

July 2007

Florida Department of Education
CURRICULUM FRAMEWORK

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|---------------------------|--------------------------------------|--------------------------------|
| Program Title: | Business Cooperative Education - OJT | |
| Program Type: | Job Preparatory | |
| Occupational Area: | Business Technology Education | |
| | Secondary | PSAV |
| Program Number: | 8200410 | B079999 |
| CIP Number: | 0507.9999CP | 0507.9999CP |
| Grade Level: | 9-12, 30, 31 | 30, 31 |
| Standard Length: | Multiple credits | Multiple hours |
| Certification: | BUS ED @4 1 @2 | BUS ED @4 1 @2 |
| | VOE @7 | VOE @7 |
| | TEACH CBE @7 | TEACH CBE @7 |
| | ANY BUSINESS ED/ TC COP E G | ANY BUSINESS ED/ TC COP E G |
| CTSO: | FBLA | Phi Beta Lambda |
| | BPA | BPA |
| Coop Method: | Yes | Yes |
| Apprenticeship: | No | No |
| Facility Code: | N/A | N/A |

- I. **PURPOSE:** This course is designed to provide the on-the-job training component when the cooperative method of instruction is used to prepare students for employment in business occupations. On-the-job experiences are provided as a part of a job preparatory program which will develop occupational competencies required for employment in the occupation chosen by the student as a career choice or to provide experiences that further develop the competencies acquired by the student in an in-school job preparatory program. Supervised on-the-job training provides opportunities for selective placement based on the student's job preparatory program and the development and evaluation of occupational competencies. Job related classroom instruction must be provided. The student must have successfully completed one credit in a Business Technology Education course or be concurrently enrolled in a job preparatory program to be enrolled in the Business Cooperative Education - OJT Program. This method of delivery is not intended for supplemental vocational course instruction and shall not be claimed for supplemental FTE purposes.
- II. **LABORATORY ACTIVITIES:** A work station is provided as required to support the on-the-job 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 and Technical Student Organizations (CTSO) for providing leadership training and for reinforcing specific career and technical skills. Career and Technical 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.

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

For the on-the-job training component, the following are required for each student: a training plan, signed by the student, teacher, and employer, which includes instructional objectives and a list of on-the-job and in-school learning experiences; a workstation that reflects equipment, skills, and tasks that are relevant to the occupation which the student has chosen as a career goal. The student must receive compensation for work performed. It is recommended that for every twenty students (or portion thereof) enrolled in the program, the teacher-coordinator be given a minimum of one hour of OJT-coordination release time per day so that he/she can visit students on the job to manage the cooperative method of instruction effectively. The teacher/coordinator must visit each job site a minimum of once during each grading period for the purpose of evaluating the student's progress in attaining the competencies listed in the training plan.

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

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.
- 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.
- 12.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.

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STUDENT PERFORMANCE STANDARDS

Secondary Course Number: 8200410
Postsecondary Course Number: B079999
Course Title: Business Cooperative Education - OJT
Course Credit: Multiple

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:

- 02.03 Use listening, speaking, and nonverbal skills and strategies to communicate effectively with supervisors, co-workers, and customers.
- 02.66 Follow oral and written directions.

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.
- 07.15 Perform tasks as outlined in the OJT training plan.
- 07.16 Maintain appropriate OJT records (e.g., training agreement, training plan, time cards, employer forms).

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.
- 08.36 Exhibit a positive attitude and professional behavior.
- 08.75 Demonstrate good work habits.

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.