

**Florida Department of Education  
CURRICULUM FRAMEWORK**

**Program Title:** Emerging Technology in Business  
**Program Type:** Practical Arts  
**Occupational Area:** Business Technology Education

Secondary

**Program Number:** 8207010  
 CIP Number: 05070701PA  
 Grade Level: 9-12, 30, 31  
 Standard Length: 1 credit  
 Certification: BUS ED @4 1 @2 SECRETAR @7 G  
 VOE @7 CLERICAL @7 G  
 TEACH CBE @7  
 BUS DP @7 G  
 ELECT DP @7 G  
 TEC ELEC @7 G  
 MANAG SUPV @7 G  
 ACCTING @7 G  
 BOOKKEEPIN @4 @7 G  
 CSO: FBLA  
 BPA  
 Coop Method: No  
 Apprenticeship: No  
 Facility Code: 212

I. **PURPOSE:** This course is designed to teach emerging technology and the effects of its application on society. The content includes, but is not limited to, electronic research methods; business communications including speaking, listening, writing, and telecommunicating; multimedia presentation skills; ethical considerations related to technology; and emerging technologies affecting business environments. Instruction is designed to provide an understanding of the advances being made in technology today and in the future.

Instructional experiences provided in this course do not necessarily prepare students for specific occupations.

II. **LABORATORY ACTIVITIES:** Laboratory activities are an integral part of this course and include the use of computers, software applications, and peripheral equipment. Access to the Internet is required. Therefore, telephone lines, modems, communications software, and an account with an Internet services provider are required.

III. **SPECIAL NOTES:** Future Business Leaders of America (Secondary, Phi Beta Lambda (Postsecondary), and Business Professionals of America (BPA) 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.

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.

SCANS Competencies: Instructional strategies for this program must include methods that require students to identify, organize, and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational, and technological systems; and to work with a variety of tools and equipment. Instructional strategies must also incorporate the methods to improve students' personal qualities and high-order thinking skills.

Equipment List: A generic equipment list is available for this program.

IV. **INTENDED OUTCOMES:** After completing the following competencies, the student will be able to:

- 02.0 Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise, and correct manner on personal and professional levels.
- 03.0 Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance.
- 08.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- 50.0 Perform decision-making activities.

Florida Department of Education  
STUDENT PERFORMANCE STANDARDS

Secondary Course Number: 8207010  
Course Title: Emerging Technology in Business  
Course Credit: 1

**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:

- 02.60 Demonstrate interactive listening techniques.
- 02.67 Identify research methods used to gather information.
- 02.68 Demonstrate proficiency in taking notes while gathering information.
- 02.69 Demonstrate interviewing techniques for gathering information.
- 02.70 Identify electronic research sources.
- 02.71 Evaluate and select appropriate electronic resources.
- 02.72 Describe the process for arranging an electronic conference.

03.0 USE TECHNOLOGY TO ENHANCE THE EFFECTIVENESS OF COMMUNICATIONS IN ORDER TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able to:

- 03.13 Gather and compile data using a wide variety of references and research resources (e.g., electronic bulletin boards, information services).
- 03.33 Demonstrate an awareness of emerging technologies.
- 03.34 Identify and define multimedia terminology.
- 03.35 Identify techniques for designing effective multimedia presentations.
- 03.36 Create and deliver a multimedia presentation.
- 03.37 Conduct business-related research using electronic resources.
- 03.38 Distribute business information electronically.
- 03.39 Demonstrate techniques for conducting a business meeting via satellite or on-line conferencing.
- 03.40 Apply the rules of electronic conferencing etiquette.
- 03.41 Participate in an electronic discussion on a business topic.
- 03.42 Use electronic reference manuals.
- 03.43 Evaluate and select appropriate electronic resources.

**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:

- 08.32 Identify ethical issues resulting from technological advances (e.g., computer snooping, hacking).
- 08.76 Discuss copyright laws that affect the use of technology.
- 08.77 Discuss computer security issues related to the use of technology.

**DIGITAL PUBLISHING**

50.0 PERFORM DECISION-MAKING ACTIVITIES--The student will be able to:

50.02 Evaluate and select appropriate software packages to complete assigned tasks.

50.03 Evaluate information to be used and choose relevant material.

50.07 Compare and select appropriate multimedia tools.