

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: Business Education Directed Study
Program Type: Job Preparatory
Occupational Area: Business Technology Education

Secondary

Program Number: 8200100
CIP Number: 0507.999901
Grade Level: 11-12, 30, 31
Standard Length: Multiple Credits
Certification: ANY BUSINESS ED G
CSO: FBLA
BPA
Coop Method: No
Apprenticeship: No
Facility Code: 212

- I. **PURPOSE:** This course is designed to provide students with additional competencies in a Business Technology Education program that will enhance students' opportunities for employment in the occupation chosen by the student.

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

- II. **LABORATORY ACTIVITIES:** A workstation is provided as required to support the training activities of the student.

- 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.

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

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

The student enrolled in this course must be reported using the Course Code Directory program number for the specific occupational completion point.

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:

- 03.0 Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance.
- 04.0 Use information to accomplish job objectives and enhance workplace performance.
- 07.0 Practice quality performance in the learning environment and the workplace.
- 08.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- 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.
- 20.0 Participate in work-based learning experiences.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Secondary Course Number: 8200100
Course Title: Business Education Directed Study
Course Credit: Multiple

WORKPLACE COMMUNICATIONS

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:

03.04 Revise and edit business-related documents to ensure correct grammar, spelling, punctuation, and format.

03.32 Apply the writing process to the creation of business-related documents appropriate for the chosen occupation following designated business formats.

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

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

MANAGEMENT

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

07.13 Demonstrate job performance skills in the chosen occupation.

07.14 Demonstrate increasingly higher levels of productivity in the chosen occupation.

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:

08.14 Follow accepted rules, regulations, policies, and workplace safety.

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:

09.21 Apply appropriate mathematical processes to solve problems encountered in the chosen occupation.

WORK-BASED LEARNING

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

- 20.53 Participate in work-based learning experiences appropriate to the chosen occupation.
- 20.54 Discuss organizational networks or charts appropriate to the chosen occupation and describe the relationships between positions and responsibilities.