

**Florida Department of Education
CURRICULUM FRAMEWORK**

Program Title: Diversified Career Technology
Program Type: Job Preparatory
Occupational Area: Diversified Education
Components: Three Occupational Completion Points

	<u>Secondary</u>	<u>PSAV</u>
Program Number:	8303000	D886100
CIP Number:	10988610CP	10988610CP
Grade Level:	9-12, 30, 31	30, 31
Length:	Multiple credits	Multiple hours
Certification:	COOR DCT @4 @7 SPECLIZ TC \$7 TEACH CDE @7 COOP TEACH @7 Any Voc Field or Cov/TC Coop Ed E G Any Field BA or Higher/TC Wk Exp E COOR WK EXP @7	COOR DCT @4 @7 SPECLIZ TC \$7 TEACH CDE @7 COOP TEACH @7 Any Voc Field or Cov/TC Coop Ed E G Any Field BA or Higher/TC Wk Exp E COOR WK EXP @7
Facility Code:	221	221
CSO:	CECF/BPA	CECF/BPA
Co-op Method:	Yes	Yes
Basic Skills		
	Math	9
	Language	9
	Reading	9

I. **MAJOR CONCEPTS/CONTENT:** The purpose of this program is to provide students with “student-centered” (as opposed to “teacher-centered”) selected occupational skills through employment related instruction and paid, on-the-job training supervised by an employer and a teacher/coordinator. This method of delivery enables students to develop a variety of workplace competencies and transferable skills as well as develop students who will be motivated, self-disciplined individuals; caring, responsible, life-long learners; flexible and committed to technical competence; and skillful at social interactions, leadership, and problem-solving.

Employment related instruction is in-school instruction which develops competencies in health, safety, and environmental issues; professional, legal, and ethical issues; finance; leadership; communication; labor and human resources; economics; entrepreneurship; career planning; technology; management; and technical and production skills.

Supervised on-the-job training provides opportunities for planned instructional activities and student evaluations in a specified job setting. A student may not enroll in DCT-OJT (8300410) without previous completion of or concurrent enrollment in either DCT Principles or DCT Applications. DCT Principles does not require enrollment in a concurrent OJT course. However, at least one credit in OJT must be completed to enable the student to reach the first OCP. The student must be paid for work performed.

Listed below is the sequence of courses and three occupational completion points that comprise this program when offered at the secondary level. For reporting purposes choose the OCP that reflects the occupational area the student is employed in:

FIRST OCCUPATIONAL COMPLETION POINT

8303010 Diversified Career Technology Principles

8300410 Diversified Career Technology – OJT

DATA CODE: A through P

- A Agriculture and Natural Resources
- B Architecture and Construction
- C Arts, Audio/Video Technology and Communications
- D Business and Administration
- E Education and Training
- F Finance
- G Government and Public Administration
- H Health Science
- I Hospitality and Tourism
- J Human Services
- K Information Technology
- L Law and Public Safety
- M Manufacturing
- N Retail/Wholesale Sales and Service
- O Scientific Research and Engineering
- P Transportation, Distribution, and Logistics Services

Definitions for reporting the occupational areas of the OCPs above are attached at the end of this document.

SECOND OCCUPATIONAL COMPLETION POINT

8303020 Diversified Career Technology Applications

DATA CODE: A through P (see list above)

THIRD OCCUPATIONAL COMPLETION POINT

8303030 Diversified Career Technology Management

DATA CODE: A through P (see list above)

- II. LABORATORY ACTIVITIES:** In school laboratory activities are an integral part of this program. Equipment and supplies should be provided to enhance hands-on experiences for the students. Those laboratory activities provided through on-the-job training are an integral part of this program. This supervised experience is to be governed by a training agreement and an individualized training plan signed by the employer, teacher/coordinator, student, and parent/guardian. The training plan shall include a diverse list of instructional objectives, on-the-job skills, and in-school learning experiences. The workstation should reflect equipment, skills, and tasks relevant to the occupation the student has chosen as a career goal. The employer will evaluate the student's job performance of the instructional objectives and competencies each grading period. A Cooperative Education Manual has been developed and is available on-line at: <http://www.firn.edu/doe/programs/doc/coopm.doc> that includes guidelines for this program and sample documents.

It is highly recommended that for every 20 students (or portion thereof) enrolled in DCT-OJT, the teacher/coordinator be given a minimum of one hour of OJT-coordination release time per day for the purposes of visiting students on the job and managing the cooperative method of instruction.

The teacher/coordinator should visit each training site for the purpose of observation a minimum of once each grading period, preferably while the student is actually working. A second contact

each grading period for the purpose of evaluating the student's progress in attaining the competencies listed in the training plan is highly recommended.

- III. **SPECIAL NOTES:** Cooperative Education Clubs of Florida/Business Professionals of America (CECF/BPA) is the appropriate career student organization for providing leadership training and 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 (8), FAC.

In accordance with Rule 6A-10.040, FAC, the minimum basic-skills grade levels required for adult career and technical students to complete this program are: Mathematics 9.0, Language 9.0, Reading 9.0. These grade-level numbers correspond to grade-equivalent scores obtained on one of the state-designated basic-skills examinations. If a student does not meet the basic-skills level required for completion of the program, remediation should be provided concurrently through Career and technical Preparatory Instruction (VPI). Please refer to the Rule for exemptions.

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 methods to improve students' personal qualities, higher-order critical thinking skills, and problem-solving, technical, and literacy skills.

To be transferable statewide between institutions, this program/course must have been reviewed, and a "transfer value" assigned the curriculum content by the appropriate Statewide Course Numbering System discipline committee. This does not preclude institutions from developing specific program or course articulation agreements with each other.

When offered at the postsecondary adult career and technical level, this program may be offered in courses. Career and technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b).

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

FIRST OCCUPATIONAL COMPLETION POINT - DATA CODE: A through P (See list in MAJOR CONCEPTS/CONTENT section)

- 01.0 Demonstrate knowledge and application of workplace employability skills. [Student Performance Standards: 01.01 through 01.16]
- 02.0 Demonstrate, apply, and implement knowledge of environmental, health, and safety issues. [Student Performance Standards: 02.01 through 02.12]
- 03.0 Demonstrate, apply, and implement an understanding of professional, legal, and ethical responsibilities. [Student Performance Standards: 03.01 through 03.12]

- 04.0 Demonstrate, apply, and implement knowledge of financial skills and planning. [Student Performance Standards: 04.01 through 04.10]
- 05.0 Demonstrate, apply, and implement leadership skills. [Student Performance Standards: 05.01 through 05.09]
- 06.0 Demonstrate, apply, and implement proficiency in communication skills. [Student Performance Standards: 06.01 through 06.13]
- 07.0 Demonstrate knowledge of human resources and labor issues as well as the social, legal, and economic aspects of employment. [Student Performance Standards: 07.01 through 07.07]
- 08.0 Demonstrate an understanding of national and international economic principles. [Student Performance Standards: 08.01 through 08.08]
- 09.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals. [Student Performance Standards: 09.01 through 09.10]
- 10.0 Demonstrate an understanding and application of technology in the workplace. [Student Performance Standards: 10.01 through 10.06]
- 11.0 Demonstrate an understanding of the role of management and marketing in the decision making process for different work situations. [Student Performance Standards: 11.01 through 11.12]
- 13.0 Demonstrate competencies in a specific career. [Student Performance Standards: 13.01 through 13.10]
- 14.0 Demonstrate legal and ethical behavior within the role and scope of specific job responsibilities. [Student Performance Standards: 14.01 through 14.07]
- 15.0 Perform designated recordkeeping skills. [Student Performance Standards: 15.01 through 15.04]

SECOND OCCUPATIONAL COMPLETION POINT - DATA CODES: A through P (See list in MAJOR CONCEPTS/CONTENT section)

Intended outcomes of the first OCP must be completed previously or concurrently. After completing the following additional competencies, the student will have achieved a second occupational completion point and be able to:

- 01.0 Demonstrate knowledge and application of workplace employability skills. [Student Performance Standards: 01.17 through 01.21]
- 02.0 Demonstrate, apply, and implement knowledge of environmental, health, and safety issues. [Student Performance Standards: 02.13 through 02.17]
- 03.0 Demonstrate, apply, and implement an understanding of professional, legal, and ethical responsibilities. [Student Performance Standards: 03.13 through 03.20]
- 04.0 Demonstrate, apply, and implement knowledge of financial skills and planning. [Student Performance Standards: 04.11 through 04.18]
- 05.0 Demonstrate, apply, and implement leadership skills. [Student Performance Standards: 05.10 through 05.15]
- 06.0 Demonstrate, apply, and implement proficiency in communication skills. [Student Performance Standards: 06.14 through 06.20]
- 07.0 Demonstrate knowledge of human resources and labor issues as well as the social, legal, and economic aspects of employment. [Student Performance Standards: 07.08 through 07.17]
- 08.0 Demonstrate an understanding of national and international economic principles. [Student Performance Standards: 08.09 through 08.15]
- 09.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals. [Student Performance Standards: 09.11 through 09.16]

- 10.0 Demonstrate an understanding and application of technology in the workplace. [Student Performance Standards: 10.07 through 10.11]
- 11.0 Demonstrate an understanding of the role of management and marketing in the decision making process for different work situations. [Student Performance Standards: 11.13 through 11.25]
- 12.0 Demonstrate and apply an understanding of entrepreneurship principles. [Student Performance Standards: 12.01 through 12.12]

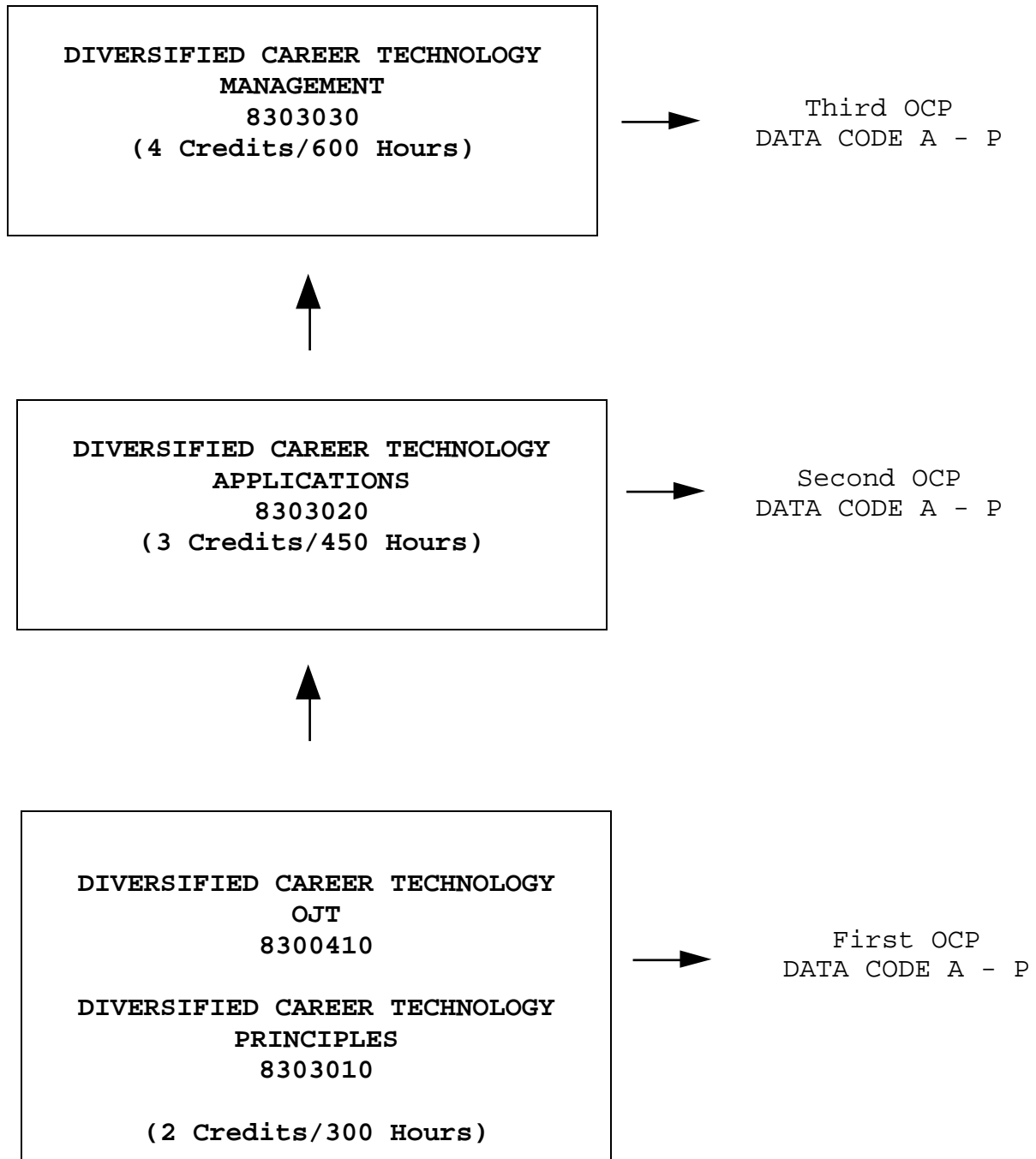
THIRD OCCUPATIONAL COMPLETION POINT - DATA CODES: A through P (See list in MAJOR CONCEPTS/CONTENT section)

Intended outcomes of the first and second OCPs must be completed previously or concurrently. After completing the following additional competencies, the student will have achieved a third occupational completion point and be able to:

- 01.0 Demonstrate knowledge and application of workplace employability skills. [Student Performance Standards: 01.22 through 01.30]
- 02.0 Demonstrate, apply, and implement knowledge of environmental, health, and safety issues. [Student Performance Standards: 02.18 and 02.19]
- 03.0 Demonstrate, apply, and implement an understanding of professional, legal, and ethical responsibilities. [Student Performance Standards: 03.21 and 03.22]
- 04.0 Demonstrate, apply, and implement knowledge of financial skills and planning. [Student Performance Standards: 04.19 through 04.23]
- 05.0 Demonstrate, apply, and implement leadership skills. [Student Performance Standards: 05.16 and 05.17]
- 06.0 Demonstrate, apply, and implement proficiency in communication skills. [Student Performance Standards: 06.21 through 06.23]
- 07.0 Demonstrate knowledge of human resources and labor issues as well as the social, legal, and economic aspects of employment. [Student Performance Standards: 07.18 through 07.21]
- 08.0 Demonstrate an understanding of national and international economic principles. [Student Performance Standards: 08.16 through 08.20]
- 10.0 Demonstrate an understanding and application of technology in the workplace. [Student Performance Standards: 10.12 through 10.22]
- 11.0 Demonstrate an understanding of the role of management and marketing in the decision making process for different work situations. [Student Performance Standards: 11.26 through 11.45]
- 12.0 Demonstrate and apply an understanding of entrepreneurship principles. [Student Performance Standard: 12.13]

The following diagram illustrates the program structure:

DIVERSIFIED CAREER TECHNOLOGY
8303000/D886100/10988610CP



**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Program Title: Diversified Career Technology
Secondary Number: 8303000
Postsecondary Number: D886100

01.0 DEMONSTRATE KNOWLEDGE AND APPLICATION OF WORKPLACE EMPLOYABILITY SKILLS--The student will be able to:

- 01.01 Identify resources used in a job search (e.g., newspaper, Internet, networking).
LA.A.1.4.3, LA.A.2.4.1, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 01.02 Discuss importance of drug tests and criminal background checks in identifying possible employment opportunities. LA.C.3.4, SS.C.2.4.3
- 01.03 Identify steps of the job application process including arranging for references and proper documentation (e.g., green card). LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 01.04 Identify procedures and documents required when applying for a job (e.g., application, W-4, I-9). LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 01.05 Prepare a resume (electronic and traditional), letter of application, follow-up letter, acceptance/rejection letter, letter of resignation, and letter of recommendation.
LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.06 Demonstrate appropriate dress and grooming for employment. LA.B.2.4.1
- 01.07 Demonstrate effective interviewing skills (behavioral). LA.B.2.4.1, LA.C.3.4.2, LA.C.3.4.4, LA.D.1.4.2, LA.D.2.4.1
- 01.08 Describe methods for handling illegal interview and application questions. LA.A.1.4.3, LA.A.2.4.7, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 01.09 Discuss state and federal labor laws regulating the workplace (e.g., Child Labor Law, sexual harassment, EEOC, ADA, FMLA). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.A.5.4.3
- 01.10 Identify positive work attitudes and behaviors such as honesty, compassion, respect, responsibility, fairness, trustworthiness, and caring. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4
- 01.11 Describe importance of producing quality work and meeting performance standards.
LA.A.1.4.3, LA.A.2.4.8, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4
- 01.12 Identify qualities typically required for promotion (e.g., productivity, dependability, responsibility). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4
- 01.13 Identify how to prepare for job separation and re-employment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 01.14 Write a job description that includes the responsibilities of an entry-level position.
LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.15 Prepare a classified ad for an entry-level position. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.16 Create a list of interview questions for an entry-level position. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.D.1.4.2, LA.D.2.4.1
- 01.17 Develop a detailed strategy for applying for a job in a specific career. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 01.18 Create a portfolio of employment opportunities for a specific career (e.g., newspaper, Internet, magazines). LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.19 Create a portfolio of documents for job placement (e.g., resume, letters of recommendation, employer evaluations, awards, evidences of participation in school, community, volunteer activities). LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.20 Explain importance of understanding corporate policy. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3

- 01.21 Explain importance of staying up-to-date on social, technical, and economic changes. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SC.H.1.4.3, SC.H.1.4.6, SC.H.3.4.2
 - 01.22 Network with individuals in a specific career field and report findings. LA.B.2.4.3
 - 01.23 Write a job description that includes the responsibilities of a managerial position. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
 - 01.24 Prepare a classified ad for a managerial level position. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
 - 01.25 Develop a list of criteria to evaluate applicant resumes. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
 - 01.26 Prepare a form letter for a specific business listing application procedures for employment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
 - 01.27 Create a list of interview questions for a managerial-level position. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
 - 01.28 Create an evaluation measurement tool to be used to rate applicants. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, MA.A.1.4.3, MA.A.5.4.1, MA.B.1.4.3, MA.B.2.4.1, MA.B.4.4.2, MA.E.1.4.1
 - 01.29 Develop a company policy outlining dress and grooming standards. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
 - 01.30 Create an evaluation form to rate employee performance. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, MA.A.1.4.3, MA.A.5.4.1, MA.B.1.4.3, MA.B.2.4.1, MA.B.4.4.2, MA.E.1.4.1
- 02.0 DEMONSTRATE, APPLY, AND IMPLEMENT KNOWLEDGE OF ENVIRONMENTAL HEALTH, AND SAFETY ISSUES--The student will be able to:
- 02.01 Identify health and safety regulatory agencies responsible for overseeing the work environment and the functions they perform (e.g., OSHA, EPA). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.A.1.4.7, SC.H.3.4.3
 - 02.02 Describe importance of complying with federal, state, and local agency regulations. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.4, HE.A.1.4.7
 - 02.03 Explain purpose of Workers' Compensation. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
 - 02.04 Identify types of hazards in the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.A.1.4.5, SC.F.1.4.1, SC.F.1.4.7, SC.H.1.4.7, SC.H.3.4.3
 - 02.05 Describe types of personal protective equipment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.4, SC.H.3.4.3
 - 02.06 Describe necessary emergency evacuation procedures. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5
 - 02.07 Identify hazardous chemicals and their characteristics. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.A.1.4.5, SC.F.1.4.1, SC.F.1.4.7, SC.H.1.4.7, SC.H.3.4.6
 - 02.08 Define meaning of "drug-free workplace." LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.A.1.4.7
 - 02.09 Identify causes of accidents on the job (e.g., human error). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5
 - 02.10 Identify routine security procedures in the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5
 - 02.11 Report on violence in the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.3.4.7
 - 02.12 Identify basic safety training techniques to deal with medical emergencies in the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5, SC.H.1.4.6
 - 02.13 Demonstrate knowledge of types of industrial wastestreams and treatments (e.g., air emissions, hazardous wastes, recycling programs). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5, SC.F.1.4.1, SC.F.1.4.7, SC.H.1.4.3, SC.H.3.4.1, SC.H.3.4.3
 - 02.14 Analyze safety and health precautions of a business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4, HE.B.1.4.5

- 02.15 Identify potentially hazardous situations and apply appropriate solutions. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5, SC.H.1.4.1, SC.H.1.4.2, SC.H.1.4.5, SC.H.1.4.6, SC.H.1.4.7, SC.H.2.4.2, SC.H.3.4.1, SC.H.3.4.3, SC.H.3.4.6
 - 02.16 Develop an action plan for participating in a health and recreation program. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, PE.B.1.4.2
 - 02.17 Explain importance of CPR and emergency first aid training. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5
 - 02.18 Prepare a safety plan and checklist for a small business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5
 - 02.19 Create a map designating emergency exits and evacuation routes for a small business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, MA.B.2.4.1, MA.B.1.4.2, MA.B.1.4.3, MA.B.3.4.1, SS.B.1.4.1, HE.B.1.4.5
- 03.0 DEMONSTRATE, APPLY, AND IMPLEMENT AN UNDERSTANDING OF PROFESSIONAL, LEGAL, AND ETHICAL RESPONSIBILITIES--The student will be able to:
- 03.01 Describe workplace codes of professional/business conduct. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 03.02 Identify ways to work cooperatively in various settings with diverse populations. LA.A.1.4.3, LA.A.1.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.1.4.2, HE.B.2.4.2
 - 03.03 Explain importance of self-management and initiative when minimum direction and supervision are given. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 03.04 Explain concepts of integrity, credibility, and reliability. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 03.05 Demonstrate such interpersonal skills as courtesy, loyalty, and being a team player. LA.B.2.4.1, HE.B.3.4.2, PE.B.2.4.5
 - 03.06 Define and discuss issues involving gender equity, disability, age, and sexual harassment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.1.4.2
 - 03.07 Demonstrate importance of adhering to schedules and deadlines. LA.B.2.4.1
 - 03.08 Define ethics and describe several ethical situations that could arise within a school or workplace setting. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.2.4.1, SS.C.2.4.3, HE.B.1.4.1
 - 03.09 Identify and define friendliness, adaptability, empathy, and politeness as relates to group settings. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4, HE.B.3.4.2
 - 03.10 Identify key ways a company can benefit its community. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4
 - 03.11 Describe importance of volunteerism. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 03.12 Describe importance of providing access for the physically challenged. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 03.13 Analyze and discuss codes of ethics for a workplace. LA.A.1.4.3, LA.A.2.4.6, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.C.2.4.3, HE.B.1.4.1
 - 03.14 Describe self-management techniques in both work and life roles. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.C.2.4.3, HE.C.1.4.1
 - 03.15 Describe methods used to encourage both ethical and social responsibility in an organization. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.2.4.1, SS.C.2.4.3, HE.A.1.4.3
 - 03.16 Describe why the public's perception of a company is important. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 03.17 Report on a legal issue regarding a violation of ethical behavior using current resources. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.C.2.4.5
 - 03.18 Identify an example of how a political decision can effect standard business practices. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4, SS.C.2.4.3
 - 03.19 Describe importance of an EAP (Employee Assistance Program). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.C.2.4.5, HE.A.2.4.4

- 03.20 Describe a will, health-care power of attorney, and living will. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.C.2.4.5
- 03.21 Develop a code of ethics for a workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, SS.C.2.4.3
- 03.22 Develop an outline explaining the role of an EAP (Employee Assistance Program) representative and list the services he/she might provide. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.C.2.4.5
- 04.0 DEMONSTRATE, APPLY, AND IMPLEMENT KNOWLEDGE OF FINANCIAL SKILLS AND PLANNING--The student will be able to:
- 04.01 Compute and compare gross pay, net pay, overtime pay, and specific payroll deductions. MA.B.3.4.1, MA.A.1.4.3
- 04.02 Compute different methods of monetary compensation (e.g., annual salary, hourly wages, commission, piecework). MA.A.5.4.1, MA.B.1.4.3, MA.A.1.4.4
- 04.03 Prepare a month's budget based on income and expenses. MA.A.1.4.3, MA.A.3.4.1, MA.B.3.4.1
- 04.04 Describe importance of long-range personal financial planning. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.A.3.4.3
- 04.05 Evaluate various investment opportunities for financial growth. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.D.1.4.1
- 04.06 Calculate exemptions, deductions, and taxable income and use tax tables to prepare a federal income tax form. MA.A.4.4.1, MA.D.1.4.2, MA.E.1.4.1
- 04.07 Describe importance of maintaining an accurate checkbook balance. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.A.5.4.1, MA.A.3.4.3
- 04.08 Compare personal insurance costs using a variety of deductibles and coverages. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.D.1.4.1
- 04.09 Identify, compare, and contrast a variety of available housing options. LA.A.1.4.3, LA.A.1.4.1, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 04.10 Perform mathematical calculations appropriate to a specific occupation (e.g., ratios, proportions, scales). MA.A.3.4.3, MA.B.3.4.1, MA.B.4.4.1, MA.B.4.4.2
- 04.11 Identify and analyze various financial data located in current publications. LA.A.1.4.3, LA.A.1.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.1.4.1, MA.E.2.4.1
- 04.12 Compute and discuss a variety of business-related financial calculations (e.g., payroll, interest rates, profit margins). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.3.4.1, MA.E.3.4.2
- 04.13 Develop a cash flow projection of personal income and expenses. MA.C.3.4.1, MA.C.3.4.2
- 04.14 Identify various types of contracts (e.g., lease agreement, contract for purchase of real estate, bank loan application). LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 04.15 Demonstrate knowledge of investing via a simulation activity (e.g., stocks, real estate, collectibles, IRA). LA.B.1.4.2, SS.D.2.4.4
- 04.16 Identify types of insurance applicable to the workplace. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 04.17 Describe importance of accounting in a business. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 04.18 Describe advantages and disadvantages to a business of granting credit. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.1.4.2
- 04.19 Prepare an analysis of a current business utilizing its annual report. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.3.4.1, MA.E.1.4.1, MA.E.3.4.2
- 04.20 Identify sources of funding for a business. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 04.21 Describe how a company estimates and bids for a contract. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 04.22 Describe importance of cost containment in a company. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4

- 04.23 Evaluate insurance needs for a specific business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.D.1.4.1, MA.D.2.4.1
- 05.0 **DEMONSTRATE, APPLY, AND IMPLEMENT LEADERSHIP SKILLS**--The student will be able to:
- 05.01 Describe qualities of an effective leader. LA.A.1.4.3, LA.A.2.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 05.02 Describe different methods of leadership. LA.A.1.4.3, LA.A.2.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 05.03 Identify opportunities available for development of leadership skills in a career student organization. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 05.04 Demonstrate use of workplace etiquette. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.C.1.4.4
- 05.05 Demonstrate use of parliamentary procedure. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.1.4.3, LA.C.3.4
- 05.06 Identify purposes and functions of professional/trade and student organizations. LA.A.1.4.3, LA.A.1.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 05.07 Identify roles and responsibilities of organization members. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.C.1.4.2, LA.C.3.4
- 05.08 Develop a list of qualities necessary for being an effective team player. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.3.4.2
- 05.09 Work cooperatively within a group to achieve organizational goals. LA.B.1.4.2
- 05.10 Create and communicate a vision/mission statement for a student organization. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 05.11 Demonstrate ability to use creative problem solving, decision making, and critical thinking strategies. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.B.3.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.3.4.1, MA.E.3.4.2
- 05.12 Demonstrate effective team building skills. LA.B.2.4.1, SS.C.2.4.6
- 05.13 Demonstrate respect for opinions, customs, and individual differences of others. LA.D.1.4.2, HE.A.1.4.5
- 05.14 Participate in a community or school service project. LA.B.1.4.1
- 05.15 Develop a public relations strategy to communicate the positive community impact of cooperative education. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 05.16 Plan, implement, and evaluate a fund raising event. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.A.3.4.3, MA.A.4.4.1, MA.B.2.4.1, MA.B.2.4.2, MA.B.3.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1
- 05.17 Develop, implement, and evaluate a public relations project (e.g., student organization function, school-wide project, community project). LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.A.3.4.3, MA.A.4.4.1, MA.B.2.4.1, MA.B.2.4.2, MA.B.3.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1
- 06.0 **DEMONSTRATE, APPLY, AND IMPLEMENT PROFICIENCY IN COMMUNICATION SKILLS**--The student will be able to:
- 06.01 Explain importance of effective written and verbal communication. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 06.02 Read and comprehend written communications. LA.A.1.4.1, LA.A.2.4.1, LA.E.2.4.8
- 06.03 Compare and contrast different forms of written business communications as utilized in the workplace. LA.A.1.4.3, LA.A.2.4.2, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 06.04 Prepare a business letter, memorandum, fax, and e-mail. LA.A.1.4.3, LA.A.2.4.2, LA.B.1.4, LA.B.2.4, LA.E.2.4.4, LA.E.2.4.5, LA.E.2.4.8
- 06.05 Identify and utilize methods to improve oral communication skills. LA.A.1.4.3, LA.A.2.4.5, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4, LA.D.2.4.2

- 06.06 Prepare and deliver an introductory speech to an audience. LA.A.2.4.5, LA.B.2.4.2, LA.C.3.4.1
- 06.07 Identify and utilize methods to improve listening strategies. LA.A.2.4.5, LA.C.2.4.1, LA.C.3.4
- 06.08 Identify means of nonverbal communication. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.2.4.2, LA.C.3.4
- 06.09 Demonstrate proper businesslike methods of placing/receiving telephone calls and recording telephone messages. LA.B.2.4.1
- 06.10 Demonstrate ability to listen to and follow directions. LA.A.2.4.8
- 06.11 Discuss importance of developing networking skills to expand business contacts. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.1.4.2
- 06.12 Discuss importance of providing clear directions, descriptions, and explanations. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 06.13 Demonstrate ability to locate, understand, and interpret information found in contracts, trade journals, manuals, graphs, schedules, charts, diagrams, tables of contents, indexes, labels, and Internet resources. LA.A.1.4.3, LA.A.2.4.1, LA.A.2.4.2, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.1.4.1
- 06.14 Design personal and business letterhead, memo, and fax forms. VA.B.1.4.4
- 06.15 Interview and prepare a vitae of a community leader or business person. LA.B.2.4.3
- 06.16 Evaluate a speech or sales presentation, identifying effective communication techniques. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.1.4.1, LA.C.1.4.4, LA.C.2.4.2, LA.C.3.4
- 06.17 Identify obstacles to communication. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.1.4.4, LA.C.2.4.2, LA.C.3.4
- 06.18 Deliver a speech using visual aids. LA.C.1.4.4, LA.A.2.4.5, LA.B.2.4.2, LA.C.2.4.2, LA.C.3.4.1, LA.C.3.4.2, VA.B.1.4.4
- 06.19 Demonstrate effective negotiation skills. LA.B.2.4.1, LA.C.2.4.2, LA.C.3.4.2
- 06.20 Demonstrate conflict and dispute resolution techniques. LA.B.2.4.1, LA.C.3.4.1, LA.C.3.4.2
- 06.21 Create a presentation using current technology. LA.A.2.4.1, LA.A.2.4.2, LA.A.2.4.4, LA.A.2.4.5, LA.A.2.4.6, LA.A.2.4.7, LA.A.2.4.8, LA.B.2.4.2, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.4, LA.D.2.4.4, LA.D.2.4.5, LA.D.2.4.6, LA.D.2.4.1, LA.D.2.4.2, LA.D.2.4.3, VA.A.1.4.4
- 06.22 Create a measurement tool for evaluating telephone communications. LA.B.2.4.4, MA.B.1.4.3, MA.A.5.4.1, MA.A.1.4.3, MA.B.2.4.1, MA.B.4.4.2, MA.E.1.4.1
- 06.23 Develop a company policy regarding employee use of company telecommunications (e.g., fax, e-mail, Internet). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.1.4.4, LA.C.3.4
- 07.0 **DEMONSTRATE KNOWLEDGE OF HUMAN RESOURCES AND LABOR ISSUES AS WELL AS THE SOCIAL, LEGAL, AND ECONOMIC ASPECTS OF EMPLOYMENT**--The student will be able to:
- 07.01 Explain importance of a written job description. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 07.02 Describe various work schedules (e.g., flex scheduling). LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.A.2.4.1, MA.A.2.4.2, MA.A.3.4.1, MA.A.3.4.3, MA.A.4.4.1, MA.A.5.4.1, MA.B.1.4.3
- 07.03 Describe workplace usage of teams to increase productivity and product quality. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, PE.B.2.4.5
- 07.04 Identify and discuss the role of an employee as a team member. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, PE.B.2.4.5
- 07.05 Describe employee recognition systems for individuals and teams. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.3.4.2
- 07.06 Compare advantages and disadvantages of self-employment (independent contractor) and employment by a company. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4

- 07.07 Explain the change in the role and purpose of labor unions from their inception in the early 1900's to the present day. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.A.5.4.1
- 07.08 Describe training and development programs available in the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 07.09 Demonstrate an understanding of the business environment (e.g., corporate culture, goals, values). LA.B.2.4.1
- 07.10 Describe the importance of cultural sensitivity. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.1.4.2, SS.B.2.4.1
- 07.11 Define, compare, and contrast several company policies regarding raises and promotions. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1, MA.A.3.4.1, MA.A.3.4.3, MA.A.4.4.1, MA.A.5.4.1, MA.B.1.4.3, MA.B.3.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2, LA.E.2.4.8
- 07.12 Compare and contrast roles and responsibilities of the union-member employee and the non-union manager. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 07.13 Explain impact of worker productivity, downsizing, rightsizing, outsourcing, contract employment, layoffs, etc., in terms of recent trends in employment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3, MA.A.3.4.1, MA.A.3.4.3, MA.A.4.4.1, MA.A.5.4.1, MA.B.1.4.3, MA.B.3.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2, LA.E.2.4.8
- 07.14 Analyze current labor market, its structure, its constituents, its level of unemployment and underemployment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 07.15 Define risk management in terms of employer liability. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.5
- 07.16 Describe differences between today's typical employee benefit package and that of 25 years ago. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 07.17 Discuss the collective bargaining process and the issues negotiated between management and labor. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 07.18 Design an employee compensation schedule and benefits package. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.D.1.4.1, MA.B.2.4.1, MA.B.3.4.1, MA.B.4.4.2, MA.D.1.4.2, MA.E.1.4.1
- 07.19 Compute economic value of a company paid benefit package. SS.D.1.4.1, MA.D.1.4.1, MA.B.2.4.1, MA.A.3.4.3, MA.B.3.4.1, MA.B.4.4.2, MA.D.1.4.2, MA.E.1.4.1, MA.E.3.4.2
- 07.20 Create a job rotation schedule for a specific company. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, MA.A.3.4.3, MA.B.3.4.1
- 07.21 Develop a vision/mission statement for a company. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 08.0 DEMONSTRATE AN UNDERSTANDING OF NATIONAL AND INTERNATIONAL ECONOMIC PRINCIPLES--The student will be able to:
- 08.01 Explain principles of America's economic system. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1
- 08.02 Describe government's involvement in the economy. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.C.2.4.5
- 08.03 Identify and describe economic impact of employment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.04 Explain interaction between supply and demand and its effect on the economy. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.2, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.05 Analyze and discuss the role of Social Security. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3

- 08.06 Discuss impact of the economy on the stock market and private enterprise. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.4, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.07 Discuss examples of how the economy impacts business and industry. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.B.2.4.1, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.08 Describe elements and economic implications of the consumer price index (CPI). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.09 List, describe, and compare the characteristics of selected global economic systems. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.B.2.4.1, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.10 List, describe, and compare the characteristics of diverse cultures and their impact on business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.A.3.4.10
- 08.11 Identify reasons for and methods of promoting international trade. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.6
- 08.12 Explain term “balance of trade” and its impact on a country’s economy. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.4, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.13 Describe circular flow of economic activity. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.14 Identify environmental and social problems associated with economic growth. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.5, SC.H.1.4.5, SC.H.1.4.6, SC.H.1.4.7, SC.H.2.4.2, SC.H.3.4.1, SC.H.3.4.3, SC.H.3.4.6
- 08.15 Identify, describe, and analyze role of regulatory agencies. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.4
- 08.16 Analyze current events concerning issues relevant to international business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.6
- 08.17 Compute exchange rates and buying power of various foreign currencies including the Euro. SS.D.2.4.6, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.18 Explain impacts of the aging populations of Western countries and the rapidly growing populations of developing countries. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.A.3.4.10
- 08.19 Discuss economic effects of the rate of growth in developed and developing nations. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.A.3.4.10, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.20 Explain movement toward globalization and the reasons behind this economic trend. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.B.2.4.6

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

- 09.01 Identify job skills and personal characteristics necessary for career success. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.02 Identify high skill/high wage occupations requiring specialized training with growth potential for future employment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.B.4.4.1, MA.E.1.4.1
- 09.03 Explain relationship between life roles and job and career roles. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.C.1.4.6
- 09.04 Differentiate between traditional and non-traditional career options. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4

- 09.05 Explain how changes in one's personal and professional life affect career decisions. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.06 Explain importance of updating occupational skills and knowledge through continued education and training and the use of learning-to-learn techniques. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.07 Describe steps involved in planning for education, career, and life goals. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.08 List sources of career information. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.09 Complete and analyze a personal traits inventory and use the results to select a career goal. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, MA.B.4.4.2, MA.E.1.4.1
- 09.10 Match desires, abilities, temperaments, and assets to a career goal. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4
- 09.11 Prepare a five-year education and career development plan. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4
- 09.12 Prepare a five-paragraph essay on a specific career. LA.A.2.4.4, LA.A.2.4.6, LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4, LA.B.2.4
- 09.13 Interview and create a report on the career goals of an entry-level and of a management level employee. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.14 Analyze relationship between career planning and goal attainment. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.15 Shadow a professional in a specific career. LA.B.2.4.3
- 09.16 Maintain a journal on specific career-related experiences. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 10.0 **DEMONSTRATE AN UNDERSTANDING AND APPLICATION OF TECHNOLOGY IN THE WORKPLACE**--The student will be able to:
- 10.01 Identify types of technology used in the workplace. LA.A.1.4.3, LA.A.2.4.6, LA.A.2.4.7, LA.B.1.4, LA.B.2.4, LA.C.3.4, SC.H.3.4.5
- 10.02 Describe applications of technology in the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SC.H.3.4.1, SC.H.3.4.2, SC.H.3.4.3, SC.H.3.4.5, SC.H.3.4.6
- 10.03 Identify emerging technologies and market trend changes. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.1.4.2, SS.A.3.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.A.1.4.1
- 10.04 Discuss ethical issues involving use of technology. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 10.05 Describe importance of acquiring, analyzing, and managing information efficiently and effectively. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, SC.H.3.4.1
- 10.06 Discuss importance of cross-training. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 10.07 Prepare a document using database software. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, VA.A.1.4.2, MA.B.4.4.1, MA.B.4.4.2, MA.A.1.4.4, MA.A.3.4.3
- 10.08 Prepare a document using spreadsheet software. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, VA.A.1.4.2
- 10.09 Produce a report that includes graphs, charts, and/or tables. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.2.4.4, MA.E.1.4.1, MA.D.1.4.1, VA.A.1.4.2
- 10.10 Evaluate a specific company's policy for insuring security and protection of computerized data. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 10.11 Compare and contrast emerging technologies. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SC.H.3.4.5
- 10.12 Demonstrate uses of equipment to communicate instructions to employees. LA.B.2.4.1, LA.C.3.4, VA.A.1.4.2
- 10.13 Demonstrate uses of equipment to process information (e.g., 10-key, electronic cash register, OCR scanner, financial calculator, computer). LA.B.2.4.1, LA.C.3.4, VA.A.1.4.2, MA.A.3.4.3

- 10.14 Research and compare currently available software packages. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, VA.A.1.4.4, VA.A.1.4.2
- 10.15 Create an employee database to be used for scheduling and payroll. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, VA.A.1.4.4, MA.B.4.4.1, MA.B.4.4.2
- 10.16 Create a customer/client database (e.g., mail merge, labels). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, VA.B.1.4.2
- 10.17 Create a project using an integrated software package. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.D.2.4.4, VA.B.1.4.2
- 10.18 Create a presentation utilizing a multimedia software package. LA.A.1.4.3, LA.A.2.4.2, LA.A.2.4.4, LA.A.2.4.5, LA.A.2.4.6, LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4, LA.B.2.4, LA.C.3.4.1, LA.D.2.4.4, LA.D.2.4.5, LA.D.2.4.6, LA.D.2.4.1, LA.D.2.4.2, LA.D.2.4.3, VA.A.1.4.2, VA.A.1.4.4, LA.A.2.4.1
- 10.19 Demonstrate methods of using trouble-shooting techniques for technology-related problems. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 10.20 Determine costs, time, and resources needed to complete a task within the workplace. MA.A.3.4.1, MA.A.3.4.3, MA.B.1.4.2, MA.B.1.4.3, MA.B.3.4.1, MA.B.4.4.2, SC.H.2.4.2, SC.H.3.4.1, SC.H.3.4.2, SC.H.3.4.5, SC.H.3.4.6
- 10.21 Select and use a variety of electronic media, such as the Internet, information services, and desktop-publishing software programs, to create, revise, retrieve, and verify information. LA.B.2.4.1, LA.D.2.4.4, SC.H.3.4.1, SC.H.3.4.2, SC.H.3.4.3
- 10.22 Analyze a "quality improvement process" for labor and/or equipment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1, SC.H.1.4.1, SC.H.1.4.3, SC.H.1.4.5, SC.H.2.4.2, SC.H.3.4.1, SC.H.3.4.6

11.0 DEMONSTRATE AN UNDERSTANDING OF THE ROLE OF MANAGEMENT AND MARKETING IN THE DECISION MAKING PROCESS FOR DIFFERENT WORK SITUATIONS--The student will be able to:

- 11.01 Describe roles, functions, levels, and types of managers. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.02 Discuss evolution of management from the Industrial Revolution to current philosophies and theories. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.A.5.4.1
- 11.03 Identify a variety of management styles. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.04 Cite examples of how workers adjust to different management styles. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.05 Identify a variety of corporate organizational structures. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.06 Identify how a corporate "chain of command" works. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.07 Describe significance of a company's "corporate culture." LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.5
- 11.08 Describe importance of achieving internal and external customer satisfaction. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.09 Identify examples of how cultural diversity can affect the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.1.4.2, LA.D.2.4.1, SS.B.2.4.1
- 11.10 List reasons why written policies are needed in the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4
- 11.11 Discuss role of ethics and morality in management. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.2.4.1, SS.C.2.4.6
- 11.12 Describe how a company's marketing efforts can effect employees and customers. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 11.13 Explain impact on and uses of the Internet in marketing products and services. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.14 Describe differences between horizontally and vertically (traditionally) organized companies. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4

- 11.15 Describe how a company organizes its departments/divisions. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.16 Differentiate between roles and responsibilities of top executives and those of lower-level managers. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.17 Identify and describe the four basic categories of resources management is responsible for coordinating (e.g., human, financial, material, information). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.18 Name and define functions of management (e.g., planning, organizing, staffing, directing, controlling). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.19 Analyze management techniques used by effective managers. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.20 Identify, compare, and contrast various employee motivational programs. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.21 Explain how motivation, leadership, and communication influence people within an organization. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.22 Describe methods used in training and development. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.23 Discuss importance of a manager's philosophy of management in creating a positive work environment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.24 Discuss role and importance of a performance appraisal. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.25 Identify key components of a company's "mission statement." LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.26 Identify and describe steps in the planning process. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.27 Define Management by Objectives (MBO). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.28 Develop an organization chart to illustrate line and staff relationships. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 11.29 Identify how to plan personnel needs and how to find employees for specific positions. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.30 Explain how a self-managing team interacts in manufacturing and service corporations (e.g., marketing, operations, finance, and human resources). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.31 Describe responsibilities for selecting, training, and appraising employees. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.32 Describe uses and effects of "job rotation", "job enlargement", "job enrichment", and "participative management." LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.33 Identify steps for avoiding difficulties resulting from delegation. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.34 Define principles of "chain of command" and "span of control." LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.35 Justify importance of accountability. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.36 Evaluate one theory of management and discuss its implementation in a particular workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.37 Develop an outline explaining the role of the manager in conflict management. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 11.38 Design a potential management conflict resolution strategy for a specific workplace problem. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 11.39 Develop an employee motivational program for an organization. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 11.40 Evaluate effect of profit and loss on a business and how it affects the manager's productivity rating. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.41 Explain Total Quality Management (TQM) and the strategy of continuous improvement. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4

- 11.42 Differentiate between data processing and management information systems (MIS). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.43 Analyze types of data and reports utilized by supervisors and managers. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.1.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.2
- 11.44 Analyze data, draw conclusions, and present recommendations. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.1.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.2
- 11.45 Identify federal, state, and local government regulations with which management should be familiar. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 12.0 DEMONSTRATE AND APPLY AN UNDERSTANDING OF ENTREPRENEURSHIP PRINCIPLES--The student will able to:
- 12.01 Define entrepreneurship and explain its role in the free enterprise system. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1
- 12.02 Identify various types of business ownership and list the advantages and disadvantages of each. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 12.03 Identify and discuss the personality traits and abilities of a successful entrepreneur (e.g., versatility, adaptability). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1
- 12.04 Interpret meaning of achievement motivation and the importance of independence to the entrepreneur. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1
- 12.05 Identify risks affecting the entrepreneur. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 12.06 Identify strategies and methods for generating a business idea. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 12.07 Identify principles of marketing, selling, financing, and pricing pertinent to entrepreneurship. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 12.08 Identify steps necessary to plan and start a business (e.g., evaluate need, site selection, marketing plan, financial plan, management plan). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3, SS.D.2.4.4
- 12.09 Identify resources available to assist the new entrepreneur [e.g., Small Business Administration (SBA), Service Corp. of Retired Executives(SCORE)]. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 12.10 Identify types and sources of government regulations and taxes that may affect a business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 12.11 Identify communication and technology skills used in entrepreneurship. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 12.12 Compare business failure/success rates in different industries. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, SS.D.2.4.5, MA.E.1.4.1, MA.D.1.4.2
- 12.13 Formulate a business plan to include a marketable product or service, a marketing management plan, a personnel management plan, a financial management plan, and an executive summary. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, SS.D.2.4.3, MA.E.1.4.1, MA.E.3.4.1, MA.E.3.4.2
- 13.0 DEMONSTRATE COMPETENCIES IN A SPECIFIC CAREER--The student will able to:
- 13.01 Demonstrate job performance skills as outlined in the training plan. LA.B.2.4.1
- 13.02 Exhibit effective workplace safety practices including use of protective devices. HE.C.1.4.5, SC.H.3.4.3, SC.H.3.4.6
- 13.03 Display an acceptable level of productivity and quality control. LA.B.2.4.1, SC.H.1.4.1, SC.H.1.4.2, SC.H.1.4.3, SC.H.3.4.1, SC.H.3.4.6

- 13.04 Demonstrate effective written and oral communication and listening skills when interacting with customers, co-workers, and managers. LA.C.3.4.3, LA.D.1.4.2
- 13.05 Demonstrate decision making and problem solving processes and techniques used in the workplace. LA.C.3.4.3
- 13.06 Demonstrate acceptable work habits and conduct in the workplace as defined by company policy. LA.C.3.4.3
- 13.07 Demonstrate an understanding of the company's vision and mission statements. LA.C.3.4.3
- 13.08 Demonstrate an understanding of the company's goals and objectives. LA.C.3.4.3
- 13.09 Demonstrate familiarity with the company's products and services. LA.C.3.4.3
- 13.10 Demonstrate the ability to identify authority, rights, and responsibilities of both employers and employees. SS.C.2.4.3

14.0 DEMONSTRATE LEGAL AND ETHICAL BEHAVIOR WITHIN THE ROLE AND SCOPE OF SPECIFIC JOB RESPONSIBILITIES--The student will be able to:

- 14.01 Demonstrate legal and ethical behavior within the scope of job responsibilities. LA.C.3.4.3, SS.C.2.4.6
- 14.02 Demonstrate the ability to resolve customer, employee, and employee/employer problems and concerns. LA.C.3.4.3, SS.C.2.4.3, HE.B.3.4.2
- 14.03 Follow policies and procedures affecting the safety, health, and well being of all members of a workplace setting. HE.A.1.4.7, SC.F.1.4.1, SC.F.1.4.6, SC.F.1.4.7
- 14.04 Exhibit behavior supporting and promoting cultural and ethnic diversity. LA.D.2.4.1, HE.B.3.4.2
- 14.05 Recognize and report signs of substance abuse. HE.B.3.4.7, SC.F.1.4.6, SC.F.1.4.7, SC.H.1.4.1
- 14.06 Demonstrate interpersonal skills that enhance team productivity and foster positive work ethics. LA.C.3.4.3, HE.A.1.4.1
- 14.07 Demonstrate appropriate dress and grooming habits for the workplace environment. LA.C.3.4.3, HE.B.2.4.3, SC.H.3.4.6

15.0 PERFORM DESIGNATED RECORDKEEPING SKILLS--The student will be able to:

- 15.01 Identify job tasks that presently are and will be in the future performed in the specified occupation (training plan). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.A.4.4.1
- 15.02 Indicate on a training plan as competencies are mastered. LA.A.1.4.2, LA.A.2.4.8, LA.B.1.4, LA.B.2.4.2, LA.B.2.4.4, LA.D.1.4.2
- 15.03 Maintain a record of employment hours and wages for auditing and budgetary purposes (e.g., time cards, budget sheets). MA.A.1.4.4, MA.A.1.4.3, MA.A.3.4.3, MA.B.3.4.1
- 15.04 Maintain an up-to-date, signed training agreement. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Course Title: Diversified Career Technology Principles
Course Number: 8303010
Course Credit: 1

COURSE DESCRIPTION:

This course is designed to enable each student to demonstrate employability skills; environmental, health, and safety skills; professional, legal, and ethical responsibilities; financial skills; leadership skills; communication skills; human resources and labor skills; America's economic principles; entrepreneurship principles; relate planning methods to life and career goals; and use of industry/technology principles in the workplace. A first Occupational Completion Point will be met upon completion of DCT Principles and one credit of DCT OJT - Data Codes: A through P (see Major Concepts/Content section for list).

01.0 DEMONSTRATE KNOWLEDGE AND APPLICATION OF WORKPLACE EMPLOYABILITY SKILLS--The student will be able to:

- 01.01 Identify resources used in a job search (e.g., newspaper, Internet, networking).
LA.A.1.4.3, LA.A.2.4.1, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 01.02 Discuss importance of drug tests and criminal background checks in identifying possible employment opportunities. LA.C.3.4, SS.C.2.4.3
- 01.03 Identify steps of the job application process including arranging for references and proper documentation (e.g., green card). LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 01.04 Identify procedures and documents required when applying for a job (e.g., application, W-4, I-9). LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 01.05 Prepare a resume (electronic and traditional), letter of application, follow-up letter, acceptance/rejection letter, letter of resignation, and letter of recommendation.
LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.06 Demonstrate appropriate dress and grooming for employment. LA.B.2.4.1
- 01.07 Demonstrate effective interviewing skills (behavioral). LA.B.2.4.1, LA.C.3.4.2, LA.C.3.4.4, LA.D.1.4.2, LA.D.2.4.1
- 01.08 Describe methods for handling illegal interview and application questions. LA.A.1.4.3, LA.A.2.4.7, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 01.09 Discuss state and federal labor laws regulating the workplace (e.g., Child Labor Law, sexual harassment, EEOC, ADA, FMLA). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.A.5.4.3
- 01.10 Identify positive work attitudes and behaviors such as honesty, compassion, respect, responsibility, fairness, trustworthiness, and caring. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4
- 01.11 Describe importance of producing quality work and meeting performance standards.
LA.A.1.4.3, LA.A.2.4.8, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4
- 01.12 Identify qualities typically required for promotion (e.g., productivity, dependability, responsibility). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4
- 01.13 Identify how to prepare for job separation and re-employment. LA.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 01.14 Write a job description that includes the responsibilities of an entry-level position.
LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.15 Prepare a classified ad for an entry-level position. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.16 Create a list of interview questions for an entry-level position. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.D.1.4.2, LA.D.2.4.1

- 02.0 DEMONSTRATE, APPLY, AND IMPLEMENT KNOWLEDGE OF ENVIRONMENTAL, HEALTH, AND SAFETY ISSUES--The student will be able to:
- 02.01 Identify health and safety regulatory agencies responsible for overseeing the work environment and the functions they perform (e.g., OSHA, EPA). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.A.1.4.7, SC.H.3.4.3
 - 02.02 Describe importance of complying with federal, state, and local agency regulations. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.4, HE.A.1.4.7
 - 02.03 Explain purpose of Workers' Compensation. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
 - 02.04 Identify types of hazards in the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.A.1.4.5, SC.F.1.4.1, SC.F.1.4.7, SC.H.1.4.7, SC.H.3.4.3
 - 02.05 Describe types of personal protective equipment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.4, SC.H.3.4.3
 - 02.06 Describe necessary emergency evacuation procedures. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5
 - 02.07 Identify hazardous chemicals and their characteristics. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.A.1.4.5, SC.F.1.4.1, SC.F.1.4.7, SC.H.1.4.7, SC.H.3.4.6
 - 02.08 Define meaning of "drug-free workplace." LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.A.1.4.7
 - 02.09 Identify causes of accidents on the job (e.g., human error). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5
 - 02.10 Identify routine security precautions in the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5
 - 02.11 Report on violence in the workplace. LA.C.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.3.4.7
 - 02.12 Identify basic safety training techniques to deal with medical emergencies in the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5, SC.H.1.4.6
- 03.0 DEMONSTRATE, APPLY, AND IMPLEMENT AN UNDERSTANDING OF PROFESSIONAL, LEGAL, AND ETHICAL RESPONSIBILITIES--The student will be able to:
- 03.01 Describe workplace codes of professional/business conduct. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 03.02 Identify ways to work cooperatively in various settings with diverse populations. LA.A.1.4.3, LA.A.1.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.1.4.2, HE.B.2.4.2
 - 03.03 Explain importance of self-control and initiative when minimum direction and supervision are given. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 03.04 Explain concepts of integrity, credibility, and reliability. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 03.05 Demonstrate such interpersonal skills as courtesy, loyalty, and being a team player. LA.B.2.4.1, HE.B.3.4.2, PE.B.2.4.5
 - 03.06 Define and discuss issues involving gender equity, disability, age, and sexual harassment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.1.4.2
 - 03.07 Demonstrate importance of adhering to schedules and deadlines. LA.B.2.4.1
 - 03.08 Define ethics and describe several ethical situations that could arise within a school or workplace setting. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.2.4.1, SS.C.2.4.3, HE.B.1.4.1
 - 03.09 Identify and define friendliness, adaptability, empathy, and politeness as relates to group settings. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, HE.B.3.4.2
 - 03.10 Identify key ways a company can benefit its community. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4
 - 03.11 Describe importance of volunteerism. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4

- 03.12 Describe importance of providing access for the physically challenged. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 04.0 DEMONSTRATE, APPLY, AND IMPLEMENT KNOWLEDGE OF FINANCIAL SKILLS AND PLANNING--The student will be able to:
- 04.01 Compute and compare gross pay, net pay, overtime pay, and specific payroll deductions. MA.B.3.4.1, MA.A.1.4.3
- 04.02 Compute different methods of monetary compensation (e.g., annual salary, hourly wages, commission, piecework). MA.A.5.4.1, MA.B.1.4.3, MA.A.1.4.4
- 04.03 Prepare a month's budget based on income and expenses. MA.A.1.4.3, MA.A.3.4.1, MA.B.3.4.1
- 04.04 Describe importance of long-term personal financial planning. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.A.3.4.3
- 04.05 Evaluate various investment opportunities for financial growth. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.D.1.4.1
- 04.06 Calculate exemptions, deductions, and taxable income and use tax tables to prepare a federal income tax form. MA.A.4.4.1, MA.D.1.4.2, MA.E.1.4.1
- 04.07 Describe importance of maintaining an accurate checkbook balance. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.A.5.4.1, MA.A.3.4.3
- 04.08 Compare personal insurance costs using a variety of deductibles and coverages. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.D.1.4.1
- 04.09 Identify, compare, and contrast a variety of available housing options. LA.A.1.4.3, LA.A.1.4.1, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 04.10 Perform mathematical calculations appropriate to a specific occupation (e.g., ratios, proportions, scales). MA.A.3.4.3, MA.B.3.4.1, MA.B.4.4.1, MA.B.4.4.2
- 05.0 DEMONSTRATE, APPLY, AND IMPLEMENT LEADERSHIP SKILLS--The student will be able to:
- 05.01 Describe qualities of an effective leader. LA.A.1.4.3, LA.A.2.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 05.02 Describe different methods of leadership. LA.A.1.4.3, LA.A.2.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 05.03 Identify opportunities available for development of leadership skills in a career and technology student organization. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 05.04 Demonstrate use of workplace etiquette. LA.B.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.C.1.4.4
- 05.05 Demonstrate use of parliamentary procedure. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.1.4.3, LA.C.3.4
- 05.06 Identify purposes and functions of professional/trade and student organizations. LA.A.1.4.3, LA.A.1.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 05.07 Identify roles and responsibilities of organization members. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.C.1.4.2, LA.C.3.4
- 05.08 Develop a list of qualities necessary for being an effective team player. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.3.4.2
- 05.09 Work cooperatively within a group to achieve organizational goals. LA.B.1.4.2
- 06.0 DEMONSTRATE, APPLY, AND IMPLEMENT PROFICIENCY IN COMMUNICATION SKILLS--The student will be able to:
- 06.01 Explain importance of effective written and verbal communication. LA.A.1.4.3, LA.A.2.4.1, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 06.02 Read and comprehend written communications. LA.A.1.4.1, LA.A.2.4.1, LA.E.2.4.8

- 06.03 Compare and contrast different forms of written business communication as utilized in the workplace. LA.A.1.4.3, LA.A.2.4.2, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 06.04 Prepare a business letter, memorandum, fax, and e-mail. LA.A.1.4.3, LA.A.2.4.2, LA.B.1.4, LA.B.2.4, LA.E.2.4.4, LA.E.2.4.5, LA.E.2.4.8
 - 06.05 Identify and utilize methods to improve oral communication skills. LA.A.1.4.3, LA.A.2.4.5, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4, LA.D.2.4.2
 - 06.06 Prepare and deliver an introductory speech to an audience. LA.A.2.4.5, LA.B.2.4.2, LA.C.3.4.1
 - 06.07 Identify and utilize methods to improve listening strategies. LA.A.2.4.5, LA.C.2.4.1, LA.C.3.4
 - 06.08 Identify means of nonverbal communication. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.2.4.2, LA.C.3.4
 - 06.09 Demonstrate proper businesslike methods of placing/receiving telephone calls and recording telephone messages. LA.B.2.4.1
 - 06.10 Demonstrate ability to listen to and follow directions. LA.A.2.4.8
 - 06.11 Discuss importance of developing networking skills to expand business contacts. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.1.4.2
 - 06.12 Discuss importance of providing clear directions, descriptions, and explanations. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 06.13 Demonstrate ability to locate, understand, and interpret information found in contracts, trade journals, manuals, graphs, schedules, charts, diagrams, tables of contents, indexes, labels, and Internet resources. LA.A.1.4.3, LA.A.2.4.1, LA.A.2.4.2, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.1.4.1
- 07.0 DEMONSTRATE KNOWLEDGE OF HUMAN RESOURCES AND LABOR ISSUES AS WELL AS THE SOCIAL, LEGAL, AND ECONOMIC ASPECTS OF EMPLOYMENT--The student will be able to:
- 07.01 Explain importance of a written job description. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 07.02 Describe various work schedules (e.g., flex scheduling). LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.A.2.4.1, MA.A.2.4.2, MA.A.3.4.1, MA.A.3.4.3, MA.A.4.4.1, MA.A.5.4.1, MA.B.1.4.3
 - 07.03 Describe workplace usage of teams to increase productivity and product quality. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, PE.B.2.4.5
 - 07.04 Identify and discuss the role of the employee as a team member. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, PE.B.2.4.5
 - 07.05 Describe employee recognition systems for individuals and teams. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.3.4.2
 - 07.06 Compare advantages and disadvantages of self-employment (independent contractor) and employment by a company. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 07.07 Explain the change in the role and purpose of labor unions from their inception in the early 1900's to the present day. LA.A.1.4.3, LA.B.1.4, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4, SS.A.5.4.1
- 08.0 DEMONSTRATE AN UNDERSTANDING OF NATIONAL AND INTERNATIONAL ECONOMIC PRINCIPLES--The student will be able to:
- 08.01 Explain principles of America's economic system. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1
 - 08.02 Describe government's involvement in the economy. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.C.2.4.5
 - 08.03 Identify and describe economic impact of employment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2

- 08.04 Explain interaction between supply and demand and its effect on the economy. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.2, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.05 Analyze and discuss the role of Social Security. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 08.06 Discuss impact of the economy on the stock market and private enterprise. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.4, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.07 Discuss examples of how the economy impacts business and industry. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.B.2.4.1, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.08 Describe elements and economic implications of the consumer price index (CPI). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 9.0 ASSESS PERSONAL STRENGTHS AND WEAKNESSES AS THEY RELATE TO JOB OBJECTIVES, CAREER EXPLORATION, PERSONAL DEVELOPMENT, AND LIFE GOALS--The student will be able to:
- 09.01 Identify job skills and personal characteristics necessary for career success. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.02 Identify high skill/high wage occupations requiring specialized training with growth potential for future employment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.B.4.4.1, MA.E.1.4.1
- 09.03 Explain relationship between life roles and job and career roles. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.C.1.4.6
- 09.04 Differentiate between traditional and non-traditional career options. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.05 Explain how changes in one's personal and professional life affect career decisions. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.06 Explain importance of updating occupational skills and knowledge through continued education and training and the use of learning-to-learn techniques. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.07 Describe steps involved in planning for education, career, and life goals. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.08 List sources of career information. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.09 Complete and analyze a personal traits inventory and use the results to select a career goal. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, MA.B.4.4.2, MA.E.1.4.1
- 09.10 Match desires, abilities, temperaments, and assets to a career goal. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4
- 10.0 DEMONSTRATE AN UNDERSTANDING AND APPLICATION OF TECHNOLOGY IN THE WORKPLACE--The student will be able to:
- 10.01 Identify types of technology used in the workplace. LA.A.1.4.3, LA.A.2.4.6, LA.A.2.4.7, LA.B.1.4, LA.B.2.4, LA.C.3.4, SC.H.3.4.5
- 10.02 Describe applications of technology in the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SC.H.3.4.1, SC.H.3.4.2, SC.H.3.4.3, SC.H.3.4.5, SC.H.3.4.6
- 10.03 Identify emerging technologies and market trend changes. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.1.4.2, SS.A.3.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.A.1.4.1
- 10.04 Discuss ethical issues involving use of technology. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 10.05 Describe importance of acquiring, analyzing, and managing information efficiently and effectively. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, SC.H.3.4.1

10.06 Discuss importance of cross-training. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4, LA.C.3.4

11.0 DEMONSTRATE AN UNDERSTANDING OF THE ROLE OF MANAGEMENT AND MARKETING IN THE DECISION MAKING PROCESS FOR DIFFERENT WORK SITUATIONS--The student will be able to:

- 11.01 Describe roles, functions, levels, and types of managers. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.02 Discuss evolution of management from the Industrial Revolution to current philosophies and theories. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.A.5.4.1
- 11.03 Identify a variety of management styles. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.04 Cite examples of how workers adjust to different management styles. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.05 Identify a variety of corporate organizational structures. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.06 Identify how a corporate “chain of command” works. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.07 Describe significance of a company's “corporate culture.” LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.5
- 11.08 Describe importance of achieving internal and external customer satisfaction. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.09 Identify examples of how cultural diversity can affect the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4, LA.D.1.4.2, LA.D.2.4.1, SS.B.2.4.1
- 11.10 List reasons why written policies are needed in the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4
- 11.11 Discuss role of ethics and morality in management. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.2.4.1, SS.C.2.4.6
- 11.12 Describe how a company's marketing efforts can effect employees and customers. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Course Title: Diversified Career Technology - OJT
Course Number: 8300410
Course Credit: Multiple

COURSE DESCRIPTION:

This course is designed to enable each student to demonstrate competencies in a specific career and to demonstrate legal and ethical behavior within the role and scope of job responsibilities through a realistic, on-the-job training experience. An individualized training plan is developed and utilized to ensure that training is provided which will develop the necessary competencies/skills in order for the student to become competent in the occupation for which he/she is being trained. The training plan is the "curriculum" for the on-the-job training and the time card is the attendance record. A first Occupational Completion Point will be met upon completion of DCT Principles and DCT OJT - Data_Codes A through P (see Major Concepts/Content section for list).

13.0 DEMONSTRATE COMPETENCIES IN A SPECIFIC CAREER--The student will able to:

- 13.01 Demonstrate job performance skills as outlined in training plan. LA.B.2.4.1
- 13.02 Exhibit effective workplace safety practices including use of protective devices. HE.C.1.4.5, SC.H.3.4.3, SC.H.3.4.6
- 13.03 Display an acceptable level of productivity and quality control. LA.B.2.4.1, SC.H.1.4.1, SC.H.1.4.2, SC.H.1.4.3, SC.H.3.4.1, SC.H.3.4.6
- 13.04 Demonstrate effective written and oral communication and listening skills when interacting with customers, co-workers, and managers. LA.C.3.4.3, LA.D.1.4.2
- 13.05 Demonstrate decision-making and problem-solving processes and techniques used in the workplace. LA.C.3.4.3
- 13.06 Demonstrate acceptable work habits and conduct in the workplace as defined by company policy. LA.C.3.4.3
- 13.07 Demonstrate an understanding of the company's vision and mission statements. LA.C.3.4.3
- 13.08 Demonstrate an understanding of a company's goals and objectives. LA.C.3.4.3
- 13.09 Demonstrate familiarity with the company's products and services. LA.C.3.4.3
- 13.10 Demonstrate the ability to identify authority, rights, and responsibilities of both employers and employees. SS.C.2.4.3

14.0 DEMONSTRATE LEGAL AND ETHICAL BEHAVIOR WITHIN THE ROLE AND SCOPE OF SPECIFIC JOB RESPONSIBILITIES--The student will be able to:

- 14.01 Demonstrate legal and ethical behavior within the scope of job responsibilities. LA.C.3.4.3, SS.C.2.4.6
- 14.02 Demonstrate the ability to resolve customer, employee, and employee/employer problems and concerns. LA.C.3.4.3, SS.C.2.4.3, HE.B.3.4.2
- 14.03 Follow policies and procedures affecting the safety, health, and well being of all members of a workplace setting. HE.A.1.4.7, SC.F.1.4.1, SC.F.1.4.6, SC.F.1.4.7
- 14.04 Exhibit behavior supporting and promoting cultural and ethnic diversity. LA.D.2.4.1, HE.B.3.4.2
- 14.05 Recognize and report signs of substance abuse. HE.B.3.4.7, SC.F.1.4.6, SC.F.1.4.7, SC.H.1.4.1
- 14.06 Demonstrate interpersonal skills, which enhance team productivity and foster positive work ethics. LA.C.3.4.3, HE.A.1.4.1

14.07 Demonstrate appropriate dress and grooming habits for the workplace environment.
LA.C.3.4.3, HE.B.2.4.3, SC.H.3.4.6

15.0 PERFORM DESIGNATED RECORDKEEPING SKILLS--The student will be able to:

- 15.01 Identify job tasks that presently are and will be in the future performed in the specified occupation (training plan). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.A.4.4.1
- 15.02 Indicate on a training plan as competencies are mastered. LA.A.1.4.2, LA.A.2.4.8, LA.B.1.4, LA.B.2.4.2, LA.B.2.4.4, LA.D.1.4.2
- 15.03 Maintain a record of employment hours and wages for auditing and budgetary purposes (e.g., time cards, budget sheets). MA.A.1.4.4, MA.A.1.4.3, MA.A.3.4.3, MA.B.3.4.1
- 15.04 Maintain an up-to-date, signed training agreement. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Course Title: Diversified Career Technology Applications
Course Number: 8303020
Course Credit: 1

COURSE DESCRIPTION:

This course is designed to enable each student to apply environmental, health, and safety skills; professional, legal, and ethical responsibilities; financial management skills; leadership skills; social, legal, and economic aspects of employment; international economic principles; components of a business plan; decision-making skills to life and career goals; technical skills; and the functions of management. After successful completion of DCT Principles, DCT OJT, and DCT Applications, students will have met a second Occupational Completion Point - Data Codes: A through P (see Major Concepts/Content section for list).

01.0 DEMONSTRATE KNOWLEDGE AND APPLICATION OF WORKPLACE EMPLOYABILITY SKILLS--The student will be able to:

- 01.17 Develop a detailed strategy for applying for a job in a specific career. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 01.18 Create a portfolio of employment opportunities for a specific career (e.g., newspaper, Internet, magazines). LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.19 Create a portfolio of documents for job placement (e.g., resume, letters of recommendation, employer evaluations, awards, evidence of participation in school, community, volunteer activities). LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.20 Explain importance of understanding corporate policy. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 01.21 Explain importance of staying up-to-date on social, technical, and economic changes. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SC.H.1.4.3, SC.H.1.4.6, SC.H.3.4.2

02.0 DEMONSTRATE, APPLY, AND IMPLEMENT KNOWLEDGE OF ENVIRONMENTAL, HEALTH, AND SAFETY ISSUES--The student will be able to:

- 02.13 Demonstrate knowledge of types of industrial wastestreams and treatments (e.g., air emissions, hazardous wastes, recycling programs). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5, SC.F.1.4.1, SC.F.1.4.7, SC.H.1.4.3, SC.H.3.4.1, SC.H.3.4.3
- 02.14 Analyze safety and health precautions of a business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4, HE.B.1.4.5
- 02.15 Identify potentially hazardous situations and apply appropriate solutions. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5, SC.H.1.4.1, SC.H.1.4.2, SC.H.1.4.5, SC.H.1.4.6, SC.H.1.4.7, SC.H.2.4.2, SC.H.3.4.1, SC.H.3.4.3, SC.H.3.4.6
- 02.16 Develop an action plan for participating in a health and recreation program. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, PE.B.1.4.2
- 02.17 Explain importance of CPR and emergency first aid training. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5

03.0 DEMONSTRATE, APPLY, AND IMPLEMENT AN UNDERSTANDING OF PROFESSIONAL, LEGAL, AND ETHICAL RESPONSIBILITIES--The student will be able to:

- 03.13 Analyze and discuss codes of ethics for a workplace. LA.A.1.4.3, LA.A.2.4.6, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.C.2.4.3, HE.B.1.4.1

- 03.14 Describe self-management techniques in both work and life roles. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.C.2.4.3, HE.B.1.4.1
 - 03.15 Describe methods used to encourage both ethical and social responsibility in an organization. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.2.4.1, SS.C.2.4.3, HE.A.1.4.3
 - 03.16 Describe why the public's perception of a company is important. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 03.17 Report on a legal issue regarding a violation of ethical behavior using current resources. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.C.2.4.5
 - 03.18 Identify an example of how a political decision can effect standard business practices. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.2.4.1, LA.C.3.4, SS.C.2.4.3
 - 03.19 Describe importance of an EAP (Employee Assistance Program). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.C.2.4.5, HE.A.2.4.4
 - 03.20 Describe a will, health-care power of attorney, and living will. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.C.2.4.5
- 04.0 DEMONSTRATE, APPLY, AND IMPLEMENT FINANCIAL SKILLS AND PLANNING--The student will be able to:
- 04.11 Identify and analyze various financial data located in current publications. LA.A.1.4.3, LA.A.1.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.1.4.1, MA.E.2.4.1
 - 04.12 Compute and discuss a variety of business-related financial calculations (e.g., payroll, interest rates, profit margins). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.3.4.1, MA.E.3.4.2
 - 04.13 Develop a cash flow projection of personal income and expenses. MA.C.3.4.1, MA.C.3.4.2
 - 04.14 Identify various types of contracts (e.g., lease agreement, contract for purchase of real estate, bank loan application). LA.A.1.4.2, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 04.15 Demonstrate knowledge of investing via a simulation activity (e.g., stocks, real estate, collectibles, IRA). LA.B.1.4.2, SS.D.2.4.4
 - 04.16 Identify types of insurance applicable to the workplace. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 04.17 Describe importance of accounting in a business. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 04.18 Describe advantages and disadvantages to a business of granting credit. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.1.4.2
- 05.0 DEMONSTRATE, APPLY, AND IMPLEMENT LEADERSHIP SKILLS--The student will be able to:
- 05.10 Create and communicate a vision/mission statement for a student organization. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 05.11 Demonstrate ability to use creative problem solving, decision making, and critical thinking strategies. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.B.3.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.3.4.1, MA.E.3.4.2
 - 05.12 Demonstrate effective team building skills. LA.B.2.4.1, SS.C.2.4.6
 - 05.13 Demonstrate respect for opinions, customs, and individual differences of others. LA.D.1.4.2, HE.A.1.4.5
 - 05.14 Participate in a community or school service project. LA.B.1.4.1
 - 05.15 Develop a public relations strategy to communicate the positive community impact of cooperative education. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 06.0 DEMONSTRATE, APPLY, AND IMPLEMENT PROFICIENCY IN COMMUNICATION SKILLS--The student will be able to:

- 06.14 Design personal and business letterhead, memo, and fax forms. VA.B.1.4.4
 - 06.15 Interview and prepare a vitae of a community leader or business person. LA.B.2.4.3
 - 06.16 Evaluate a speech or sales presentation, identifying effective communication techniques. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.1.4.1, LA.C.1.4.4, LA.C.2.4.2, LA.C.3.4
 - 06.17 Identify obstacles to communication. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.1.4.4, LA.C.2.4.2, LA.C.3.4
 - 06.18 Deliver a speech using visual aids. LA.C.1.4.4, LA.A.2.4.5, LA.B.2.4.2, LA.C.2.4.2, LA.C.3.4.1, LA.C.3.4.2, VA.B.1.4.4
 - 06.19 Demonstrate effective negotiation skills. LA.B.2.4.1, LA.C.2.4.2, LA.C.3.4.2
 - 06.20 Demonstrate conflict and dispute resolution techniques. LA.B.2.4.1, LA.C.3.4.1, LA.C.3.4.2
- 07.0 DEMONSTRATE KNOWLEDGE OF HUMAN RESOURCES AND LABOR ISSUES AS WELL AS THE SOCIAL, LEGAL AND ECONOMIC ASPECTS OF EMPLOYMENT--The student will able to:
- 07.08 Describe training and development programs available in the workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 07.09 Demonstrate an understanding of the business environment (e.g., corporate culture, goals, values). LA.B.2.4.1
 - 07.10 Describe the importance of cultural sensitivity. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.1.4.2, SS.B.2.4.1
 - 07.11 Define, compare, and contrast several company policies regarding raises and promotions. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1, MA.A.3.4.1, MA.A.3.4.3, MA.A.4.4.1, MA.A.5.4.1, MA.B.1.4.3, MA.B.3.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2, LA.E.2.4.8
 - 07.12 Compare and contrast roles and responsibilities of the union-member employee and the non-union manager. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
 - 07.13 Explain impact of worker productivity, downsizing, rightsizing, outsourcing, contract employment, layoffs, etc., in terms of recent trends in employment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3, MA.A.3.4.1, MA.A.3.4.3, MA.A.4.4.1, MA.A.5.4.1, MA.B.1.4.3, MA.B.3.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2, LA.E.2.4.8
 - 07.14 Analyze current labor market, its structure, its constituents, its level of unemployment and underemployment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
 - 07.15 Define risk management in terms of employer liability. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.5
 - 07.16 Describe differences between today's typical employee benefit package and that of 25 years ago. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
 - 07.17 Discuss the collective bargaining process and the issues negotiated between management and labor. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 08.0 DEMONSTRATE AN UNDERSTANDING OF NATIONAL AND INTERNATIONAL ECONOMIC PRINCIPLES--The student will be able to:
- 08.09 List, describe, and compare the characteristics of selected global economic systems. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.B.2.4.1, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
 - 08.10 List, describe, and compare the characteristics of diverse cultures and their impact on business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4, SS.A.3.4.10
 - 08.11 Identify reasons for and methods of promoting international trade. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3

- 08.12 Explain term “balance of trade” and its impact on a country’s economy. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.4, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.13 Describe circular flow of economic activity. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
- 08.14 Identify environmental and social problems associated with economic growth. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.5, SC.H.1.4.5, SC.H.1.4.6, SC.H.1.4.7, SC.H.2.4.2, SC.H.3.4.1, SC.H.3.4.3, SC.H.3.4.6
- 08.15 Identify, describe, and analyze role of regulatory agencies. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.4
- 09.0 **ASSESS PERSONAL STRENGTHS AND WEAKNESSES AS THEY RELATE TO JOB OBJECTIVES, CAREER EXPLORATION, AND PERSONAL DEVELOPMENT, AND LIFE GOALS**--The student will be able to:
- 09.11 Prepare a five-year education and career development plan. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4
- 09.12 Prepare a five-paragraph essay on a specific career. LA.A.2.4.4, LA.A.2.4.6, LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4, LA.B.2.4
- 09.13 Interview and create a report on the career goals of an entry-level and of a management level employee. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.14 Analyze relationship between career planning and goal attainment. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 09.15 Shadow a professional in a specific career. LA.B.2.4.3
- 09.16 Maintain a journal on specific career-related experiences. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 10.0 **DEMONSTRATE AN UNDERSTANDING AND APPLICATION OF TECHNOLOGY IN THE WORKPLACE**--The student will be able to:
- 10.07 Prepare a document using database software. LA.B.1.4.3, LA.B.1.4, LA.B.2.4, VA.A.1.4.2, MA.B.4.4.1, MA.B.4.4.2, MA.A.1.4.4, MA.A.3.4.3
- 10.08 Prepare a document using spreadsheet software. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, VA.A.1.4.2
- 10.09 Produce a report, which includes graphs, charts, and/or tables. LA.D.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, LA.D.2.4.4, MA.E.1.4.1, MA.D.1.4.1, VA.A.1.4.2
- 10.10 Evaluate a specific company's policy for insuring security and protection of computerized data. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 10.11 Compare and contrast emerging technologies. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SC.H.3.4.5
- 11.0 **DEMONSTRATE AN UNDERSTANDING OF THE ROLE OF MANAGEMENT AND MARKETING IN THE DECISION MAKING PROCESS FOR DIFFERENT WORK SITUATIONS**--The student will be able to:
- 11.13 Explain impact on and uses of the Internet in marketing products and services. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.14 Describe differences between horizontally and vertically (traditionally) organized companies. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4, LA.C.3.4
- 11.15 Describe how a company organizes its departments/divisions. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.16 Differentiate between roles and responsibilities of top executives and those of lower-level managers. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4

- 11.17 Identify and describe the four basic categories of resources management is responsible for coordinating (e.g., human, financial, material, information). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.18 Name and define functions of management (e.g., planning, organizing, staffing, directing, controlling). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.19 Analyze management techniques used by effective managers. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.20 Identify, compare, and contrast various employee motivational programs. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.21 Explain how motivation, leadership, and communication influence people within an organization. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.22 Describe methods used in training and development. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.23 Discuss importance of a manager's philosophy of management in creating a positive work environment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.24 Discuss role and importance of a performance appraisal. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.25 Identify key components of a company's "mission statement." LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4

12.0 DEMONSTRATE AND APPLY AN UNDERSTANDING OF ENTREPRENEURSHIP PRINCIPLES--The student will able to:

- 12.01 Define entrepreneurship and explain its role in the free enterprise system. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1
- 12.02 Identify various types of business ownership and list the advantages and disadvantages of each. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 12.03 Identify and discuss the personality traits and abilities of a successful entrepreneur (e.g., versatility, adaptability). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1
- 12.04 Interpret meaning of achievement motivation and the importance of independence to the entrepreneur. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1
- 12.05 Identify risks affecting the entrepreneur. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 12.06 Identify strategies and methods for generating a business idea. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 12.07 Identify principles of marketing, selling, financing, and pricing pertinent to entrepreneurship. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 12.08 Identify steps necessary to plan and start a business (e.g., evaluate need, site selection, marketing plan, financial plan, management plan). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3, SS.D.2.4.4
- 12.09 Identify resources available to assist the new entrepreneur (e.g., Small Business Administration (SBA), Service Corp. of Retired Executives(SCORE)). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 12.10 Identify types and sources of government regulations and taxes that may affect a business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.3
- 12.11 Identify communication and technology skills used in entrepreneurship. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 12.12 Compare business failure/success rates in different industries. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.5, MA.E.1.4.1, MA.D.1.4.2

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Course Title: Diversified Career Technology Management
Course Number: 8303030
Course Credit: 1

COURSE DESCRIPTION:

This course is designed to enable each student to implement competency and mastery in the areas of employability (human resource); environmental, health, and safety; professional, legal and ethical workplace responsibilities; financial planning; leadership skills; communication skills; labor and human resource issues related to the workplace; global and economic issues; a business plan; employability skills related to life and career goals; managerial/supervisory uses of technology; the five functions of management; the role of the manager; and technical and production skills. After successful completion of DCT Principles, DCT OJT, DCT Applications, and DCT Management, students will have met a third Occupational Completion Point - Data Codes: A through P (see Major Concepts/Content section for list).

01.0 DEMONSTRATE KNOWLEDGE AND APPLICATION OF WORKPLACE EMPLOYABILITY SKILLS--The student will be able to:

- 01.22 Network with individuals in a specific career field and report findings. LA.B.2.4.3
- 01.23 Write a job description, which includes the responsibilities of a managerial position. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.24 Prepare a classified ad for a managerial level position. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.25 Develop a list of criteria to evaluate applicant resumes. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.26 Prepare a form letter for a specific business listing application procedures for employment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.27 Create a list of interview questions for a managerial-level position. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.28 Create an evaluation measurement tool to be used to rate applicants. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, MA.A.1.4.3, MA.A.5.4.1, MA.B.1.4.3, MA.B.2.4.1, MA.B.4.4.2, MA.E.1.4.1
- 01.29 Develop a company policy outlining dress and grooming standards. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 01.30 Create an evaluation form to rate employee performance. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, MA.A.1.4.3, MA.A.5.4.1, MA.B.1.4.3, MA.B.2.4.1, MA B.4.4.2, MA.E.1.4.1

02.0 DEMONSTRATE, APPLY, AND IMPLEMENT KNOWLEDGE OF ENVIRONMENTAL, HEALTH, AND SAFETY ISSUES--The student will be able to:

- 02.18 Prepare a safety plan and checklist for a small business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.B.1.4.5
- 02.19 Create a map designating emergency exits and evacuation routes for a small business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, MA.B.2.4.1, MA.B.1.4.2, MA.B.1.4.3, MA.B.3.4.1, SS.B.1.4.1, HE.B.1.4.5

03.0 DEMONSTRATE, APPLY, AND IMPLEMENT AN UNDERSTANDING OF PROFESSIONAL, LEGAL, AND ETHICAL WORKPLACE RESPONSIBILITIES--The student will be able to:

- 03.21 Develop a code of ethics for a workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, SS.C.2.4.3

- 03.22 Develop an outline explaining the role of an EAP (Employee Assistance Program) representative and list the services he/she might provide. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, HE.C.2.4.5
- 04.0 DEMONSTRATE, APPLY, AND IMPLEMENT KNOWLEDGE OF FINANCIAL SKILLS AND PLANNING--The student will be able to:
- 04.19 Prepare an analysis of a current business utilizing its annual report. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.3.4.1, MA.E.1.4.1, MA.E.3.4.2
- 04.20 Identify sources of funding for a business. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 04.21 Describe how a company estimates and bids for a contract. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 04.22 Describe importance of cost containment in a company. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 04.23 Evaluate insurance needs for a specific business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.D.1.4.1, MA.D.2.4.1
- 05.0 DEMONSTRATE, APPLY, AND IMPLEMENT LEADERSHIP SKILLS--The student will be able to:
- 05.16 Plan, implement, and evaluate a fund raising event. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.A.3.4.3, MA.A.4.4.1, MA.B.2.4.1, MA.B.2.4.2, MA.B.3.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1
- 05.17 Develop, implement, and evaluate a public relations project (e.g., student organization function, school-wide project, community project). LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.A.3.4.3, MA.A.4.4.1, MA.B.2.4.1, MA.B.2.4.2, MA.B.3.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1
- 06.0 DEMONSTRATE, APPLY, AND IMPLEMENT PROFICIENCY IN COMMUNICATION SKILLS--The student will be able to:
- 06.21 Create a presentation using current technology. LA.A.2.4.1, LA.A.2.4.2, LA.A.2.4.4, LA.A.2.4.5, LA.A.2.4.6, LA.A.2.4.7, LA.A.2.4.8, LA.B.2.4.2, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.4, LA.D.2.4.4, LA.D.2.4.5, LA.D.2.4.6, LA.D.2.4.1, LA.D.2.4.2, LA.D.2.4.3, VA.A.1.4.4
- 06.22 Create a measurement tool for evaluating telephone communications. LA.B.2.4.4, MA.B.1.4.3, MA.A.5.4.1, MA.A.1.4.3, MA.B.2.4.1, MA.B.4.4.2, ME.E.1.4.1
- 06.23 Develop a company policy regarding employee use of company telecommunications (e.g., fax, e-mail, Internet). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.1.4.4, LA.C.3.4
- 07.0 DEMONSTRATE KNOWLEDGE OF HUMAN RESOURCES AND LABOR ISSUES AS WELL AS THE SOCIAL, LEGAL, AND ECONOMIC ASPECTS OF EMPLOYMENT--The student will be able to:
- 07.18 Design an employee compensation schedule and benefits package. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.D.1.4.1, MA.B.2.4.1, MA.B.3.4.1, MA.B.4.4.2, MA.D.1.4.2, MA.E.1.4.1
- 07.19 Compute economic value of a company paid benefit package. SS.D.1.4.1, MA.D.1.4.1, MA.B.2.4.1, MA.A.3.4.3, MA.B.3.4.1, MA.B.4.4.2, MA.D.1.4.2, MA.E.1.4.1, MA.E.3.4.2
- 07.20 Create a job rotation schedule for a specific company. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, MA.A.3.4.3, MA.B.3.4.1
- 07.21 Develop a vision/mission statement for a company. LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4

- 08.0 DEMONSTRATE AN UNDERSTANDING OF NATIONAL AND INTERNATIONAL ECONOMIC PRINCIPLES--The student will be able to:
- 08.16 Analyze current events concerning issues relevant to international business. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.6
 - 08.17 Compute exchange rates and buying power of various foreign currencies including the Euro. SS.D.2.4.6, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
 - 08.18 Explain impacts of the aging populations of Western countries and the rapidly growing populations of developing countries. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.A.3.4.10
 - 08.19 Discuss economic effects of the rate of growth in developed and developing nations. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.A.3.4.10, MA.A.4.4.1, MA.A.5.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.1, MA.E.1.4.2, MA.E.3.4.1, MA.E.3.4.2
 - 08.20 Explain movement toward globalization and the reasons behind this economic trend. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.B.2.4.6
- 10.0 DEMONSTRATE AN UNDERSTANDING AND APPLICATION OF TECHNOLOGY IN THE WORKPLACE--The student will be able to:
- 10.12 Demonstrate uses of equipment to communicate instructions to employees. LA.B.2.4.1, LA.C.3.4, VA.A.1.4.2
 - 10.13 Demonstrate uses of equipment to process information (e.g., 10-key, electronic cash register, OCR scanner, financial calculator, computer). LA.B.2.4.1, LA.C.3.4, VA.A.1.4.2, MA.A.3.4.3
 - 10.14 Research and compare currently available software packages. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, VA.A.1.4.4, VA.A.1.4.2
 - 10.15 Create an employee database to be used for scheduling and payroll. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, VA.A.1.4.4, MA.B.4.4.1, MA.B.4.4.2
 - 10.16 Create a customer/client database (e.g., mail merge, labels). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, VA.B.1.4.2
 - 10.17 Create a project using an integrated software package. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.D.2.4.4, VA.B.1.4.2
 - 10.18 Create a presentation utilizing a multimedia software package. LA.A.1.4.3, LA.A.2.4.2, LA.A.2.4.4, LA.A.2.4.5, LA.A.2.4.6, LA.A.2.4.7, LA.A.2.4.8, LA.B.1.4, LA.B.2.4, LA.C.3.4.1, LA.D.2.4.4, LA.D.2.4.5, LA.D.2.4.6, LA.D.2.4.1, LA.D.2.4.2, LA.D.2.4.3, VA.A.1.4.2, VA.A.1.4.4, LA.A.2.4.1
 - 10.19 Demonstrate methods of using trouble-shooting techniques for technology-related problems. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
 - 10.20 Determine costs, time, and resources needed to complete a task within the workplace. MA.A.3.4.1, MA.A.3.4.3, MA.B.1.4.2, MA.B.1.4.3, MA.B.3.4.1, MA.B.4.4.2, SC.H.2.4.2, SC.H.3.4.1, SC.H.3.4.2, SC.H.3.4.5, SC.H.3.4.6
 - 10.21 Select and use a variety of electronic media, such as the Internet, information services, and desktop-publishing software programs to create, revise, retrieve, and verify information. LA.B.2.4.1, LA.D.2.4.4, SC.H.3.4.1, SC.H.3.4.2, SC.H.3.4.3
 - 10.22 Analyze a "quality improvement process" for labor and/or equipment. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, SS.D.2.4.1, SC.H.1.4.1, SC.H.1.4.3, SC.H.1.4.5, SC.H.2.4.2, SC.H.3.4.1, SC.H.3.4.6
- 11.0 DEMONSTRATE AN UNDERSTANDING OF THE ROLE OF MANAGEMENT AND MARKETING IN THE DECISION MAKING PROCESS FOR DIFFERENT WORK SITUATIONS--The student will be able to:

- 11.26 Identify and describe steps in the planning process. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.27 Define Management by Objectives (MBO). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.28 Develop an organization chart to illustrate line and staff relationships. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 11.29 Identify how to plan personnel needs and how to find employees for specific positions. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.30 Explain how a self-managing team interacts in manufacturing and service corporations (e.g., marketing, operations, finance, and human resources). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.31 Describe responsibilities for selecting, training, and appraising employees. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.32 Describe uses and effects of "job rotation," "job enlargement," "job enrichment," and "participative management." LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.33 Identify steps for avoiding difficulties resulting from delegation. LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.34 Define principles of "chain of command" and "span of control." LA.A.1.4.1, LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.35 Justify importance of accountability. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.36 Evaluate one theory of management and discuss its implementation in a particular workplace. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.37 Develop an outline explaining the role of the manager in conflict management. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 11.38 Design a potential management conflict resolution strategy for a specific workplace problem. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 11.39 Develop an employee motivational program for an organization. LA.A.1.4.3, LA.B.1.4, LA.B.2.4
- 11.40 Evaluate effect of profit and loss on a business and how it affects the manager's productivity rating. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.41 Explain Total Quality Management (TQM) and the strategy of continuous improvement. LA.A.1.4.3, LA.A.2.4.4, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.42 Differentiate between data processing and management information systems (MIS). LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4
- 11.43 Analyze types of data and reports utilized by supervisors and managers. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.1.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.2
- 11.44 Analyze data, draw conclusions, and present recommendations. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4, MA.E.1.4.1, MA.D.1.4.1, MA.D.1.4.2, MA.E.1.4.2
- 11.45 Identify federal, state, and local government regulations with which management should be familiar. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, LA.C.3.4

12.0 DEMONSTRATE AND APPLY AN UNDERSTANDING OF ENTREPRENEURSHIP PRINCIPLES--The student will be able to:

- 12.13 Formulate a business plan to include a marketable product or service, a marketing management plan, a personnel management plan, a financial management plan, and an executive summary. LA.A.1.4.3, LA.B.1.4, LA.B.2.4, SS.D.2.4.3, MA.E.1.4.1, MA.E.3.4.1, MA.E.3.4.2

NOTE for Reporting OCPs: After successfully completing each of the three occupational completion points, an OCP is reported based on the occupational area the student is employed in as listed below:

- A Agriculture, Food and Natural Resources
- B Architecture and Construction
- C Arts, Audio/Video Technology and Communications
- D Business, Management and Administration
- E Education and Training
- F Finance
- G Government and Public Administration
- H Health Science
- I Hospitality and Tourism
- J Human Services
- K Information Technology
- L Law, Public Safety and Security
- M Manufacturing
- N Marketing, Sales and Service
- O Science, Technology, Engineering and Mathematics
- P Transportation, Distribution, and Logistics Services

FEDERAL DEFINITIONS OF THESE OCPs ARE:

Federal Career Cluster Title	Federal U.S. Department of Education (USDOE), Office of Vocational Technical Education (OVTE) Definition
<i>Agriculture, Food and Natural Resources</i>	Planning and managing agriculture, food, fiber, and natural resources systems. Production of agricultural commodities, including food, fiber, wood products, horticultural crops, and other plant and animal products. Financing, processing, and marketing and distribution of agricultural products; farm production and supply and service industries; horticulture and landscaping services, and the use and conservation of land and water resources; development and maintenance of recreational resources. It also includes mining and extraction operations and related environmental management services.
<i>Architecture and Construction</i>	Designing, planning, managing, building, and maintaining physical structures and the larger built environment including roadways and bridges and industrial, commercial and residential facilities and building.
<i>Arts, Audio/Video Technology and Communications</i>	Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.
<i>Business, Management and Administration</i>	Planning, managing, and providing administrative support, information processing, accounting, and human resource management services and related management support services.

<i>Education and Training</i>	Planning, managing and providing education and training services, and related learning support services including assessment and library and information services.
<i>Finance</i>	Planning, managing and providing banking, investment, financial planning, and insurance services.
<i>Government and Public Administration</i>	Planning, managing and providing government legislative and administrative and regulatory services and related general purpose government services at the federal, state, and local levels.
<i>Health Science</i>	Planning, managing, and providing diagnostic, therapeutic, and information and environmental services in health care.
<i>Hospitality and Tourism</i>	Planning, managing, and providing lodging, food, recreation, convention and tourism, and related planning and support services such as travel-related services.
<i>Human Services</i>	Planning, managing, and providing human services including social and related community services.
<i>Information Technology</i>	Designing, developing, managing and supporting hardware, software, multimedia and systems integration services.
<i>Law, Public Safety and Security</i>	Planning, managing, and providing judicial, legal, and protective services including professional and technical support services in the fire protection and criminal justice systems.
<i>Manufacturing</i>	Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.
<i>Marketing, Sales and Service</i>	Planning, managing, and performing wholesaling and retailing services and related marketing and distribution support services including merchandise/product management and promotion.
<i>Science, Technology, Engineering and Mathematics</i>	Planning, managing, and providing scientific research and professional and technical services (i.e., physical science, social science, engineering) including laboratory and testing services, and research and development services.
<i>Transportation, Distribution, and Logistics Services</i>	Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.