

Florida Department of Education  
Curriculum Framework

**Program Title:** Medical Administrative Specialist  
**Program Type:** Career Preparatory  
**Career Cluster:** Business Management and Administration

<b>Secondary – Career Preparatory</b>	
Program Number	8212300
CIP Number	0551071603
Grade Level	9-12
Standard Length	7 credits
Teacher Certification	Refer to the <b><u>Program Structure</u></b> section.
CTSO	FBLA BPA
SOC Codes	15-1151 – Computer User Support Specialists 43-4171 – Receptionists and Information Clerks 43-6013 – Medical Secretaries
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 relevant technical knowledge and skills needed to prepare for further education and careers as an Information Technology Assistant, Front Desk Specialist, Medical Office Technologist, and Medical Administrative Specialist in the Business Management and Administration 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 Business Management and Administration career cluster.

The content includes but is not limited to the use of technology to develop communication skills, higher level thinking skills, and decision making skills; medical terminology; the performance of office procedures specific to the medical environment; transcription of medical documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

## Program Structure

This program is a planned sequence of instruction consisting of seven (7) credits.

The following table illustrates the secondary program structure:

Course Number	Course Title	Teacher Certification	Length	SOC Code	Level	Graduation Requirement
8207310	Digital Information Technology	<a href="#">DIT Teacher Certifications</a>	1 credit	15-1151	2	PA
8212110	Administrative Office Technology 1	BUS ED 1 @2 CLERICAL @7 7 G MANAG SUPV 7 G SECRETAR 7 G TC COOP ED @7 VOE @7	1 credit	43-4171	2	
8212120	Business Software Applications 1		1 credit		2	
8212201	Medical Office Technology 1	BUS ED 1 @2 CLERICAL @7 7 G SECRETAR 7 G MANAG SUPV 7 G TC COOP ED @7 VOE @7	1 credit	43-6013	2	
8212202	Medical Office Technology 2		1 credit		2	
8212203	Medical Office Technology 3		43-6013	1 credit	2	
8212204	Medical Office Internship			1 credit	2	

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

## **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

**Digital Information Technology (8207310) is the first course in this and other programs within the Business Management & Administration Career Cluster. Standards 01.0 – 15.0 are associated with this course.**

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

- 01.0 Demonstrate knowledge, skill, and application of information technology to accomplish job objectives and enhance workplace performance.
- 02.0 Develop an awareness of microcomputers.
- 03.0 Demonstrate an understanding of networks.
- 04.0 Use word processing applications to enhance the effectiveness of various types of documents and communication.
- 05.0 Use presentation applications to enhance communication skills.
- 06.0 Use spreadsheet applications to enhance communication skills.
- 07.0 Use database applications to store and organize data.
- 08.0 Use electronic mail to enhance communication skills.
- 09.0 Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, lifelong learning, and personal and professional goals.
- 10.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- 11.0 Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
- 12.0 Develop awareness of computer languages, web-based & software applications, and emerging technologies.
- 13.0 Demonstrate an understanding of basic html by creating a simple web page.
- 14.0 Demonstrate comprehension and communication skills.
- 15.0 Use social media to enhance online communication and develop an awareness of a digital footprint.
- 16.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace of performance in order to apply ergonomic principles applicable to the configuration of computer workstations.
- 17.0 Demonstrate language arts knowledge and skills.
- 18.0 Apply professional oral and written communication skills in in a courteous, concise, and correct manner.
- 19.0 Solve problems using critical thinking skills, creativity and innovation and by interpreting information and ideas.
- 20.0 Practice quality performance incorporating customer service strategies in the learning environment and the workplace Practice quality performance in the learning environment and the workplace.
- 21.0 Apply appropriate supervision techniques, standards of personal ethics, and knowledge of workplace regulatory practices to accomplish job objectives and enhance workplace performance.
- 22.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
- 23.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.
- 24.0 Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- 25.0 Describe the importance of professional ethics and legal responsibilities.
- 26.0 Participate in simulated work-based learning experiences.
- 27.0 Use technology to increase administrative office support productivity and enhance workplace performance.

- 28.0 Use information technology tools.
- 29.0 Participate in simulated work-based learning experiences.
- 30.0 Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- 31.0 Participate in simulated work-based learning experiences in a medical office environment.
- 32.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 33.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 34.0 Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- 35.0 Use technology to increase medical office support productivity and enhance workplace performance.
- 36.0 Participate in simulated work-based learning experiences.
- 37.0 Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- 38.0 Use technology to increase medical office support productivity and enhance workplace performance.
- 39.0 Participate in medical office simulated work-based learning experiences.
- 40.0 Demonstrate employability skills.
- 41.0 Explain the importance of employability skill and entrepreneurial skills.
- 42.0 Demonstrate business management skills.
- 43.0 Demonstrate positive human relations and leadership skills in the workplace.
- 44.0 Describe the importance of professional ethics and legal responsibilities.
- 45.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 46.0 Demonstrate personal money-management concepts, procedures, and strategies.

Florida Department of Education  
Student Performance Standards

**Course Title:** Digital Information Technology  
**Course Number:** 8207310  
**Course Credit:** 1

**Course Description:**

This core course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Digital Information Technology includes the exploration and use of: databases, the internet, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design, and the integration of these programs using software that meets industry standards.

**Digital Information Technology (8207310) is part of several programs across the various CTE career clusters. To ensure consistency, the standards and benchmarks for this course (01.0 – 15.0) have been placed in a separate document. To access this document, visit: [Digital Information Technology \(8207310\)](#).**

Florida Department of Education  
Student Performance Standards

Course Title: Administrative Office Technology 1  
Course Number: 8212110  
Course Credit: 1

Course Description:

This course is designed to assist with administrative and general office duties in a support capacity. This course explores and expands the core competencies in the areas of personal and professional development and promotes application of higher level office procedures tasks and communications skills through the use of technology.

<b>CTE Standards and Benchmarks</b>	
16.0	Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace of performance in order to apply ergonomic principles applicable to the configuration of computer workstations. The student will be able to:
16.01	Enhance proficiency with touch keyboarding skills (speed and accuracy to enter and manipulate data.
16.02	Use communications and networking to perform tasks and solve problems in business environments.
16.03	Apply knowledge of ergonomic principles to the configuration of computer workstations in order to enhance workplace performance.
17.0	Demonstrate language arts knowledge and skills. The student will be able to:
17.01	Locate, comprehend and evaluate key elements of oral and written information.
17.02	Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary.
17.03	Present information formally and informally for specific purposes and audiences.
18.0	Apply professional oral and written communication skills in in a courteous, concise, and correct manner. The student will be able to:
18.01	Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace.
18.02	Locate, organize and reference written information from various sources.
18.03	Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences.
18.04	Apply active listening skills to obtain and clarify information.
18.05	Exhibit public relations skills that aid in achieving customer satisfaction.

## CTE Standards and Benchmarks

18.06	Integrate all forms of communication.
18.07	Discuss the need to use professional demeanor in business communications.
19.0	Solve problems using critical thinking skills, creativity and innovation and by interpreting information and ideas. The student will be able to:
19.01	Employ critical thinking skills independently and in teams to solve problems and make decisions.
19.02	Employ critical thinking and interpersonal skills to resolve conflicts.
19.03	Identify and document workplace performance goals and monitor progress toward those goals.
19.04	Conduct technical research to gather information necessary for decision-making.
19.05	Interpret verbal and nonverbal cues/behaviors that enhance communication.
19.06	Develop and interpret tables and charts.
20.0	Practice quality performance incorporating customer service strategies in the learning environment and the workplace. The student will be able to:
20.01	Discuss performance evaluation methods and instruments used to assess employee progress and performance.
20.02	Develop an understanding of the integral value of a customer and practice skills to provide excellent customer service.
20.03	Develop and implement a plan for maintaining quality service and production in a workplace, business, or learning environment.
21.0	Apply appropriate supervision techniques, standards of personal ethics, and knowledge of workplace regulatory practices to accomplish job objectives and enhance workplace performance. The student will be able to:
21.01	Facilitate discussions regarding service, supervision, and ethical considerations that impact the workplace.
21.02	Identify the main causes of accidents in the office and preventive measures.
21.03	Discuss the responsibilities organizations have to their employees.
22.0	Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals. The student will be able to:
22.01	Plan ethical, political strategies to achieve goals and advance careers.
22.02	Discuss the role of and understand how to use professional networking resources, including web-based resources.
23.0	Demonstrate human relations/interpersonal skills appropriate for the workplace. The student will be able to:



## CTE Standards and Benchmarks

23.01	Develop professional workplace relationship skills both internally and externally to include team building and group dynamics. Understand how individual personalities fit the team.
23.02	Develop initiative and problem-solving skills to effectively deal with conflict resolution.
24.0	Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance. The student will be able to:
24.01	Apply the use of information management tools to develop and coordinate distribution of work.
24.02	Maintain equipment and supplies.
24.03	Perform financial functions.
24.04	Have knowledge of transcription and how to prepare documents using machine dictation.
24.05	Perform specialized records management functions.
24.06	Determine the most efficient method of sending business documents and materials.
25.0	Describe the importance of professional ethics and legal responsibilities. The student will be able to:
25.01	Identify the importance of making decisions that are based on ethical reasoning.
25.02	Identify and discuss personal and long term consequences of unethical choices in the workplace.
26.0	Participate in simulated work-based learning experiences. The student will be able to:
26.01	Participate in simulated work-based learning experiences in the administrative field.
26.02	Discuss the use of technology in the administrative field.
26.03	Compare and contrast the software applications used in the administrative field.
26.04	Discuss organizational networks or charts and describe the relationships between positions and responsibilities.

Florida Department of Education  
Student Performance Standards

**Course Title:** Business Software Applications 1  
**Course Number:** 8212120  
**Course Credit:** 1

**Course Description:**

This course is designed to develop proficiency in using the advanced features of software programs to perform office-related tasks.

<b>CTE Standards and Benchmarks</b>	
27.0	Use technology to increase administrative office support productivity and enhance workplace performance. The student will be able to:
27.01	Access, process, and transmit information through all mediums.
27.02	Create documents using advanced features in word processing, database, spreadsheet, presentation, and multimedia software.
27.03	Discuss how to and where access is possible install/ download and update software for current office use.
27.04	Use technology to research, compile, create, and deliver an oral presentation.
27.05	Key with speed and accuracy to meet industry standards for employment as a secretary or administrative assistant.
27.06	Perform integrated functions using various software applications.
27.07	Perform proofreading skills including electronic reference tools.
27.08	Identify various means to scan, store and manage electronic documents and understand how to use.
27.09	Articulate various ways to hold a meeting through web conferencing.
28.0	Use information technology tools. The student will be able to:
28.01	Employ digital tools to expedite workflow.
28.02	Employ computer operations applications to access, create, manage, integrate, and store information.
28.03	Employ collaborative/groupware applications to facilitate group work.
29.0	Participate in simulated work-based learning experiences. The student will be able to:

**CTE Standards and Benchmarks**

29.01 Participate in simulated work-based learning experiences in the administrative field.

29.02 Compare and contrast the software applications used in the administrative field.

29.03 Discuss organizational networks or charts and describe the relationships between positions and responsibilities.

29.04 Create a professional portfolio.

Florida Department of Education  
Student Performance Standards

**Course Title:** Medical Office Technology 1  
**Course Number:** 8212201  
**Course Credit:** 1

**Course Description:**

This course is designed to assist with administrative office duties and procedures specific to the medical environment. The course explores and expands the competencies learned in Administrative Office Technology 1 and promotes application of higher level office procedures tasks and communication skills.

<b>CTE Standards and Benchmarks</b>	
30.0	Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance. The student will be able to:
30.01	Perform medical administrative office tasks including insurance verification, billing and collections, scheduling and processing referrals.
30.02	Prepare medical documents.
30.03	Utilize medical references.
30.04	Discuss and simulate legal and ethical procedures in the medical office.
30.05	Recognize usage of specialized medical software.
30.06	Proofread to include mechanics, content, and specialized medical formats.
30.07	Perform specialized records management functions specific to the medical field.
30.08	Use medical terminology.
30.09	Identify key standards for privacy and security of health information as mandated in Health Insurance Portability and Accountability Act (HIPAA).
30.10	Demonstrate the ability to accurately transcribe and format medical records.
30.11	Discuss how to use encryption to support patient confidentiality when sending communication.
31.0	Participate in simulated work-based learning experiences in a medical office environment. The student will be able to:
31.01	Participate in simulated work-based learning experiences in a medical office environment.

**CTE Standards and Benchmarks**

31.02	Discuss the use of technology in a medical office environment.
31.03	Discuss the management/supervisory skills needed in a medical office environment.
32.0	Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. The student will be able to:
32.01	Describe the nature and types of business organizations.
32.02	Explain the effect of key organizational systems on performance and quality.
32.03	List and describe quality control systems and/or practices common to the workplace.
33.0	Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives. The student will be able to:
33.01	Employ leaderships qualities that seek to contribute to the organization's direction.
33.02	Establish and maintain effective working relationships with others in order to accomplish objectives and tasks.
33.03	Employ mentoring skills to inspire and teach others.

Florida Department of Education  
Student Performance Standards

**Course Title:** Medical Office Technology 2  
**Course Number:** 8212202  
**Course Credit:** 1

**Course Description:**

This course expands the competencies learned in Medical Office Technology 1. Students are required to perform higher level thinking and decision making and to use technology as a resource to efficiently perform systematic procedural tasks and to produce quality work in an efficient manner.

<b>CTE Standards and Benchmarks</b>	
34.0	Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance. The student will be able to:
34.01	Simulate professional communication skills in situations with patients and medical contacts.
34.02	Use medical terminology.
35.0	Use technology to increase medical office support productivity and enhance workplace performance. The student will be able to:
35.01	Demonstrate the ability to accurately transcribe and format medical records.
35.02	Discuss how to use encryption to support patient confidentiality when sending communication.
35.03	Demonstrate the ability to use integrated application software.
36.0	Participate in simulated work-based learning experiences. The student will be able to:
36.01	Participate in simulated work-based learning experiences in a medical office environment.
36.02	Discuss the use of specialized medical office equipment.
36.03	Discuss the management/supervisory skills needed in a medical office environment.

Florida Department of Education  
Student Performance Standards

**Course Title:** Medical Office Technology 3  
**Course Number:** 8212203  
**Course Credit:** 1

**Course Description:**

This course expands the competencies learned in Medical Office Technology 2 and is designed to develop medical vocabulary and skill in transcribing medical documents from machine transcription. Students will use technology to produce high-quality employment portfolios, research job opportunities, and compile and disseminate job-seeking documents.

<b>CTE Standards and Benchmarks</b>	
37.0	Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance. The student will be able to:
37.01	Use medical terminology.
37.02	Demonstrate knowledge of medical emergency management procedures.
37.03	Demonstrate an understanding of insurance fraud and abuse.
37.04	Communicate with health organizations to process referrals and verify patient coverage adhering to HIPAA requirements.
37.05	Demonstrate knowledge of OSHA regulations and compliances as they relate to medical offices.
37.06	Identify and discuss various State Insurance Licenses offered covering physicians' offices.
37.07	Participate in simulated work-based learning experiences in a medical office environment.
37.08	Discuss the use of technology in a medical office environment.
38.0	Use technology to increase medical office support productivity and enhance workplace performance. The student will be able to:
38.01	Perform specialized administrative office tasks including insurance verification, billing and collections, scheduling and processing referrals.
38.02	Key with speed and accuracy to meet industry standards for employment as a secretary or administrative assistant.
38.03	Demonstrate the ability to use integrated application software.
39.0	Participate in medical office simulated work-based learning experiences. The student will be able to:

**CTE Standards and Benchmarks**

39.01 Participate in simulated work-based learning experiences in a medical office environment.

39.02 Demonstrate the ability to use integrated application software.

39.03 Discuss ways to respond positively to change and reduce stress in a business medical office.



Florida Department of Education  
Student Performance Standards

Course Title: Medical Office Internship  
Course Number: 8212204  
Course Credit: 1

Course Description:

This course is designed to provide students with the opportunity to stimulate their career interest in medical secretarial technology. Students will also enhance and apply the instructional competencies learned in the classroom with the internship experience. Students will be able to develop human relations skills, communications and employability skills needed to secure a position in the medical office environment.

For this internship, the rules, guidelines, and requirements are specified in the Florida Department of Education [Cooperative Education Manual](#).

CTE Standards and Benchmarks	
40.0	Demonstrate employability skills. The student will be able to:
40.01	Demonstrate successful interview techniques.
40.02	Maintain and update a career portfolio.
40.03	Define terms related to medical office careers.
40.04	Apply for positions with a letter of application and resume.
41.0	Explain the importance of employability skills and entrepreneurial skills. The student will be able to:
41.01	Identify and demonstrate positive work behaviors needed to be employable.
41.02	Develop personal career plan that includes goals, objectives, and strategies.
41.03	Examine licensing, certification, and industry credentialing requirements.
41.04	Maintain a career portfolio to document knowledge, skills, and experience.
41.05	Evaluate and compare employment opportunities that match career goals.
41.06	Identify and exhibit traits for retaining employment.
41.07	Identify opportunities and research requirements for career advancement.
41.08	Research the benefits of ongoing professional development.

## CTE Standards and Benchmarks

41.09	Examine and describe entrepreneurship opportunities as a career planning.
42.0	Demonstrate business management skills. The student will be able to:
42.01	Describe the relationships between levels of management and how the levels of management work together
43.0	Demonstrate positive human relations and leadership skills in the workplace. The student will be able to:
43.01	Apply ethnocentric, polycentric, regiocentric, and geocentric approaches to managing human resources.
43.02	Demonstrate communication strategies necessary and appropriate for effective medical office business relations.
43.03	Demonstrate skills as a team member and qualities of a leader.
43.04	Participate in leadership activities in FBLA, BPA, and SkillsUSA.
43.05	Participate in community service activities.
44.0	Describe the importance of professional ethics and legal responsibilities. The student will be able to:
44.01	Demonstrate ethical medical business behavior.
44.02	Evaluate and justify decisions based on ethical reasoning.
44.03	Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities and employer policies.
44.04	Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace.
44.05	Interpret and explain written organizational policies and procedures.
45.0	Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. The student will be able to:
45.01	Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments.
45.02	Explain the effect of key organizational systems on performance and quality.
45.03	Understand the components and value of a disaster and/or emergency response plan.
45.04	Apply knowledge of ergonomic principles to the configuration of computer workstations in order to enhance workplace performance.
46.0	Demonstrate personal money-management concepts, procedures, and strategies. The student will be able to:
46.01	Identify and describe the services and legal responsibilities of financial institutions.
46.02	Describe the effect of money management on personal and career goals.

**CTE Standards and Benchmarks**

46.03 Develop a personal budget and financial goals.

46.04 Complete financial instruments for making deposits and withdrawals.

46.05 Maintain financial records.

46.06 Read and reconcile financial statements.

46.07 Research, compare and contrast investment opportunities.

## **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.

### **Academic Alignment**

Secondary Career and Technical Education courses are pending alignment to the B.E.S.T. (Benchmarks for Excellent Student Thinking) Standards for English Language Arts (ELA) and Mathematics that were adopted by the State Board of Education in February 2020. Academic alignment is an ongoing, collaborative effort of professional educators that provide clear expectations for progression year-to-year through course alignment. This initiative supports CTE programs by improving student performance through the integration of academic content within CTE courses.

### **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).

### **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.

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

Future Business Leaders of America (FBLA) and Business Professionals of America (BPA) are the intercurricular career and technical student organizations 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 course or a modified course. 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 a Career and Technical Education (CTE) course. The student should work on different competencies and new applications of competencies each year toward completion of the CTE course. 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.stml>