

Florida Department of Education  
Curriculum Framework

**Program Title:** Entrepreneurship  
**Program Type:** Career Preparatory  
**Career Cluster:** Marketing, Sales & Service

Secondary – Career Preparatory	
Program Number	8812100
CIP Number	0252070102
Grade Level	9-12
Standard Length	3 credits
Teacher Certification	Refer to the <b><u>Program Structure</u></b> section.
CTSO	DECA, FBLA
SOC Codes (all applicable)	11-2021 – Marketing Managers 11-1021 – General and Operations Managers
CTE Program Resources	<a href="http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml">http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml</a>

**Purpose**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and the relevant technical knowledge and skills needed to prepare for further education and careers in the Marketing, Sales and Service career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Marketing, Sales and Service career cluster.

The purpose of this program is to introduce students to the concept of entrepreneurship, present entrepreneurship as a viable career option, provide students with the skills needed to realistically evaluate their potential as business owners, and to develop the fundamental knowledge and skills necessary to start and operate a business.

**Additional Information** relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

**Program Structure**

A simulated business or a school-based enterprise (on or off site) is an integral part of the instruction of this program.

This program is a planned sequence of instruction consisting of two occupational completion points.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the secondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code	Level	Graduation Requirement
A	8812110 8812120	Principles of Entrepreneurship Business Management and Law	BUS ED 1 MKTG 1 MKTG MGMT @7 7G RETAILING @7 7G TC COOP ED @7 VOE @7	1 credit 1 credit	11-2021	2 3	PA
B	8812000	Business Ownership	ADVR PROM 7G BUS ED 1 MKTG 1 MKTG MGMT 7G RETAILING @7 7G TC COOP ED @7 VOE @7	1 credit	11-1021	3	PA

(Graduation Requirement Abbreviations- EQ= Equally Rigorous Science, PA= Practical Arts, EC= Economics)

### Academic Alignment Tables

Academic alignment is an ongoing, collaborative effort of professional educators specializing in the fields of science, mathematics, English/language arts, and Career and Technical Education (CTE). This initiative supports CTE programs by improving student performance through the integration of academic content within CTE courses. Career and Technical Education courses that have been aligned to the Next Generation Sunshine State Standards for Science and the Florida Standards for Mathematics and English/Language Arts will show the following data: the quantity of academic standards in the CTE course; the total number of standards contained in the academic course; and the percentage of alignment to the CTE course.

Courses	Anatomy/ Physiology Honors	Astronomy Solar/Galactic Honors	Biology 1	Chemistry 1	Earth- Space Science	Environmental Science	Genetics	Integrated Science	Marine Science 1 Honors	Physical Science	Physics 1
8812110	**	**	**	**	**	**	**	**	**	**	**
8812120	**	**	**	**	**	**	**	**	**	**	**
8812000	**	**	**	**	**	**	**	**	**	**	**

\*\* Alignment pending review

# Alignment attempted, but no correlation to academic course

Courses	Algebra 1	Algebra 2	Geometry	English 1	English 2	English 3	English 4
8812110	19/67 28%	18/75 24%	16/54 30%	18/46 40%	18/45 40%	18/45 40%	18/45 40%
8812120	21/67 31%	18/75 24%	16/54 30%	12/46 26%	12/45 26%	11/45 24%	11/45 24%
8812000	23/67 34%	20/75 27%	16/54 30%	13/46 28%	13/45 29%	13/45 29%	13/45 29%

### **Florida Standards for Technical Subjects**

*Florida Standards (FS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects are the critical reading and writing literacy standards designed for grade 6 and above. These standards are predicated on teachers of history/social studies, science, and technical subjects using their content area expertise to help students meet the particular challenges of reading, writing, speaking, listening, and language in their respective fields. The FS for Mathematical Practices are designed for grades K-12 and describe varieties of expertise that educators at all levels should seek to develop in their students. These practices rest on important “processes and proficiencies” with longstanding importance in mathematics education.*

**Instructors must incorporate the Florida Standards for Technical Subjects and Mathematical Practices throughout instruction of this CTE program. To access these standards, please click on the following link:**

<http://www.fldoe.org/core/fileparse.php/5652/urlt/FloridaStandardsTechSubjects.rtf>.

### **Florida Standards for English Language Development (ELD)**

English language learners communicate for social and instructional purposes within the school setting. ELD.K12.SI.1.1

English Language Development (ELD) Standards Special Notes:

Teachers are required to provide listening, speaking, reading and writing instruction that allows English language learners (ELL) to communicate for social and instructional purposes within the school setting. For the given level of English language proficiency and with visual, graphic, or interactive support, students will interact with grade level words, expressions, sentences and discourse to process or produce language necessary for academic success. The ELD standard should specify a relevant content area concept or topic of study chosen by curriculum developers and teachers which maximizes an ELL’s need for communication and social skills. To access an ELL supporting document which delineates performance definitions and descriptors, please click on the following link: <http://www.cpalms.org/uploads/docs/standards/eld/SI.pdf>.

For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition at [sala@fldoe.org](mailto:sala@fldoe.org).

## **Common Career Technical Core – Career Ready Practices**

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

## **Standards**

After successfully completing this program, the student will be able to perform the following:

- 01.0 Discuss the role of the entrepreneur.
- 02.0 Discuss entrepreneurship as a career choice.
- 03.0 Identify the basic economic principles of entrepreneurship.
- 04.0 Discuss the importance of ethics in business.
- 05.0 Identify strategies and methods for generating a business idea and creating a brand.
- 06.0 Outline the steps in planning a new business.
- 07.0 Identify the principles of marketing.
- 08.0 Identify the principles of selling.
- 09.0 Identify the principles of financing.
- 10.0 Identify the principles of pricing.
- 11.0 Identify the types and sources of government regulations and taxation that may affect a business.
- 12.0 Identify the communication and technology skills used in entrepreneurship.
- 13.0 Identify and demonstrate employability and human relations skills.
- 14.0 Identify and demonstrate personal financial skills.
- 15.0 Identify the principles of management.
- 16.0 Demonstrate an understanding of entrepreneurship in a free enterprise system.
- 17.0 Demonstrate knowledge of the global economy.
- 18.0 Demonstrate knowledge of the importance of a business plan.
- 19.0 Investigate and analyze the components of a financial management strategy.
- 20.0 Demonstrate knowledge of merchandising and inventory control.
- 21.0 Identify elements of manufacturing and production.
- 22.0 Demonstrate knowledge of customer credit and collection management.
- 23.0 Describe risk/shrinkage management.
- 24.0 Demonstrate knowledge of government regulation of business.
- 25.0 Demonstrate knowledge of business law.
- 26.0 Investigate and analyze the components of human resources management.
- 27.0 Analyze changing role of entrepreneurship in the global marketplace.
- 28.0 Compare and contrast management theories.
- 29.0 Explain role of management in operation of an enterprise.
- 30.0 List the components of a business plan and explain how such a plan contributes to the success of a small business.
- 31.0 Prepare an introduction for a business plan.
- 32.0 Prepare a self-analysis.
- 33.0 Prepare an analysis of the trading area.
- 34.0 Prepare a market segment analysis.
- 35.0 Prepare an analysis of a potential location.
- 36.0 Prepare a description of the proposed organization of the selected business.
- 37.0 Prepare a description of the proposed products and/or services.

- 38.0 Prepare a proposed pricing policy.
- 39.0 Prepare a marketing strategy.
- 40.0 Develop a financial plan for a small business.
- 41.0 Demonstrate uses of marketing-related software.
- 42.0 Apply a career plan to entrepreneurship.

Florida Department of Education  
Student Performance Standards

**Course Title:** Principles of Entrepreneurship  
**Course Number:** 8812110  
**Course Credit:** 1

**Course Description:**

This course provides instruction in the basic principles of entrepreneurship: the role of the entrepreneur, entrepreneurship as a career, ethics in business, and the principles of marketing, financing, and managing a business.

**Abbreviations:**

FS-M/LA = Florida Standards for Math/Language Arts  
NGSSS-Sci = Next Generation Sunshine State Standards for Science

*Note: This course is pending alignment in the following categories: NGSSS-Sci.*

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
01.0 Discuss the role of the entrepreneur – the student will be able to:		
01.01 Define <i>entrepreneurship</i> .	LAFS.910.L.3.6 LAFS.1112.L.3.6	
01.02 Research innovations and the names and biographies of famous entrepreneurs, past and present.		
01.03 Discuss the evolution of entrepreneurship.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
01.04 Describe the differences between a product-based business and a service-based business.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
01.05 Identify the contributions of entrepreneurs to the economic growth of the United States.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
01.06 Discuss future prospects for entrepreneurship and its anticipated impact on the economy.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
01.07 Discuss the role of the entrepreneur in his/her local community (e.g., mentoring, philanthropy).	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
02.0 Discuss entrepreneurship as a career choice – the student will be able to:		
02.01 Describe reasons for becoming an entrepreneur.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
02.02 Identify characteristics common to successful entrepreneurs; research famous entrepreneurs.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
02.03 Identify the education, aptitudes, and skills recommended for entrepreneurs.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
02.04 Discuss the advantages and disadvantages of self-employment.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
02.05 Assess personal potential for entrepreneurship.		
02.06 Identify career paths in supervisory, management, and small business environments.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
03.0 Identify the basic economic principles of entrepreneurship – the student will be able to:		
03.01 Identify the role of small businesses in the global economy.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
03.02 Define and discuss <i>profit motive</i> and its impact on business.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
03.03 Identify the different types of competition and explain the impact of competition on businesses (e.g., direct, indirect, price, non-price, competitive position).	LAFS.910.W.3.7 LAFS.1112.W.3.7	
03.04 Describe the differences between industrial and consumer goods.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
03.05 Define <i>land, labor, capital, and entrepreneurship</i> as factors of production.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
03.06 Discuss form, place, time, possession, and information utility.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
03.07 Explain the meaning and causes of scarcity.	LAFS.910.L.3.6 LAFS.1112.L.3.6	



CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
03.08 Identify the components of the Law of Supply and Demand in a free enterprise system.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
03.09 Identify the stages of the product life cycle and the characteristics of each stage.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
03.10 Identify the roles and types of producers, distributors, and services in the current business economy.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
03.11 Discuss major fields of business activity (e.g., extractive, subcontracting, manufacturing, wholesaling, retailing, services, cottage industries, urban street sales).	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
03.12 Discuss the four parts of a business (production, finance, marketing, customer service).	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
03.13 Identify factors that contribute to the success of a small business.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
03.14 Describe the process of starting a small business.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
03.15 Explain the procedures for registering a sole proprietorship and obtaining a sales tax identification number.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
03.16 Discuss reasons for small business failure; develop an exit strategy and plan.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
03.17 Recognize opportunities for small businesses in the global marketplace.	LAFS.910.RI.1.1 LAFS.1112.RI.1.1 LAFS.910.RI.3.7 LAFS.1112.RI.3.7	
04.0 Discuss the importance of ethics in business – the student will be able to:		
04.01 Define <i>ethics</i> and <i>ethical behavior</i> .	LAFS.910.L.3.6 LAFS.1112.L.3.6	
04.02 Identify examples of ethical and unethical business practices; research and discuss examples of infamous business scandals.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
04.03 Discuss the role of the entrepreneur in promoting ethical business practices and sustainable relationships.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
04.04 Identify social responsibilities and/or legal issues involved in making ethical choices in business.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
05.0 Identify strategies and methods for generating a business idea and creating a brand – the student will be able to:		

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
05.01 Identify current publications and websites available to assist with determining what type of business to start.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
05.02 Discuss the importance of personality and ability when selecting the type of business to open.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
05.03 Identify changes and trends as a source of new enterprise ideas (e.g., outsourcing).	LAFS.910.W.3.7 LAFS.1112.W.3.7	
05.04 Discuss how brainstorming, creative thinking, and observations can be used to develop new enterprise ideas.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
05.05 Explain how personal goals, lifestyle, background, hobbies, interests, experience, abilities, and financial resources will impact one's choice of business.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
06.0 Outline the steps in planning a new business – the student will be able to:		
06.01 Discuss the importance of "defining" a prospective business.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
06.02 List reasons for writing a business plan.	LAFS.910.W.1.1 LAFS.1112.W.1.1	
06.03 Identify and describe the components of a business plan.	LAFS.910.W.3.7 LAFS.1112.W.3.7 LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
06.04 Describe the importance of a vision/mission statement in identifying the direction and objectives of a business.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
06.05 Discuss the importance of determining what products and services will be offered by the business.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
06.06 Identify how the scope of products and services will vary based on type of business (e.g., wholesale, retail, service).	LAFS.910.W.3.7 LAFS.1112.W.3.7	
06.07 Explain the importance of and the factors influencing the image of a business.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
06.08 Identify and discuss the legal forms of business ownership (sole proprietorship, partnership, corporation, franchise, licensing).	LAFS.910.W.3.7 LAFS.1112.W.3.7	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
06.09 Identify and discuss different types of corporations.	LAFS.910.W.3.7 LAFS.1112.W.3.7 LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
06.10 Identify factors that influence the choice of ownership type.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
06.11 Describe the legal implications and taxes for each type of business structure.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
06.12 Demonstrate the ability to manage accounts receivable.		
06.13 Discuss the internal organization of a business and the assignment of tasks to be performed.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
06.14 Discuss the different types of organization charts.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
06.15 Describe different types of records needed by small businesses.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
06.16 Identify factors that affect purchasing.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
06.17 Explain the types and importance of inventory control.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
06.18 Identify the procedures to be followed in shipping and receiving (channels of distribution).	LAFS.910.W.3.7 LAFS.1112.W.3.7	
06.19 Describe the role of <i>selling</i> in small business.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
06.20 Identify sources of assistance when planning a business [e.g., Small Business Development Center (SBDC), Small Business Administration (SBA), Chamber of Commerce, Service Corp of Retired Executives (SCORE)].	LAFS.910.W.3.7 LAFS.1112.W.3.7	
07.0 Identify the principles of marketing – the student will be able to:		
07.01 Define and explain <i>market, market research, market mix, market positioning, market penetration strategy, market segmentation, market share, target market, and customer profile survey.</i>	LAFS.910.L.3.6 LAFS.1112.L.3.6	
07.02 Identify and explain marketing functions (e.g., financing, risk management, selling, promotion, pricing, purchasing, marketing-information management, product/service planning, distribution).	LAFS.910.W.3.7 LAFS.1112.W.3.7 LAFS.910.L.3.6 LAFS.1112.L.3.6	
07.03 Discuss methods of forecasting sales.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
07.04 Discuss the importance of the seven (7) P's of the marketing mix (product, price, promotion, place, packaging, positioning, people).	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
07.05 Discuss the methods, costs, and importance of promoting products and services (e.g., publicity, public relations, press release, community events, advertising, Internet).	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
07.06 Describe the factors that should be evaluated in a promotion (e.g., source, message, media, budget).	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
07.07 Distinguish between institutional and promotional advertising.	LAFS.910.RI.3.7 LAFS.1112.RI.3.7	
07.08 Identify types of advertising media and describe the strengths and weaknesses of each type.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
07.09 Identify the components of a marketing plan.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
07.10 Describe the importance of coordinating promotional activities.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
07.11 Explain the differences between direct sales and the utilization of external sales representatives.	LAFS.910.L.3.6 LAFS.1112.L.3.6	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
07.12 Identify and describe examples of diverse marketing activities.	LAFS.910.W.3.7 LAFS.1112.W.3.7 LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
08.0 Identify the principles of selling – the student will be able to:		
08.01 Identify ways to satisfy consumer needs.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
08.02 Identify features/benefits of selling.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
08.03 Discuss the principles of selling.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
08.04 Identify the steps of a sale.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
08.05 Identify the stages of selling (attention, interest, desire, action).	LAFS.910.W.3.7 LAFS.1112.W.3.7	
08.06 Discuss the advantages and disadvantages of establishing sales quotas/commissions.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
08.07 Discuss the importance of customer service.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
08.08 Discuss telemarketing as a sales tool.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
08.09 Discuss the role of selling via the Internet.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
08.10 Discuss network marketing (multi-level marketing).	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
08.11 Discuss selling opportunities at flea markets and trade shows.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
08.12 Understand the use of social marketing.		
09.0 Identify the principles of financing – the student will be able to:		
09.01 Explain the difference between income (credit) and expense (debit).	LAFS.910.L.3.6 LAFS.1112.L.3.6	
09.02 Discuss the importance of maintaining an accounting journal.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
09.03 Discuss the personal risks involved in financing a business.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
09.04 Define <i>invoice, balance sheet, equity capital, debt capital, income statement, financial ratios, line of credit, collateral, factoring, income</i> (earned and unearned), <i>cash flow analysis statement, return on investment, return on equity, and chart of accounts</i> .	LAFS.910.L.3.6 LAFS.1112.L.3.6	
09.05 Explain the importance of financial accounting and management.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
09.06 Identify start-up costs and operating expenses (fixed and variable) for a new business.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
09.07 Identify sources of funds for financing a new business.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
09.08 Discuss the impact of interest rates on short-term and long-term financing.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
09.09 Describe methods for establishing credit and obtaining a credit card.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
09.10 Define <i>crowd sourcing</i> .		
09.11 Identify sources of credit and list the steps to apply for a loan.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
09.12 Define <i>credit rating</i> ; discuss the importance of maintaining a favorable credit rating.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
09.13 Describe the differences between short-term and long-term capital needs.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
09.14 Identify circumstances that could require additional financing.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
09.15 Describe the differences between <i>cash basis</i> and <i>accrual basis</i> accounting.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.1112.W.1.2	
09.16 Identify the differences between bookkeeping, tax accounting, and managerial accounting.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
09.17 Understand the importance of managing cash flow.		
10.0 Identify the principles of pricing – the student will be able to:		
10.01 Define <i>selling price, fixed costs, variable costs, elastic demand, inelastic demand, price fixing, bait-and-switch advertising.</i>	LAFS.910.L.3.6 LAFS.1112.L.3.6  MAFS.912.N-Q.1.2	
10.02 Identify factors that affect selling price (e.g., target market, competition, government regulations, economic conditions, supply and demand).	LAFS.910.W.3.7 LAFS.1112.W.3.7	
10.03 Describe how the cost of goods sold influences the selling price.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2  MAFS.912.N-Q.1.2	
10.04 Define <i>break-even point, fixed expenses, and variable expenses.</i>	LAFS.910.L.3.6 LAFS.1112.L.3.6	
10.05 Explain the difference between markup based on cost and markup based on retail.	LAFS.910.L.3.6 LAFS.1112.L.3.6  MAFS.912.N-Q.1.2	
10.06 Identify types of adjustments to selling price.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
10.07 Define <i>pricing policy, psychological pricing, unit pricing, product line pricing, and promotional pricing.</i>	LAFS.910.L.3.6 LAFS.1112.L.3.6	
10.08 Define <i>pricing strategy, penetration pricing, and price skimming.</i>	LAFS.910.L.3.6 LAFS.1112.L.3.6	
10.09 Identify the principles of contracts and regulatory compliance.		
11.0 Identify the types and sources of government regulations and taxation that may affect a business – the student will be able to:		
11.01 Define <i>license, permit, contract, patent, copyright, trademark, and logo.</i>	LAFS.910.L.3.6 LAFS.1112.L.3.6	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
11.02 Identify the major state laws affecting the operation of a business.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
11.03 Identify the major federal laws affecting the operation of a business, (e.g., OSHA, Social Security, EEOC, Affirmative Action, ADA, FMLA).	LAFS.910.W.3.7 LAFS.1112.W.3.7	
11.04 Discuss the role of federal regulatory agencies [e.g., Food and Drug Administration (FDA), Consumer Product Safety Commission (CPSC), Environmental Protection Agency (EPA), Securities and Exchange Commission [SEC], Federal Trade Commission (FTC)].	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
11.05 Identify types of federal, state, and local taxes that are the responsibility of the entrepreneur (e.g., sales, income, and self-employment).	LAFS.910.W.3.7 LAFS.1112.W.3.7	
11.06 Discuss the importance of obtaining outside professional counsel to ensure compliance with government regulations and taxation (accountant, lawyer).	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
12.0 Identify the communication and technology skills used in entrepreneurship – the student will be able to:		
12.01 Identify and demonstrate effective workplace communication skills (verbal, nonverbal, written, electronic).	LAFS.910.W.3.7 LAFS.1112.W.3.7 LAFS.910.W.2.4 LAFS.1112.W.2.4 LAFS.910.SL.2.6 LAFS.1112.SL.2.6	
12.02 Describe effective staff communication and its uses (interpersonal, departmental, interdepartmental, company).	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
12.03 Demonstrate the ability to read and comprehend written communications.	LAFS.910.RI.4.10 LAFS.1112.RI.4.10	
12.04 Identify forms of written business communications utilized in the workplace.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
12.05 Prepare a business letter, memorandum, fax, and e-mail.	LAFS.910.W.2.4-6 LAFS.1112.W.2.4-6	
12.06 Demonstrate the ability to speak effectively with customers, co-workers, supervisors, and vendors, using appropriate grammar and terminology.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.L.1.1 LAFS.1112.L.1.1 LAFS.910.SL.2.6 LAFS.1112.SL.2.6	



CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
12.07 Discuss the importance of developing networking skills to expand business contacts.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
12.08 Explain and demonstrate the art of negotiation.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.6 LAFS.1112.SL.2.6	
12.09 Prepare and deliver a business-related presentation.	LAFS.910.SL.2.4-6 LAFS.1112.SL.2.4-6 LAFS.910.W.3.7-8 LAFS.1112.W.3.7-8	
12.10 Demonstrate active listening strategies to improve understanding and performance.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1 LAFS.910.SL.1.3 LAFS.1112.SL.1.3	
12.11 Demonstrate dispute resolution techniques.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
12.12 Identify means of nonverbal communication.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
12.13 Identify types of technology/equipment used in the workplace.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
12.14 Define <i>hypertext, URL, links, Internet Service Provider, Bulletin Board Service, electronic storefront, e-mail, newsgroups, and flames.</i>	LAFS.910.L.3.6 LAFS.1112.L.3.6	
13.0 Identify and demonstrate employability and human relations skills – the student will be able to:		
13.01 Identify and utilize resources used in a job search (e.g., networking, newspaper, Internet).	LAFS.910.W.3.7-8 LAFS.1112.W.3.7-8	
13.02 Discuss the importance of drug testing and criminal background checks in identifying possible employment options.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
13.03 Identify steps in the job application process; include references and proper documentation.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
13.04 Identify procedures and documents required to apply for a job (e.g., application, W-4, I-9).	LAFS.910.W.3.7 LAFS.1112.W.3.7	
13.05 Prepare a résumé, letter of application, follow-up letter, acceptance/rejection letter, letter of resignation, and letter of recommendation.	LAFS.910.W.2.4-6 LAFS.1112.W.2.4-6	
13.06 Identify and demonstrate appropriate dress and grooming for employment.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
13.07 Identify and demonstrate effective interviewing skills.	LAFS.910.W.3.7 LAFS.1112.W.3.7	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.910.SL.1.1 LAFS.1112.SL.1.1 LAFS.910.SL.2.6 LAFS.1112.SL.2.6	
13.08 Describe methods for handling illegal interview and application questions.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
13.09 Discuss state and federal labor laws regulating the workplace.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
13.10 Locate sources to obtain the required posters businesses must display.		
13.11 Identify positive work attitudes and behaviors.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
13.12 Identify ways to work cooperatively in a business situation with diverse populations and the physically challenged.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
13.13 Describe the importance of producing quality work and meeting performance standards.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
13.14 Identify personal and business ethics.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
13.15 Demonstrate orderly and systematic behavior by creating and maintaining a monthly planner.		
13.16 Identify the qualities typically required for promotion (e.g., productivity, dependability, responsibility).	LAFS.910.W.3.7 LAFS.1112.W.3.7	
13.17 Identify how to prepare for job separation and re-employment.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
13.18 Create and maintain a portfolio of documents for job placement (e.g., résumé, letters of recommendation, awards, evidence of participation in school/community/volunteer activities, employer evaluations).	LAFS.910.W.2.4-6 LAFS.1112.W.2.4-6	
13.19 Identify and practice stress management and relaxation techniques.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
13.20 Maintain confidentiality of business matters.		

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
13.21 Discuss the importance of practicing positive customer service skills.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
13.22 Demonstrate the ability to collaborate with others in the workplace.		
13.23 Lead and manage conference calls and/or meetings.		
13.24 Create an agenda for a meeting or a conference.		
14.0 Identify and demonstrate personal financial skills – the student will be able to:		
14.01 Identify and prioritize personal financial goals.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
14.02 Create and maintain a budget that supports financial goals.	MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	
14.03 Describe the importance of long-range financial planning.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
14.04 Evaluate various investment opportunities for financial growth.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8  MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	
14.05 Compare and evaluate banking services (checking and savings accounts, ATM/check cashing cards, online banking).	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
14.06 Demonstrate the ability to manage a checking and savings account.	MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	
14.07 Complete a 1040EZ income tax form.	MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	

**Florida Department of Education  
Student Performance Standards**

**Course Title:** Business Management and Law  
**Course Number:** 8812120  
**Course Credit:** 1

**Course Description:**

This course is designed to provide an introduction to business management techniques. Topics include human relations, decision making, communication techniques, business-related legal concepts, and characteristics of the American enterprise system.

**Abbreviations:**

FS-M/LA = Florida Standards for Math/Language Arts  
 NGSSS-Sci = Next Generation Sunshine State Standards for Science

*Note: This course is pending alignment in the following categories: NGSSS-Sci.*

<b>CTE Standards and Benchmarks</b>	<b>FS-M/LA</b>	<b>NGSSS-Sci</b>
15.0 Identify the principles of management – the student will be able to:		
15.01 Discuss the evolution of management as a science and as an art.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
15.02 Explain the role of management in small business.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
15.03 Define the five (5) functions of management: planning, organizing, staffing, directing, and controlling.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
15.04 Discuss different types of leadership styles.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
15.05 Identify the characteristics of effective leaders.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
15.06 Explain the steps in the decision-making and problem-solving processes.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
15.07 Discuss strategies for dealing with conflict.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
15.08 Identify procedures for recruiting employees.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
15.09 Identify criteria for selecting prospective employees.	LAFS.910.W.3.7	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.1112.W.3.7	
15.10 Review employee training methods.		
15.11 Discuss reasons for promoting and transferring employees.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
15.12 Discuss the reasons for terminating employment; analyze methods for terminating employment and handling volatile situations.		
15.13 Identify various types of wage and salary plans.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
15.14 Identify the most frequently offered fringe benefits.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
15.15 Describe obligations employers have to employees.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
16.0 Demonstrate an understanding of entrepreneurship in a free enterprise system – the student will be able to:		
16.01 Research the role of entrepreneurship in a free enterprise system.	LAFS.910.W.3.7-8 LAFS.1112.W.3.7-8	
16.02 Compare and contrast different types of business ownership.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
16.03 Assess the advantages and disadvantages of business ownership.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
16.04 Analyze the risks and responsibilities involved in ownership of a business.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
16.05 Examine the obligations related to business ownership.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
16.06 Diagram the economic/business cycle.		
16.07 Interpret the Law of Supply and Demand in relation to a specific product and/or service.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
16.08 Investigate current trends that contribute to economic change.	LAFS.910.W.3.7-8 LAFS.1112.W.3.7-8	
17.0 Demonstrate knowledge of the global economy – the student will be able to:		
17.01 Identify the role of an Internet site in generating international interest.	LAFS.910.W.3.7 LAFS.1112.W.3.7	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
17.02 Define and explain <i>exchange rate</i> , <i>letter of credit</i> , and <i>freight forwarder</i> .	LAFS.910.L.3.6 LAFS.1112.L.3.6	
17.03 Analyze characteristics of the global economy.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
17.04 Discuss the impact of international trade on small businesses (e.g., balance of trade).	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
17.05 Compare and contrast global business opportunities.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
17.06 Describe methods of researching specific international markets.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
17.07 Identify potential barriers to international trade.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
17.08 Identify differences between importing and exporting.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
17.09 Examine the impact of changes in trade barriers and technology.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
18.0 Demonstrate knowledge of the importance of a business plan – the student will be able to:		
18.01 Discuss how a business plan contributes to the success of a business.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
18.02 Describe the circumstances for conducting a feasibility study.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
18.03 Analyze examples of business plans.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
18.04 Explain the importance of the presentation of the business plan.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
18.05 Express the importance of reviewing and updating the business plan.	LAFS.910.SL.2.6 LAFS.1112.SL.2.6 LAFS.910.W.2.4 LAFS.1112.W.2.4	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
18.06 Understand the purpose and application of SWOT analysis.		
19.0 Investigate and analyze the components of a financial management strategy – the student will be able to:		
19.01 Demonstrate the importance of financial and accounting management.		
19.02 Demonstrate how to determine and calculate start-up costs for a business in a given situation.	MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	
19.03 Compare and contrast the three means of obtaining equity funding (private corporation, public corporation, venture capitalists).	LAFS.910.L.3.6 LAFS.1112.L.3.6	
19.04 Compare and contrast sources of start-up and operating capital.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
19.05 Analyze fixed and variable costs, equity financing, debt financing, and trade credit.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8  MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	
19.06 Explain the components and importance of a profit and loss statement.	LAFS.910.L.3.6 LAFS.1112.L.3.6  MAFS.912.A-SSE.1.1a	
19.07 Create a balance sheet, income statement, and cash flow projection.	MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	
19.08 Identify the records necessary for effective inventory control.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
19.09 Discuss the use of computers in financial analysis.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
20.0 Demonstrate knowledge of merchandising and inventory control – the student will be able to:		
20.01 Define <i>planned sales, planned stock levels, estimated markdowns, and shrinkage</i> .	LAFS.910.L.3.6 LAFS.1112.L.3.6	
20.02 Analyze options for inventory control (cost versus retail).	LAFS.910.RI.3.8 LAFS.1112.RI.3.8  MAFS.912.N-Q.1.1	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	
20.03 Explain the purchasing procedures for a small business by defining model stock.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
20.04 Describe the factors to consider when selecting vendors (e.g., terms of sale, cash discount, quantity discount, seasonal discount, future dating, consignment buying).	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
20.05 Define and calculate basic business measurements (e.g., break-even point, stock turnover, cost of goods sold, markup, markdown, discounts/terms).	LAFS.910.L.3.6 LAFS.1112.L.3.6  MAFS.912.A-REI.2.3 MAFS.912.N-Q.1.3	
20.06 Explain methods that businesses use to authorize payments for goods and services.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
20.07 Identify uses of computer systems in managing merchandise and inventory.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
21.0 Identify elements of manufacturing and production – the student will be able to:		
21.01 Identify different types of manufacturing (e.g., custom, mass, continuous, repetitive, intermittent).	LAFS.910.W.3.7 LAFS.1112.W.3.7	
21.02 Identify the elements of product production planning (inventory, human resources, production scheduling).	LAFS.910.W.3.7 LAFS.1112.W.3.7	
21.03 Identify factors that influence the location of a manufacturing business.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
21.04 Discuss the principles of quality management.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
22.0 Demonstrate knowledge of customer credit and collection management – the student will be able to:		
22.01 Define <i>credit policy</i> , <i>credit bureau</i> , <i>credit limits</i> , <i>accounts receivable</i> , and <i>aging of accounts</i> .	LAFS.910.L.3.6 LAFS.1112.L.3.6	
22.02 Discuss the advantages and disadvantages of offering credit to customers.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
22.03 Analyze credit options for a small business.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	



CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	MAFS.912.N-Q.1.1	
22.04 Examine the criteria for granting credit to customers.	LAFS.910.RI.4.10 LAFS.1112.RI.4.10	
22.05 Identify the associated costs of offering credit card service to customers.	LAFS.910.W.3.7 LAFS.1112.W.3.7  MAFS.912.N-Q.1.1	
22.06 Identify agencies that provide credit information on customers.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
22.07 Describe uses for credit records or reports.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
22.08 Analyze the procedures used for credit collections.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
22.09 Explain the purpose of an accounts receivable aging report.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
22.10 Identify the roles of small claims court and collection agencies in debt collection.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
23.0 Describe risk/shrinkage management – the student will be able to:		
23.01 Identify methods to minimize shoplifting.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
23.02 Determine procedures to reduce the amount of loss from internal theft.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
23.03 Identify procedures to reduce the amount of loss from bad checks.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
23.04 Discuss security procedures to discourage burglary and robbery.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
23.05 Discuss ways to prevent accidents and lawsuits.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
23.06 Identify different types of business insurance policies required for different types of businesses.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
23.07 Identify procedures for handling cash transactions.	LAFS.910.W.3.7 LAFS.1112.W.3.7	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	MAFS.912.N-Q.1.1	
23.08 Compare and contrast different store policies concerning shrinkage (e.g., returns, mark out of stocks, charge backs).	LAFS.910.L.3.6 LAFS.1112.L.3.6  MAFS.912.N-Q.1.1	
23.09 Identify procedures for maintaining quality customer service.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
24.0 Demonstrate knowledge of government regulation of business – the student will be able to:		
24.01 Analyze government regulations and the agencies that impact a business venture (e.g., OSHA, FTC, FCC, UCC).	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
24.02 Investigate the role of government regulations in dealing with customers and employees.	LAFS.910.W.3.7-8 LAFS.1112.W.3.7-8	
24.03 Explain the differences between a license and a permit and identify issuing agencies.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
24.04 Discuss the importance of evaluating the environmental impact of a business.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
24.05 Describe the health and safety issues an entrepreneur should consider.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
24.06 Describe facility/equipment maintenance records.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
24.07 Discuss consumer product safety laws.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
25.0 Demonstrate knowledge of business law – the student will be able to:		
25.01 Explain the evolution of business law.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
25.02 Explain and analyze the elements of a contractual relationship (e.g., power of attorney, limited power of attorney).	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.RI.3.8	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.1112.RI.3.8	
25.03 Analyze elements of an enforceable contract.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
25.04 Identify essential information to maintain compliance with the statute of frauds.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
25.05 Analyze various breaches of contract and available remedies.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
25.06 Identify the enforceable and non-enforceable elements of a case study.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
25.07 Identify requirements for negotiability.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
26.0 Investigate and analyze the components of human resources management – the student will be able to:		
26.01 Compare and contrast the use of independent contractors, temporary help agencies, co-op programs, interns, and permanent employees.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
26.02 Create a job description.	LAFS.910.W.2.4-6 LAFS.910.W.2.4-6	
26.03 Role-play an interview using appropriate, legal questions.	LAFS.910.SL.2.6 LAFS.1112.SL.2.6	
26.04 Evaluate appropriate work habits (e.g., punctuality, initiative, self-management, reliability).	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
26.05 Analyze traits that promote human relations and increase job productivity.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
26.06 Discuss the components and functions of a company policy manual (e.g., drinking and smoking, tardiness and absenteeism, sexual harassment, medical insurance, holidays, vacation, sick time).	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
26.07 Select and develop written solutions to behavior problems that affect job performance.	LAFS.910.W.3.7-8 LAFS.1112.W.3.7-8 LAFS.910.W.2.4 LAFS.910.W.2.4	
26.08 Describe the procedures for training and promoting employees.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
26.09 Describe the methods for supervising and motivating employees.	LAFS.910.L.3.6 LAFS.1112.L.3.6	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
26.10 Discuss alternative methods for evaluating employee performance.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
26.11 Examine and critique a performance appraisal of an employee.	LAFS.910.RI.4.10 LAFS.1112.RI.4.10 LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
26.12 Identify the steps in developing a comprehensive employee compensation package.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
26.13 Identify the records necessary for payroll taxes.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
26.14 Describe the components of employee contracts (e.g., non-compete clause, non-solicitation clause).	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
26.15 Identify the records used for effective human resource management.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
26.16 Describe the legal implications of using performance appraisals to terminate or demote employees.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	

**Florida Department of Education  
Student Performance Standards**

**Course Title:** Business Ownership  
**Course Number:** 8812000  
**Course Credit:** 1

**Course Description:**

The purpose of this course is to prepare students for careers as entrepreneurs, present entrepreneurship as a career path worthy of consideration, provide students with the skills needed to realistically evaluate their potential as business owners, and develop the fundamental knowledge and skills necessary to start and operate a business.

**Abbreviations:**

FS-M/LA = Florida Standards for Math/Language Arts  
 NGSSS-Sci = Next Generation Sunshine State Standards for Science

*Note: This course is pending alignment in the following categories: NGSSS-Sci.*

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
27.0 Analyze the changing role of entrepreneurship in the global marketplace – the student will be able to:		
27.01 Evaluate the importance of entrepreneurship to the American economy; identify and research famous entrepreneurs.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
27.02 Analyze business trends created by changes in technology.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8  MAFS.912.N-Q.1.1	
27.03 Examine the innovations and inventions throughout history that created businesses.	LAFS.910.RI.1.2 LAFS.1112.RI.1.2	
27.04 Summarize the factors that lead to increased interdependence within the global marketplace.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
27.05 Analyze the impact of international law on sales transactions.		
28.0 Compare and contrast management theories – the student will be able to:	LAFS.910.W.3.7 LAFS.1112.W.3.7	
28.01 Identify the motivational theories that impact management (e.g., Maslow, Herzberg).	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	

CTE Standards and Benchmarks		FS-M/LA	NGSSS-Sci
		LAFS.910.W.3.7 LAFS.1112.W.3.7	
28.02	Determine the wants, needs, and motives of a particular audience and identify an appropriate motivational strategy.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
28.03	Define and discuss the impact of Total Quality Management (TQM) on the global marketplace.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
29.0	Explain the role of management in the operation of an enterprise – the student will be able to:	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
29.01	Analyze and explain the functions of management.		
29.02	Prepare an organizational chart and explain its importance.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
29.03	Interpret the term <i>control</i> and explain its importance in operating a business.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8 LAFS.910.L.3.6 LAFS.1112.L.3.6	
29.04	Discuss the various aspects of supervising employees and the role of employees in the workplace.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
29.05	Analyze the relationship of government entities (federal, state, local) to small and large businesses; note the differences in certain laws (e.g., Family and Medical Leave Act).	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	
29.06	Provide examples of regulations that affect small and large businesses.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
29.07	Identify the various types of taxes levied on a small business.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
29.08	Compare sources of technical assistance for the small business owner.	LAFS.910.W.3.7-8 LAFS.1112W.3.7-8	
30.0	List the components of a business plan and explain how such a plan contributes to the success of a small business – the student will be able to:	MAFS.912.A-REI.2.3	
30.01	Describe the components of a business plan (e.g., Executive Summary, Introduction, Analysis of Business Situation, Planned Operation, Planned Financing).	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
30.02	Analyze the importance of a business plan in developing a business idea and evaluating success.		
30.03	Select the data, graphics, maps, and diagrams to include in a business plan.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
30.04 Utilize current technology for research and communication in the development of a business plan.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
30.05 Evaluate the possibility of and procedures for buying an existing business or franchise.	LAFS.910.W.3.8 LAFS.1112.W.3.8  MAFS.912.N-Q.1.1	
31.0 Prepare an introduction for a business plan – the student will be able to:	LAFS.910.W.3.7-9 LAFS.1112.W.3.7-9	
31.01 Identify and describe the type of business.		
31.02 Analyze how current or changing economic situations create an unfulfilled consumer demand for the business.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
31.03 Evaluate various corporate mission statements and develop an individualized mission statement for the selected business.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
31.04 Compose a description of the product/service and the advantages and benefits the product/service will provide customers.	LAFS.910.W.1.2 LAFS.1112.W.1.2	
31.05 Substantiate why the business will be successful.	LAFS.910.W.1.1 LAFS.1112.W.1.1	
31.06 Identify three business failures and evaluate the causes of each failure.	LAFS.910.W.1.1 LAFS.1112.W.1.1	
32.0 Prepare a self-analysis – the student will be able to:		
32.01 Describe personal education, training, strengths, and weaknesses relevant to the operation of a business.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
32.02 Develop a timeline for the personal development required for a specific field of business; outline the steps needed to acquire skills and obtain licensure.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.910.W.1.2 LAFS.1112.W.1.2	
32.03 Describe personality traits and work habits relevant to the operation of a business; compare to the individual's traits and habits.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
33.0 Prepare an analysis of the trading area – the student will be able to:		
33.01 Analyze the trading area with respect to geographic, demographic, and economic data by utilizing Internet-based resources (e.g., www.census.gov).	LAFS.910.RI.3.8 LAFS.1112.RI.3.8  MAFS.912.S-ID.2.5	
33.02 Assess the competition and the effects of seasonal fluctuations.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8  MAFS.912.S-ID.2.5	
34.0 Prepare a market segment analysis – the student will be able to:	LAFS.910.RI.3.8 LAFS.1112.RI.3.8  MAFS.912.S-ID.2.5	
34.01 Analyze the target market by geographical area, demographics, lifestyles, and product benefits.		
34.02 Explain the importance of market segmentation.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8  MAFS.912.S-IC.2.6	
34.03 Describe customer buying behavior related to the proposed business.	LAFS.910.L.3.6 LAFS.1112.L.3.6	
34.04 Analyze the customer base relative to local market demographics.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
35.0 Prepare an analysis of a potential location – the student will be able to:	LAFS.910.W.3.7 LAFS.1112.W.3.7 LAFS.910.RI.3.8	



CTE Standards and Benchmarks		FS-M/LA	NGSSS-Sci
		LAFS.1112.RI.3.8	
35.01	Evaluate the availability, costs, traffic patterns, accessibility, and proximity to competition of an appropriate business location.		
35.02	Research the cultural, financial, vocational, age, and mobility characteristics of the inhabitants of the potential location.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
35.03	Determine the advantages and disadvantages of different types of business locations.	LAFS.910.W.3.7-9 LAFS.1112.W.3.7-9	
35.04	Understand different types of commercial leases and practice the calculations needed to establish rent.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
35.05	Determine the steps involved in selecting a specific business site.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
36.0	Prepare a description of the proposed organization of the selected business – the student will be able to:	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
36.01	Determine the type of ownership best suited to the business situation.		
36.02	Identify the steps required to form a business.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
36.03	Outline the steps for the hiring of employees.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
36.04	Prepare an organizational chart.	LAFS.910.W.2.4 LAFS.1112.W.2.4	
36.05	Create job descriptions for the identified positions.		
37.0	Prepare a description of the proposed products and/or services – the student will be able to:	LAFS.910.W.2.4-6 LAFS.910.W.2.4-6	
37.01	Summarize the features, benefits, and advantages of the products and services to be offered.		
37.02	Identify potential suppliers and/or manufacturers.	LAFS.910.RI.1.2 LAFS.1112.RI.1.2	
37.03	Develop an inventory policy, if applicable.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
38.0	Prepare a proposed pricing policy – the student will be able to:	LAFS.910.W.2.4-5 LAFS.910.W.2.4-5	
38.01	Identify the elements of a pricing policy and the reasons for developing a pricing policy.	LAFS.910.W.3.7 LAFS.1112.W.3.7	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
38.02 Explain the relationship to one's competitors.	LAFS.910.W.2.4-5 LAFS.910.W.2.4-5 LAFS.910.W.3.7-9 LAFS.1112.W.3.7-9	
38.03 Understand all aspects of pricing and the impact of pricing on the bottom line of the business.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
38.04 Identify pricing incentive options.		
38.05 Describe pricing strategy decisions.	LAFS.910.W.3.7 LAFS.1112.W.3.7  MAFS.912.N-Q.1.1	
38.06 Define and describe <i>profit margin</i> .	LAFS.910.W.3.7 LAFS.1112.W.3.7	
38.07 Determine how to compute profit margin.	LAFS.910.W.3.7 LAFS.1112.W.3.7  MAFS.912.N-Q.1.2	
39.0 Prepare a marketing strategy – the student will be able to:	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2  MAFS.912.N-Q.1.2	
39.01 Determine and describe an appropriate store image.	MAFS.912.A-CED.1.1	
39.02 Select a promotional mix for the business.	LAFS.910.W.3.7 LAFS.1112.W.3.7  MAFS.912.N-Q.1.2	
39.03 Establish promotional objectives for the business.	LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2  MAFS.912.N-Q.1.2	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
39.04 Identify the methods of promotion to be used by comparing and contrasting costs versus benefits.		
39.05 Explore various advertising mediums and the costs associated with each type.	LAFS.910.W.3.7-9 LAFS.1112.W.3.7-9 LAFS.910.L.3.6 LAFS.1112.L.3.6 LAFS.910.SL.2.4 LAFS.1112.SL.2.4 LAFS.910.W.1.2 LAFS.1112.W.1.2	
39.06 Develop a promotional plan; include sales promotion.	LAFS.910.W.3.7-9 LAFS.1112.W.3.7-9	
39.07 Develop ideas for obtaining publicity.	LAFS.910.W.2.4-6 LAFS.1112.W.2.4-6	
39.08 Write a press release.	LAFS.910.RI.3.8 LAFS.1112.RI.3.8	
39.09 Find three websites within the specific industry; compare/contrast the elements of each site for effectiveness.	LAFS.910.W.2.4-6 LAFS.1112.W.2.4-6	
39.10 Plan a website for the business.	LAFS.910.W.2.4-6 LAFS.1112.W.2.4-6	
39.11 Identify the role of customer service.	LAFS.910.W.2.4 LAFS.1112.W.2.4	
40.0 Develop a financial plan for a small business – the student will be able to:	LAFS.910.W.2.4-6 LAFS.1112.W.2.4-6	
40.01 Estimate the dollar amount required to open a business.	LAFS.910.W.2.6 LAFS.1112.W.2.6	
40.02 Compare available funding sources; identify the amount of personal financial commitment necessary to open a business.	LAFS.910.W.3.7 LAFS.1112.W.3.7	
40.03 Use a financial calculator to determine the loan payment and amortization of a business loan.		
40.04 Prepare a plan to repay borrowed funds or to provide return on investment to equity funds.	MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.3	
40.05 Project monthly and annual business income for the first year of operation.		
40.06 Estimate monthly and annual cash flow for the first year of operation.		
40.07 Calculate the sales volume required for the first year of operation to be profitable.	MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.3	
40.08 Prepare a statement of opening assets, liabilities, and net worth.	MAFS.912.N-Q.1.1	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	
40.09 Prepare a cash flow projection for the simulated business.	MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	
40.10 Prepare a five-year financial plan.	MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	
40.11 Develop a summary of key points for supporting financial requests.	MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	
41.0 Demonstrate the uses of marketing-related software – the student will be able to:	MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	
41.01 Perform data entry procedures.	MAFS.912.N-Q.1.1 MAFS.912.N-Q.1.2 MAFS.912.N-Q.1.3	
41.02 Perform merchandising math data entry procedures (e.g., stock turnover, markup, markdown, open to buy, pricing, invoicing).	LAFS.910.W.2.4 LAFS.1112.W.2.4	
41.03 Analyze a marketing spreadsheet in a decision-making situation.		
41.04 Design and prepare an advertising brochure.		
41.05 Discuss the importance of email, fax, scanning/sending operations, and online services.		
42.0 Apply a career plan to entrepreneurship – the student will be able to:		
42.01 Develop a plan for pursuing a career as an entrepreneur; include training and educational requirements, skills and abilities, and steps for reaching career goals.	MAFS.912.A-SSE.1.1a	
42.02 Demonstrate specific technology applications related to a career plan.	LAFS.910.W.2.4-6 LAFS.1112.W.2.4-6	
42.03 Develop forms of documentation for inclusion in a career portfolio.	LAFS.910.SL.1.1 LAFS.1112.SL.1.1	

## **Additional Information**

### **Laboratory Activities**

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

### **Special Notes**

The occupational standards and benchmarks outlined in this secondary program correlate to the standards and benchmarks of the postsecondary program with the same Classification of Instructional Programs (CIP) number.

MyCareerShines is an interactive resource to assist students in identifying their ideal career and to enhance preparation for employment. Teachers are encouraged to integrate this resource into the program curriculum to meet the employability goals for each student. Access MyCareerShines by visiting: [www.mycareershines.org](http://www.mycareershines.org).

### **Career and Technical Student Organization (CTSO)**

DECA and FBLA are the intercurricular career and technical student organization(s) providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

### **Cooperative Training – OJT**

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

### **Accommodations**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations' plan to meet individual needs and ensure equal access. Accommodations change the way the student is instructed. 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.

In addition to accommodations, some secondary students with disabilities (students with an IEP served in Exceptional Student Education (ESE)) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note: postsecondary curriculum and regulated secondary programs cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular Occupational Completion Point (OCP) or a Modified Occupational Completion Point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number for eligible students with disabilities.

### **Additional Resources**

For additional information regarding articulation agreements, Bright Futures Scholarships, Fine Arts/Practical Arts Credit and Equivalent Mathematics and Equally Rigorous Science Courses please refer to:

<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml>