

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title:	Business Cooperative Education Organization and Management	
Program Type:	Job Preparatory	
Occupational Area:	Business Technology Education	
	Secondary	PSAV
Program Number:	8200420	B079998
CIP Number:	0507.99990M	0507.99990M
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
CSO:	FBLA	Phi Beta Lambda
	BPA	BPA
Coop Method:	Yes	Yes
Apprenticeship:	No	No
Facility Code:	212	212

- I. **PURPOSE:** This course provides Business Cooperative Education students with a common class that can be used to reinforce and provide additional competencies in their selected Business Technology Education Program. Curriculum may include maintaining job related forms and instruction in subjects related to the specific job that the student is performing.
- II. **LABORATORY ACTIVITIES:** Laboratory activities are an integral part of this program and should include the use of automated office equipment.
- 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 is enrolled in the BCE - OJT course. A student may earn multiple credits in this course.

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.
- 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.
- 10.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
- 11.0 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.
- 12.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.
- 13.0 Perform office functions and responsibilities to accomplish job objectives and enhance workplace performance.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Secondary Course Number: 8200520
Postsecondary Course Number: B079998
Course Title: Business Cooperative Education Organization and Management
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:
- 02.36 Function as a team member and participate in group discussions to identify and resolve problems.
 - 02.37 Organize and lead discussions.
 - 02.54 Use appropriate etiquette and manners when communicating with people of varying cultures.
- 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:
- 03.08 Demonstrate effective and efficient use of a variety of telephone features and equipment for business communications.

MANAGEMENT

- 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.
 - 07.13 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.
 - 08.26 Apply decision-making processes to business applications.
 - 08.75 Demonstrate good work habits.
 - 08.78 Determine priorities for assigned tasks.

- 08.79 Determine appropriate actions to take in chain of command situations.
- 08.80 Demonstrate knowledge of parliamentary procedure (e.g., Robert's Rules of Order).
- 08.81 Participate in Future Business Leaders of America/Phi Beta Lambda activities.

COMPUTATION AND FINANCE

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

- 09.22 Apply appropriate mathematical processes to complete personal finance activities (e.g., maintain a checking account, reconcile a bank statement, prepare income tax forms).

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:

- 10.11 Analyze school and work evaluation to assess strengths, weaknesses, and areas for improvement.

11.0 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:

- 11.03 Demonstrate job seeking skills required for entry-level employment (e.g., resume, application, interview, follow up).
- 11.05 Refine and implement a plan to facilitate personal growth and skill development related to anticipated job requirements and career expectations.
- 11.15 Create and use a portfolio in a job search process.
- 11.17 Model behavior that contributes to a successful interview.

HUMAN RELATIONS/INTERPERSONAL SKILLS

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

- 12.01 Accept constructive criticism.
- 12.03 Develop professional workplace relationship skills both internally and externally to include team building, group dynamics, and conflict resolution.
- 12.04 Practice appropriate interpersonal skills working with and for others.

ADMINISTRATIVE OFFICE PROCEDURES

13.0 PERFORM OFFICE FUNCTIONS AND RESPONSIBILITIES TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—The student will be able

to:

13.01 Perform office tasks (e.g., filing and records management, scheduling, reprographics, mail handling).