.C.3.3.3, LA.D.1.4, LA.A.1.4.3

04.0 USE INFORMATION TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:

- 04.05 Gather information, extract key elements, analyze the impact of the data, and develop an appropriate solution. MA.A.3.4.2, MA.E.2.4

MANAGEMENT

06.0 DEVELOP AN AWARENESS OF MANAGEMENT FUNCTIONS AND ORGANIZATIONAL STRUCTURES AS THEY RELATE TO TODAY'S WORKPLACE AND EMPLOYER/EMPLOYEE ROLES—The student will be able to:

- 06.05 Demonstrate an awareness of the roles and responsibilities of employees within the organization of an accounting department. SS.C.2.4, LA.A.1.4.3
- 06.06 Participate as an active team leader and/or team member. LA.C.3.4.4, HE.C.2.4.5, LA.C.2.4,

07.0 PRACTICE QUALITY PERFORMANCE IN THE LEARNING ENVIRONMENT AND THE WORKPLACE—The student will be able to:

- 07.07 Apply appropriate organizational skills to manage time and resources. MA.B.3.4.1

07.08 Perform tasks accurately, completely, and with attention to detail a consistent basis. LA.B.1.2.1, MA.A.3.4, MA.A.4.4

08.0 INCORPORATE APPROPRIATE LEADERSHIP AND SUPERVISION TECHNIQUES, CUSTOMER SERVICE STRATEGIES, AND STANDARDS OF PERSONAL ETHICS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:

08.13 Project a professional image through appropriate business attire, ethical behavior, personal responsibility, flexibility, and respect for confidentiality. HE.B.2.4.4, PE.C.2.4

08.14 Follow accepted rules, regulations, policies, and workplace safety. HE.B.1.4, HE.B.3.4, PE.B.2.4

COMPUTATION AND FINANCE

09.0 APPLY MATHEMATICAL OPERATIONS AND PROCESSES AS WELL AS FINANCIAL PLANNING STRATEGIES TO COMMONLY OCCURRING SITUATIONS IN THE WORKPLACE TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:

09.06 Apply appropriate mathematical processes to accounting applications. MA.A.3.4.1, MA.B.3.4.1

JOB READINESS AND CAREER DEVELOPMENT

10.0 ASSESS PERSONAL STRENGTHS AND WEAKNESSES AS THEY RELATE TO JOB OBJECTIVES, CAREER EXPLORATION, PERSONAL DEVELOPMENT, AND LIFE GOALS—The student will be able to:

10.05 Analyze job and career requirements and relate career interests to opportunities in accounting occupations in the global economy. FL.A.2.4.3, SS.B.2.4

HUMAN RELATIONS/INTERPERSONAL SKILLS

12.0 DEMONSTRATE HUMAN RELATIONS/INTERPERSONAL SKILLS APPROPRIATE FOR THE WORKPLACE—The student will be able to:

12.04 Practice appropriate interpersonal skills working with and for others. HE.B.3.4.5, SS.B.2.4 LA.A.1.4.3,

WORK-BASED LEARNING

20.0 PARTICIPATE IN WORK-BASED LEARNING EXPERIENCES—The student will be able to:

20.20 Participate in work-based learning experiences in an accounting environment. FL.A.1.4.1, LA.A.1.4.3

20.21 Discuss the application of accounting principles in an accounting environment. MA.A.3.4.1.

20.22 Discuss the use of technology in an accounting environment. LA.D.2.4.4, LA.A.1.4.3

ACCOUNTING

21.0 APPLY ACCOUNTING PRINCIPLES AND CONCEPTS TO THE PERFORMANCE OF ACCOUNTING ACTIVITIES—The student will be able to:

- 21.01 Demonstrate an understanding of the application of the full accounting cycle. MA.A.3.4.1, MA.A.3.4.3
- 21.02 Prepare bank reconciliation. MA.A.5.4.1

22.0 APPLY ACCOUNTING PRINCIPLES AND CONCEPTS USING APPROPRIATE TECHNOLOGY-
The student will be able to:

- 22.01 Use spreadsheet and accounting software to maintain accounting records. LA.D.2.4.4, MA.B.1.4.2
- 22.02 Describe the differences between manual and computerized accounting systems. LA.D.2.4.3, MA.A.4.4.1

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Secondary Course Number: 8216110
Course Title: International Business Systems
Course Credit: 1

COURSE DESCRIPTION:

This course is designed to prepare students to live and work in a global economy. Students develop an understanding of business principles, management styles, economics, and customs which affect business systems in the international environment. After successful completion of Accounting Applications 1, International Finance and Law, International Business Systems, and Business Internship, students will have met Occupational Completion Point - Data Code B, Manager Trainee - DOT Code 189.167-018, SOC Code 11-1021.

MANAGEMENT

06.0 DEVELOP AN AWARENESS OF MANAGEMENT FUNCTIONS AND ORGANIZATIONAL STRUCTURES AS THEY RELATE TO TODAY'S WORKPLACE AND EMPLOYER/EMPLOYEE ROLES—The student will be able to:

06.07 Identify the major functions of management. SS.D.2.4, LA.A.2.4, LA.B.1.4

06.08 Identify international business environmental factors that influence business operations. SS.B.2.4, FL.B.1.4, SC.G.1.4

07.0 PRACTICE QUALITY PERFORMANCE IN THE LEARNING ENVIRONMENT AND THE WORKPLACE—The student will be able to:

07.09 Examine quality control, quality circle, total quality management and other management styles and how they relate to an organization's international business operations. SC.G.1.4, LA.A.2.4, LA.A.1.4, LA.B.1.4, MA.D.1.4

08.0 INCORPORATE APPROPRIATE LEADERSHIP AND SUPERVISION TECHNIQUES, CUSTOMER SERVICE STRATEGIES, AND STANDARDS OF PERSONAL ETHICS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:

08.15 Identify the factors that influence how managerial styles are applied in different countries. FL.B.1.4, FL.C.2.4, LA.A.2.4

08.16 Accomplish tasks within given deadlines. MA.A.4.4, LA.A.2.4

08.18 Recognize differences in work environments (i.e., safety regulations, ergonomics, gender equity, family leave, work week, fringe benefits). LA.A.2.4, MA.D.1.4, MA.E.1.4, SS.D.2.4

INTERNATIONAL BUSINESS

52.0 EXHIBIT POSITIVE HUMAN RELATIONS AND LEADERSHIP SKILLS--The student will be able to:

52.04 Compare ethnocentric, polycentric, regiocentric, and geocentric approaches to managing human resources. LA.A.2.4, MA.E.1.4, MA.E.2.4, SS.D.2.4

- 52.05 Explain how staffing needs are determined, potential employees are recruited, and qualified applicants are selected for employment. LA.A.1.4, LA.B.2.4, LA.C.3.4, MA.A.1.4
- 52.06 Identify the factors that influence how managerial styles are applied in different countries. MA.E.3.4, MA.D.1.4, LA.A.2.4
- 52.07 Recognize that employee motivation is culturally based. FL.B.1.4, SS.B.2.4, SS.D.2.4
- 52.08 Differentiate host-country nationals, home-country nationals, and third-country nationals. FL.B.1.4, SS.B.2.4, SS.D.2.4
- 59.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:
- 59.07 Explore domestic and international business career opportunities. FL.D.1.4, SS.B.2.4, SS.D.2.4, LA.A.2.4
- 59.08 Describe the steps in the career planning process. LA.A.1.4, LA.B.1.4, SC.H.1.4, HE.C.1.4
- 59.09 Research sources of career planning information. LA.A.1.4, LA.A.2.4, LA.B.1.4
- 59.10 Identify international business career opportunities based on personal factors and job availability. LA.A.1.4, LA.A.2.4, LA.B.1.4
- 59.11 Evaluate the advantages/disadvantages of entrepreneurship opportunities. MA.E.1.4, LA.A.2.4, SS.D.2.4
- 59.12 Identify local business involved in international trade. SS.D.2.4, SS.B.1.4, SS.B.2.4, LA.A.2.4
- 59.13 Create a plan to obtain the skills/qualifications to enter an elected international business career. LA.B.1.4, LA.A.2.4, SS.C.2.4, SS.D.2.4
- 59.14 Create a letter of application and resume. LA.A.1.4, LA.A.2.4
- 59.15 Exhibit successful interview techniques. LA.C.1.4, LA.A.2.4, LA.A.3.4
- 59.16 Maintain and update a career portfolio. LA.B.1.4, LA.B.2.4, LA.D.2.4
- 59.17 Define terms related to international business careers. LA.A.1.4, LA.A.2.4, LA.B.1.4, LA.B.2.4
- 63.0 PERFORM TECHNOLOGY APPLICATIONS--The student will be able to:
- 63.01 Prepare documents using word processing software. LA.B.1.4, LA.B.2.4
- 63.02 Prepare documents using database software. LA.B.1.4, LA.B.2.4, MA.D.1.4
- 63.03 Prepare documents using spreadsheet software. LA.B.1.4, LA.B.2.4, MA.D.1.4
- 63.04 Operate and troubleshoot peripherals. MA.A.1.4, SC.H.1.4
- 63.07 Identify ethical issues related to technology. LA.A.2.4, LA.B.2.4, HE.B.2.4
- 63.09 Demonstrate proficiency using the Internet. LA.A.1.4, LA.D.1.4, LA.D.2.4
- 63.10 Demonstrate an awareness of the differing stages of technological development in other countries. SS.B.1.4, SS.B.2.4, SS.D.2.4
- 66.0 DEMONSTRATE AN UNDERSTANDING OF THE PRINCIPLES OF BUSINESS IN A GLOBAL ECONOMY--The student will be able to:
- 66.01 Define terms related to business. LA.A.1.4, LA.B.1.4, LA.D.2.4
- 66.02 Define international business. LA.A.1.4, LA.B.1.4, LA.D.2.4
- 66.03 Discuss the reasons why international business is important. LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.D.2.4

- 66.04 Explain the components of the international business environment.
LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.D.2.4
 - 66.04 Describe the impact of international business activities on the local, regional, national, and international economies. LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.D.2.4
 - 66.06 Interpret the impact of emerging economic and political changes in international operations. LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.D.2.4, MA.E.1.4, MA.E.3.4
 - 66.07 Describe the resources (e.g., ports, trade routes, transportation centers, foreign trade zones, and natural, financial, and human resources) of major cities around the world. LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.B.2.4
 - 66.08 Determine the impact of geography on international business, to include areas such as climate, time zones, distance, topography, and social, economic and natural resources. LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.B.1.4, SS.B.2.4
 - 66.09 Determine social and cultural influences on the form of business ownership used or required in different countries. LA.A.2.4, LA.B.2.4, LA.C.2.4, FL.B.1.4
 - 66.10 Determine qualifications necessary for a successful business. LA.A.2.4, LA.B.2.4, LA.C.2.4, MA.E.1.4, MA.D.1.4
- 67.0 DEVELOP AN UNDERSTANDING OF CULTURAL DIVERSITY/CUSTOMS--The student will be able to:
- 67.01 Demonstrate knowledge of multi-cultural environments. LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.A.1.4, SS.A.3.4, SS.A.5.4, SS.B.2.4
 - 67.02 Identify distinctive social and cultural factors affecting business protocol. LA.A.2.4, LA.B.2.4, LA.C.2.4, FL.B.1.4, FL.C.1.4, FL.D.2.4
 - 67.03 Explain the impact of cultures on human resource management. LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.B.2.4, FL.B.1.4
 - 67.04 Identify personal documentation for international travel (i.e., passport, visa). LA.A.2.4, LA.B.2.4, LA.C.2.4
 - 67.05 Describe the importance of verbal and non-verbal communications. LA.A.2.4, LA.B.2.4, LA.C.2.4, LA.D.1.4
 - 67.06 Compare social customs (i.e., holidays, attire, gifts). LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.B.2.4
 - 67.07 Plan marketing strategies for diverse cultures. LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.B.2.4, SS.D.1.4, SS.D.2.4
 - 67.08 Compare customs for conducting business in other countries (i.e., the need for consensus, closing for the Mexican siesta and staying open until late in the evening, etc.). LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.B.2.4
- 68.0 IDENTIFY BUSINESS ETHICS--The student will be able to:
- 68.01 Recognize ethical international business issues. LA.A.2.4, LA.B.2.4, LA.C.2.4, HE.B.2.4, SS.B.2.4, SS.D.2.4
 - 68.02 Describe the factors in the international business environment behavior. LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.B.2.4, SS.D.2.4
- 69.0 IDENTIFY CHANNELS OF PROMOTING AND DISTRIBUTING GOODS--The students will be able to:
- 69.01 Define terms related to international marketing. LA.A.1.4, LA.A.2.4, LA.B.1.4, LA.B.2.4
 - 69.02 Recognize risks in overseas markets. LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.D.1.4, SS.D.2.4

- 69.03 Illustrate how social, cultural, technological, and geographic factors influence consumer buying behavior in different cultures. LA.A.2.4, LA.B.2.4, LA.C.2.4, LA.D.2.4, MA.D.2.4, SS.B.2.4, SS.D.2.4, VA.C.1.4
 - 69.04 Identify trends that influence global marketing opportunities. LA.A.1.4, LA.B.2.4, LA.C.2.4, MA.D.1.4, MA.E.1.4, MA.E.2.4, MA.E.3.4, SC.H.1.4, SS.D.1.4, SS.D.2.4
 - 69.05 69.05 Identify the differences in roles of agents, wholesalers, retailers, freight forwarders, export companies, trading companies, and customs brokers. LA.A.2.4, LA.B.2.4, LA.D.2.4, SS.B.2.4, SS.D.2.4
 - 69.06 Define procedures and prepare documentation associated with transportation of goods. LA.A.2.4, LA.B.2.4, LA.D.2.4
- 70.0 IDENTIFY GOVERNMENTAL AND POLITICAL INFLUENCES--The student will be able to:
- 70.01 Define terms related to international economics. LA.A.2.4, LA.B.2.4, LA.D.1.4, LA.D.2.4, SS.D.2.4
 - 70.02 Identify the impact of geography and resources on trade. SS.B.1.4, SS.B.2.4, SS.D.2.4
 - 70.03 Describe the impact of supply and demand. LA.A.2.4, LA.B.2.4, SS.D.1.4, SS.D.2.4
 - 70.04 Identify advantages and disadvantages of free trade. LA.A.2.4, LA.B.2.4, SS.D.1.4, SS.D.2.4
 - 70.05 Describe the role that US Customs and the customs agencies of other countries play in international trade activities. SS.B.2.4, SS.D.2.4
 - 70.06 Analyze the impact of political environments on international business. MA.D.1.4, SS.B.2.4, SS.D.2.4
- 71.0 PERFORM FINANCIAL OPERATIONS--The student will be able to:
- 71.01 Identify factors that influence consumer behavior in different countries. LA.A.2.4, LA.B.2.4, LA.D.2.4, FL.B.1.4
 - 71.02 Calculate currency exchange rates. LA.B.1.4, MA.A.2.4, MA.B.4.4
 - 71.03 Explain how currency exchange rates affect international trade. LA.A.2.4, LA.B.2.4, MA.A.1.4, MA.D.1.4

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Secondary Course Number: 8216120
Course Title: International Finance and Law
Course Credit: 1

COURSE DESCRIPTION:

This course is designed to introduce students to the laws and regulations governing international trade including knowledge of import-export activities, banking, treaties, and currency exchange rates. After successful completion of Accounting Applications 1, International Finance and Law, International Business Systems, and Business Internship, students will have met Occupational Completion Point - Data Code B, Manager Trainee - DOT Code 189.167-018, SOC Code 11-1021.

MANAGEMENT

08.0 INCORPORATE APPROPRIATE LEADERSHIP AND SUPERVISION TECHNIQUES, CUSTOMER SERVICE STRATEGIES, AND STANDARDS OF PERSONAL ETHICS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:

08.17 Identify the major issues related to the work environment (i.e., safety regulations, ergonomics, gender equity, family leave, workweek, fringe benefits). LA.A.2.4, LA.B.2.4, SS.B.2.4, SS.D.2.4

COMPUTATION AND FINANCE

09.0 APPLY MATHEMATICAL OPERATIONS AND PROCESSES AS WELL AS FINANCIAL PLANNING STRATEGIES TO COMMONLY OCCURRING SITUATIONS IN THE WORKPLACE TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:

09.07 Use estimation and approximation strategies to compare, contrast, and analyze a variety of business-related financial calculations. MA.A.1.4, MA.A.3.4, MA.A.4.4, MA.A.5.4, MA.B.2.4
 09.08 Analyze and discuss graphs and tables as used in the business world. MA.D.1.4, MA.E.1.4
 09.09 Construct and discuss tables, graphs, and charts using appropriate computer software and data from the business world. LA.B.2.4, LA.D.2.4, MA.D.1.4, MA.D.2.4
 09.10 Apply concepts of forecasting with financial information using appropriate technology (graphing calculators, business calculators and/or computer software) for written and oral presentations. LA.A.2.4, LA.B.2.4, LA.C.1.4, LA.B.2.4, LA.C.2.4, MA.A.4.4
 09.11 Investigate and discuss the impact of probability and statistics in all aspects of business activities. LA.C.1.4, LA.C.2.4, LA.C.3.4, MA.E.2.4, MA.E.3.4

INTERNATIONAL BUSINESS

52.0 EXHIBIT POSITIVE HUMAN RELATIONS AND LEADERSHIP SKILLS--The student will be able to:

- 52.09 Apply communication strategies (verbal and non-verbal) necessary and appropriate for effective and profitable international business relations. LA.A.2.4, LA.B.2.4, LA.C.2.4, LA.D.2.4, HE.B.2.4
- 52.10 Develop the ability to work in teams. HE.B.2.4, PE.B.2.4
- 52.11 Participate in leadership activities in FBLA or BPA. PE.B.2.4, LA.C.3.4, LA.D.2.4, HE.C.2.4
- 52.12 Participate in community service activities. PE.B.2.4, LA.C.3.4, LA.D.2.4, HE.C.2.4
- 59.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:
- 59.06 Define the requirements of business careers. LA.A.1.4, (LA.B.1.4, LA.D.2.4
- 59.07 Explore domestic and international business career opportunities. FL.D.1.4, SS.B.2.4, SS.D.2.4, LA.A.2.4
- 59.08 Describe the steps in the career planning process. LA.A.1.4, LA.B.1.4, SC.H.1.4, HE.C.1.4
- 59.09 Research sources of career planning information. LA.Z.1.4, LA.A.2.4, LA.B.1.4
- 59.10 Identify international business career opportunities based on personal factors and job availability. LA.A.1.4, LA.A.2.4, LA.B.1.4
- 59.11 Evaluate the advantages/disadvantages of entrepreneurship opportunities. MA.E.1.4, LA.A.2.4, SS.D.2.4
- 59.12 Identify local business involved in international trade. SS.D.2.4, SS.B.1.4, SS.B.2.4, LA.A.2.4
- 59.13 Create a plan to obtain the skills/qualifications to enter a selected international business career. LA.B.1.4, LA.A.2.4, SS.C.2.4, SS.D.2.4
- 59.14 Create a letter of application and resume. LA.A.1.4, LA.A.2.4
- 59.15 Exhibit successful interview techniques. LA.C.1.4, LA.A.2.4, LA.A.3.4
- 59.16 Maintain and update a career portfolio. LA.B.1.4, LA.B.2.4, LA.D.2.4
- 59.17 Define terms related to international business careers. LA.A.1.4, LA.A.2.4, LA.B.1.4, LA.B.2.4
- 68.0 IDENTIFY BUSINESS ETHICS--The student will be able to:
- 68.01 Recognize ethical international business issues. LA.A.2.4, LA.B.2.4, LA.C.2.4, HE.B.2.4, SS.B.2.4, SS.D.2.4
- 68.02 Describe the factors in the international business environment affecting ethical business behavior. LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.B.2.4, SS.D.2.4
- 68.03 Define terms, such as ethics, social responsibility and bribe. LA.A.1.4, LA.A.2.4, LA.B.1.4, LA.B.2.4
- 68.04 Analyze the effect of an international business organization's action on a host country, the company's home country, owners, employees, consumers and society. MA.B.2.4, SS.B.2.4, SS.D.2.4
- 69.0 IDENTIFY CHANNELS OF PROMOTING AND DISTRIBUTING GOODS--The student will be to:
- 69.04 Identify trends that influence global marketing opportunities. LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.D.2.4
- 69.05 Identify the differences in roles of agents, wholesalers, retailers, freight forwarders, export companies, trading companies and customs brokers. LA.D.2.4, SS.B.2.4, SS.D.2.4

- 69.06 Define procedures and prepare documentation associated with transportation of goods. LA.A.2.4, LA.B.2.4, LA.C.3.4, LA.D.2.4, MA.D.2.4
 - 69.07 Explain how foreign exchange, economic conditions, and the international business environment affect prices charged in foreign markets. LA.A.2.4, LA.B.2.4, LA.C.2.4, MA.A.3.4, SS.D.1.4, SS.D.2.4
 - 69.09 Describe business documents used in international trade (i.e., shipping, billing, method of payment). LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.D.2.4
- 71.0 PERFORM FINANCIAL OPERATIONS--The student will be able to:
- 71.03 Explain how currency exchange rates affect international trade. LA.A.2.4, LA.B.2.4, MA.A.1.4, MA.D.1.4
 - 71.04 Define terms related to international finance and law. LA.A.2.4, LA.B.2.4, LA.D.1.4
 - 71.05 Describe methods and procedures used to control risks. LA.A.2.4, LA.B.2.4, SS.B.2.4, SS.D.2.4
 - 71.06 Identify international services and practices of financial institutions. LA.A.2.4, LA.B.2.4, SS.B.2.4, SS.D.1.4, SS.D.2.4
 - 71.07 Identify the components of the US balance of payments account. LA.A.2.4, LA.B.2.4, SS.B.2.4, SS.D.2.4
 - 71.08 Recognize pricing factors. LA.A.2.4, LA.B.2.4, SS.D.2.4
 - 71.09 Explain how currency exchange rates affect international trade. LA.A.2.4, LA.B.2.4, SS.D.2.4
 - 71.10 Describe how economic conditions, balance of payment situations, and political stability affect currency values. LA.A.2.4, LA.B.2.4, SS.D.2.4
- 72.0 DEMONSTRATE KNOWLEDGE OF TRADE LAW--The student will be able to:
- 72.01 Describe the differences among various legal systems such as code, statutory, and common law. LA.A.2.4, LA.B.2.4, LA.C.2.4, SS.C.1.4, SS.C.2.4, SS.D.2.4
 - 72.02 Define terms related to trade law. LA.A.2.4, LA.B.2.4, SS.D.2.4
 - 72.03 Describe how trade barriers, tariffs, quotas, and taxation policies affect choices of location for companies operating internationally. LA.A.2.4, LA.B.2.4, SS.B.2.4, SS.D.1.4, SS.D.2.4
 - 72.04 Recognize government's role in international law (i.e., protect against illegal imports, protect individual rights, ecology). LA.A.2.4, LA.B.2.4, SS.B.2.4, SS.C.1.4
 - 72.05 Recognize legal differences that exist between/among countries in areas such as consumer protection, product guidelines, labor laws, contract formulation, liability, and taxation. LA.A.2.4, LA.B.2.4, LA.D.2.4, SS.D.2.4
 - 72.06 Identify unfair trade practices. LA.A.2.4, LA.B.2.4, SS.D.2.4
- 73.0 IDENTIFY IMPORT/EXPORT ACTIVITIES--The student will be able to:
- 73.01 Define terms related to import/export. LA.A.1.4, LA.A.2.4, LA.B.1.4, LA.B.2.4, LA.D.2.4
 - 73.02 Describe barriers to international trade. LA.A.2.4, LA.B.2.4, SS.B.2.4, SS.D.2.4
 - 73.03 Identify practices that influence international trade (i.e., quotas, tariffs, embargoes). LA.A.2.4, LA.B.2.4, SS.D.2.4
 - 73.04 Explain reasons governments attempt to regulate trade. LA.C.1.4, LA.C.2.4, LA.C.3.4, SS.D.2.4
 - 73.05 Identify different standards and measures (i.e., weight, volume, distance). MA.B.2.4

73.06 Identify specific job skills needed for import and export activities. LA.A.1.4, LA.A.2.4, LA.B.1.4

74.0 IDENTIFY GLOBAL ORGANIZATIONAL STRUCTURES--The student will be able to:

74.01 Identify international banking organizations. LA.A.1.4, LA.A.2.4, LA.B.1.4, LA.B.2.4

74.02 Describe the international monetary system, including the International Monetary Fund, World Bank, and Eurocurrency. LA.A.1.4, LA.B.1.4, LA.A.2.4, LA.B.2.4, SS.D.2.4

74.03 Define terms related to global organizations and trade alliances. LA.A.1.4, LA.A.2.4, LA.B.1.4, LA.B.2.4, SS.D.2.4

74.04 Explain purpose of trade alliances. LA.A.1.4, LA.A.2.4, LA.B.1.4, LA.B.2.4, SS.D.2.4

74.05 Identify major trade alliances (e.g., NAFTA, GATT, Mercosur, Caribbean basin initiative, European union, Pacific Rim initiative, etc.). LA.A.1.4, LA.A.2.4, LA.B.1.4, LA.B.2.4, SS.D.2.4

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Secondary Course Number: 8216130
Course Title: Business Internship
Course Credit: 1

COURSE DESCRIPTION:

This course is designed to provide students with the opportunity to stimulate their career interest in business. Students will also enhance and apply the instructional competencies learned in the classroom with the internship experience. Students will be able to develop human relations skills, communications and employability skills needed to secure a position in the business environment. After successful completion of Accounting Applications 1, International Finance and Law, International Business Systems, and Business Internship, students will have met Occupational Completion Point - Data Code B, Manager Trainee - DOT Code 189.167-018, SOC Code 11-1021.

INTERNATIONAL BUSINESS

- 59.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:
- 59.15 Demonstrate successful interview techniques. LA.C.1.4, LA.A.2.4, LA.A.3.4
 - 59.16 Maintain and update a career portfolio. LA.B.1.4, LA.B.2.4, LA.D.2.4
 - 59.17 Define terms related to international business careers. LA.A.1.4, LA.A.2.4, LA.B.1.4, LA.B.2.4
 - 59.18 Apply for positions with a letter of application and resume. LA.C.3.4, LA.D.1.4, LA.B.1.4, LA.B.2.4
- 75.0 DEMONSTRATE BUSINESS MANAGEMENT SKILLS--The student will be able to:
- 75.01 Apply the major functions of management in all areas of the internship workplace. LA.C.3.4, LA.D.1.4
- 76.0 DEMONSTRATE POSITIVE HUMAN RELATIONS AND LEADERSHIP SKILLS IN THE WORKPLACE--The student will be able to:
- 76.01 Apply ethnocentric, polycentric, regiocentric, and geocentric approaches to managing human resources. LA.C.3.4, LA.A.2.4, MA.E.1.4, MA.E.2.4, SS.D.2.4
 - 76.02 Demonstrate communication strategies (verbal and non-verbal) necessary and appropriate for effective and profitable international business relations. LA.A.2.4, LA.B.2.4, LA.C.2.4, LA.D.2.4, HE.B.2.4
 - 76.03 Demonstrate skills as a team member. HE.B.2.4, PE.B.2.4,
 - 76.04 Participate in leadership activities in FBLA or BPA. PE.B.2.4, LA.C.3.4, LA.D.2.4, HE.C.2.4
 - 76.05 Participate in community service activities. PE.B.2.4, LA.C.3.4, LA.D.2.4, HE.C.2.4
- 77.0 DEMONSTRATE KNOWLEDGE OF HISTORICAL AND CURRENT ETHICAL INTERNATIONAL BUSINESS BEHAVIOR--The student will be able to:
- 77.01 Demonstrate ethical international business behavior. LA.A.2.4, LA.B.2.4, LA.C.2.4, HE.B.2.4, SS.B.2.4, SS.D.2.4

