

**Florida Department of Education
Curriculum Framework**

Course Title: Fundamentals of Careers in Education
Course Type: Orientation/Exploratory
Career Cluster: Education & Training

Secondary – Middle School

Program Number	8409100
CIP Number	0713129905
Grade Level	6-8
Standard Length	Semester
Teacher Certification	Refer to the Course Structure section.
CTSO	FCCLA

Purpose

The purpose of this course is to assist students in making informed decisions regarding their future academic and occupational goals and to provide information regarding careers in the Education & Training career cluster. The content includes but is not limited to the development of leadership skills, communication skills, and employability skills; resource management; exploration of careers in the field of education; the importance of health and safety in the learning environment; children’s nutritional needs; developmental stages of children and appropriate learning activities; observation of children; and the use of technology in education-related careers. Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.

Course Structure

The length of this course is one semester. It may be offered for two semesters when appropriate. When offered for one semester, it is recommended that it be at the exploratory level and more in-depth when offered for two semesters.

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

The following table illustrates the course structure:

Course Number	Course Title	Teacher Certification	Length
8409100	Fundamentals of Careers in Education	FAM CON SCI	Semester

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. For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition.

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

Standards

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

- 01.0 Demonstrate skills for success.
- 02.0 Analyze careers in the field of education.
- 03.0 Demonstrate career decisions as they relate to the teaching profession.
- 04.0 Demonstrate the skills involved in effective resource management.
- 05.0 Practice health and safety in the learning environment.
- 06.0 Analyze the nutritional needs of children.
- 07.0 Analyze physical, emotional, intellectual and social development of children.
- 08.0 Exhibit best practices for learning environments.
- 09.0 Demonstrate effective communication skills.
- 10.0 Recognize age-appropriate learning activities.
- 11.0 Identify and understand basic observation techniques and how they are used to evaluate children's developmental milestones.
- 12.0 Utilize technology as it relates to the field of education.
- 13.0 Describe and use communication features of information technology.

**Florida Department of Education
Student Performance Standards**

Course Title: Fundamentals of Careers in Education
Course Number: 8409100
Course Length: Semester

Course Description:

This middle school course covers leadership, employability, communication, and resource management skills. Students will research careers in the field of education. Students will learn the importance of health and safety in the learning environment, all stages of the developing child, appropriate learning activities, and techniques for observing children.

CTE Standards and Benchmarks	National FACS Standards Alignment	National FACS Standards Alignment
01.0 Demonstrate skills for success. The student will be able to:	01.0 Demonstrate leadership skills.	
01.01 Identify different types of professional and community service organizations, including career and technical student organizations that relate to the child and education.		01.01 Identify roles and responsibilities of members of professional and community service organizations, including career and technical student organizations.
01.02 Identify roles and responsibilities of members of professional and community service organizations, including career and technical student organizations.		01.02 Work cooperatively as a group member to achieve organizational goals. 01.03 Demonstrate leadership roles and organizational responsibilities.
01.03 Develop human relationship skills such as a positive work ethic, positive attitudes towards others, and manners in the workplace.		
01.04 Identify and utilize the planning process to accomplish personal and professional goals.		01.04 Identify and utilize the FCCLA planning process.
02.0 Analyze careers in the field of education. The student will be able to:	4.1 Analyze career paths within early childhood, education & related services.	
02.01 Describe available careers in education.		4.1.1 Explain the rules and functions of individuals engaged in early childhood, education and service.

CTE Standards and Benchmarks	National FACS Standards Alignment	National FACS Standards Alignment
02.02 Classify careers from entry level to professional level.		
02.03 Explore entrepreneurship opportunities in the field of education.		
02.04 Research and present information on careers in Education to include the roles and responsibilities, opportunities for employment, and requirements for training and certification.		
03.0 Demonstrate career decisions as they relate to the teaching profession. The student will be able to		
03.01 Demonstrate employability skills as they relate to teaching.		
03.02 Identify personal interests, aptitudes, talents and abilities that can contribute to positive self-esteem and success in the work place.		
03.03 Practice teamwork skills.		
03.04 Practice positive work ethics and identify negative work ethics, including influences of social media on job performance.		
03.05 Apply math, reading, science, and critical thinking skills as they relate to the field of education.		
03.06 Describe and utilize different job search skills available		
03.07 Develop short-term and long-term goals for personal and professional achievement.		
04.0 Demonstrate the skills involved in effective resource management. The student will be able to:		
04.01 Identify steps of the decision-making process.		
04.02 Distinguish between a need and a want.		
04.03 Explain how values and goals affect decisions.		
04.04 Develop a budget and savings plan.		
05.0 Practice health and safety in the learning environment. The student will be able to:		
05.01 Describe the indicators of a healthy child.		4.4.2 Apply safe and healthy practices that comply with state

CTE Standards and Benchmarks	National FACS Standards Alignment	National FACS Standards Alignment
		regulations.
05.02 Recognize the indicators of childhood illnesses, their causes and preventive measures.		4.4.3 Implement strategies to teach children health, safety, and sanitation habits.
05.03 Identify common indicators of child abuse and neglect.		
05.04 Research laws that relate to reporting suspected child abuse.		
05.05 List community agencies that provide help to abused children.		
05.06 Identify safety guidelines to follow when caring for children.		
05.07 Create a response plan for emergency situations.		
05.08 Research available certifications for babysitters.		
06.0 Analyze the nutritional needs of children. The student will be able to:		
06.01 Identify nutritional needs of children.		
06.02 Research foods that may be harmful to children, i.e. food allergies.		
06.03 Research long term effects of childhood obesity and poor nutrition.		
06.04 Plan and prepare nutritious snacks for children using appropriate safety and sanitation procedures.		
07.0 Analyze the physical, emotional, intellectual and social development of children. The student will be able to:	4.2 Analyze developmentally appropriate practices to plan for early childhood, education, and services.	4.2.1 Analyze child development theories and their implications for educational and childcare practices.
07.01 Describe common physical, emotional, intellectual and social milestones for children.		4.2.3 Analyze cultural and environmental influences when assessing children's development
07.02 Create and demonstrate an age appropriate activity to promote a child's growth and development.		4.2.4 Analyze abilities and needs of children and their effects on children's growth and development
07.03 Research and demonstrate adaptations appropriate for a "special needs" child.		

CTE Standards and Benchmarks	National FACS Standards Alignment	National FACS Standards Alignment
08.0 Exhibit best practices for learning environments. The student will be able to:	4.4 Demonstrate a safe and healthy learning environment for children.	4.4.4 Plan safe and healthy meals and snacks.
08.01 Arrange learning centers that provide for a child's exploration, discovery and development.		4.4.1 Manage physical space to maintain a learning environment that is safe and healthy and encourages physical activity.
08.02 Develop guidelines for establishing activities, routines and transitions for children.		
09.0 Demonstrate effective communication skills. The student will be able to:	4.5 Demonstrate techniques for positive collaborative relationships with children.	
09.01 Describe why communication is the basis for all relationships.		4.5.1 Apply developmentally appropriate guidelines for behavior.
09.02 Distinguish between non-assertive, assertive, and aggressive communication.		
09.03 Demonstrate communication skills that promote positive relationships with children.		
09.04 Define and explain appropriate discipline and guidance procedures for children.		4.5.2 Demonstrate problem-solving skills with children.
09.05 Practice active listening skills.		
09.06 Utilize conflict resolution skills.		4.5.3 Demonstrate interpersonal skills that promote positive and productive relationships with children
10.0 Recognize age-appropriate learning activities. The student will be able to:		
10.01 Identify age-appropriate learning activities.		
10.02 Evaluate games, equipment, activities, books, and play materials for age appropriateness.		
11.0 Identify and understand basic observation techniques and how they are used to evaluate children's developmental milestones. The student will be able to:		
11.01 Compare and contrast basic observation techniques in relation to the learning environment.		
12.0 Utilize technology as it relates to the field of education. The		

CTE Standards and Benchmarks	National FACS Standards Alignment	National FACS Standards Alignment
student will be able to:		
12.01 Identify technology utilized in the field of education.		
12.02 Analyze technology trends impacting education.		
12.03 Apply technology for efficient operation of the learning environment.		
13.0 Describe and use communication features of information technology. The student will be able to:		
13.01 Identify and categorize usage of different forms of storage devices and backup media.		
13.02 Recognize essential database concepts such as bookmarking, web browsers, caching and cookies.		
13.03 Identify and describe types of file systems and classify common file extensions based on software application programs used in the workplace environment.		
13.04 Define important internet communications protocols and their roles in delivering basic Internet services.		
13.05 Identify security issues related to Internet clients including ethical issues using social media.		
13.06 Identify and use principles of Personal Information Management (PIM), including common applications.		
13.07 Efficiently transmit text and attachments using email systems used in the workplace environment.		
13.08 Conduct a webcast and related services.		
13.09 Represent technical issues to a non-technical audience.		

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

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.

Career and Technical Student Organization (CTSO)

Family, Career and Community Leaders of America (FCCLA) is the inter-curricular career and technical student organization 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.

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.

**Florida Department of Education
Curriculum Framework**

Course Title: Fundamentals of Careers in Education and Career Planning*
Course Type: Orientation/Exploratory and Career Planning
Career Cluster: Education & Training

Secondary – Middle School

Program Number	8409200
CIP Number	0713129906
Grade Level	6-8
Standard Length	Semester
Teacher Certification	Refer to the Course Structure section.
CTSO	FCCLA

*Effective July 1, 2017, there is no longer a promotion requirement for middle grades students to complete a Career and Education Planning course. However, these courses will continue to be available and should be taught integrating the eight career and education planning course standards. The MyCareerShines powered by Kuder® career planning system is available free of charge to all Florida middle and high schools to assist students in exploring career options and developing an academic and career plan.

Purpose

The purpose of this course is to assist students in making informed decisions regarding their future academic and occupational goals and to provide information regarding careers in the Education & Training career cluster. The content includes but is not limited to the development of leadership skills, communication skills, and employability skills; resource management; exploration of careers in the field of education; the importance of health and safety in the learning environment; children’s nutritional needs; developmental stages of children and appropriate learning activities; observation of children; and the use of technology in education-related careers. Reinforcement of academic skills occurs through classroom instruction and applied laboratory procedures.

Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.

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

Course Structure

The length of this course is one semester. It may be offered for two semesters when appropriate. When offered for one semester, it is recommended that it be at the exploratory level and more in-depth when offered for two semesters.

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

The following table illustrates the course structure:

Course Number	Course Title	Teacher Certification	Length
8409200	Fundamentals of Careers in Education and Career Planning	FAM CON SC 1	Semester

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. For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition.

Standards

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

- 01.0 Demonstrate skills for success.
- 02.0 Analyze careers in the field of education.
- 03.0 Demonstrate career decisions as they relate to the teaching profession.
- 04.0 Demonstrate the skills involved in effective resource management.
- 05.0 Practice health and safety in the learning environment.
- 06.0 Analyze the nutritional needs of children.
- 07.0 Analyze physical, emotional, intellectual and social development of children.
- 08.0 Exhibit best practices for learning environments.
- 09.0 Demonstrate effective communication skills.
- 10.0 Recognize age-appropriate learning activities.
- 11.0 Identify and understand basic observation techniques and how they are used to evaluate children's developmental milestones.
- 12.0 Utilize technology as it relates to the field of education.
- 13.0 Describe and use communication features of information technology.

Listed below are the eight career and education planning course standards:

- 14.0 Describe the influences that societal, economic, and technological changes have on employment trends and future training.
- 15.0 Develop skills to locate, evaluate, and interpret career information.
- 16.0 Identify and demonstrate processes for making short and long term goals.
- 17.0 Demonstrate employability skills such as working in a group, problem-solving and organizational skills, and the importance of entrepreneurship.
- 18.0 Understand the relationship between educational achievement and career choices/postsecondary options.
- 19.0 Identify a career cluster and related pathways through an interest assessment that match career and education goals.
- 20.0 Develop a career and education plan that includes short and long-term goals, high school program of study, and postsecondary/career goals.
- 21.0 Demonstrate knowledge of technology and its application in career fields/clusters.

**Florida Department of Education
Student Performance Standards**

Course Title: Fundamentals of Careers in Education and Career Planning
Course Number: 8409200
Course Length: Semester

Course Description:

This middle school course covers leadership, employability, communication, and resource management skills. Students will research careers in the field of education. Students will learn the importance of health and safety in the learning environment, all stages of the developing child, appropriate learning activities, and techniques for observing children.

CTE Standards and Benchmarks	National FACS Standards Alignment	National FACS Standards Alignment
01.0 Demonstrate skills for success. The student will be able to:	01.0 Demonstrate leadership skills.	
01.01 Identify different types of professional and community service organizations, including career and technical student organizations that relate to the child and education.		01.01 Identify roles and responsibilities of members of professional and community service organizations, including career and technical student organizations.
01.02 Identify roles and responsibilities of members of professional and community service organizations, including career and technical student organizations.		01.02 Work cooperatively as a group member to achieve organizational goals. 01.03 Demonstrate leadership roles and organizational responsibilities.
01.03 Develop human relationship skills such as a positive work ethic, positive attitudes towards others, and manners in the workplace.		
01.04 Identify and utilize the planning process to accomplish personal and professional goals.		01.04 Identify and utilize the FCCLA planning process.
02.0 Analyze careers in the field of education. The student will be able to:	4.1 Analyze career paths within early childhood, education & related services.	
02.01 Describe available careers in education.		4.1.1 Explain the rules and functions of individuals engaged in early childhood, education and service.

02.02	Classify careers from entry level to professional level.		
02.03	Explore entrepreneurship opportunities in the field of education.		
02.04	Research and present information on careers in Education to include the roles and responsibilities, opportunities for employment, and requirements for training and certification.		
03.0	Demonstrate career decisions as they relate to the teaching profession. The student will be able to		
03.01	Demonstrate employability skills as they relate to teaching.		
03.02	Identify personal interests, aptitudes, talents and abilities that can contribute to positive self-esteem and success in the work place.		
03.03	Practice teamwork skills.		
03.04	Practice positive work ethics and identify negative work ethics, including influences of social media on job performance.		
03.05	Apply math, reading, science, and critical thinking skills as they relate to the field of education.		
03.06	Describe and utilize different job search skills available		
03.07	Develop short-term and long-term goals for personal and professional achievement.		
04.0	Demonstrate the skills involved in effective resource management. The student will be able to:		
04.01	Identify steps of the decision-making process.		
04.02	Distinguish between a need and a want.		
04.03	Explain how values and goals affect decisions.		
04.04	Develop a budget and savings plan.		
05.0	Practice health and safety in the learning environment. The student will be able to:		
05.01	Describe the indicators of a healthy child.		4.4.2 Apply safe and healthy practices that comply with state regulations.

05.02	Recognize the indicators of childhood illnesses, their causes and preventive measures.		4.4.3 Implement strategies to teach children health, safety, and sanitation habits.
05.03	Identify common indicators of child abuse and neglect.		
05.04	Research laws that relate to reporting suspected child abuse.		
05.05	List community agencies that provide help to abused children.		
05.06	Identify safety guidelines to follow when caring for children.		
05.07	Create a response plan for emergency situations.		
05.08	Research available certifications for babysitters.		
06.0	Analyze the nutritional needs of children. The student will be able to:		
06.01	Identify nutritional needs of children.		
06.02	Research foods that may be harmful to children, i.e. food allergies.		
06.03	Research long term effects of childhood obesity and poor nutrition.		
06.04	Plan and prepare nutritious snacks for children using appropriate safety and sanitation procedures.		
07.0	Analyze the physical, emotional, intellectual and social development of children. The student will be able to:	4.2 Analyze developmentally appropriate practices to plan for early childhood, education, and services.	4.2.1 Analyze child development theories and their implications for educational and childcare practices.
07.01	Describe common physical, emotional, intellectual and social milestones for children.		4.2.3 Analyze cultural and environmental influences when assessing children's development
07.02	Create and demonstrate an age appropriate activity to promote a child's growth and development.		4.2.4 Analyze abilities and needs of children and their effects on children's growth and development
07.03	Research and demonstrate adaptations appropriate for a "special needs" child.		
08.0	Exhibit best practices for learning environments. The student will be able to:	4.4 Demonstrate a safe and healthy learning environment for children.	4.4.4 Plan safe and healthy meals and snacks.
08.01	Arrange learning centers that provide for a child's exploration, discovery and development.		4.4.1 Manage physical space to maintain a learning environment that

		is safe and healthy and encourages physical activity.
08.02	Develop guidelines for establishing activities, routines and transitions for children.	
09.0	Demonstrate effective communication skills. The student will be able to:	4.5 Demonstrate techniques for positive collaborative relationships with children.
09.01	Describe why communication is the basis for all relationships.	4.5.1 Apply developmentally appropriate guidelines for behavior.
09.02	Distinguish between non-assertive, assertive, and aggressive communication.	
09.03	Demonstrate communication skills that promote positive relationships with children.	
09.04	Define and explain appropriate discipline and guidance procedures for children.	4.5.2 Demonstrate problem-solving skills with children.
09.05	Practice active listening skills.	
09.06	Utilize conflict resolution skills.	4.5.3 Demonstrate interpersonal skills that promote positive and productive relationships with children
10.0	Recognize age-appropriate learning activities. The student will be able to:	
10.01	Identify age-appropriate learning activities.	
10.02	Evaluate games, equipment, activities, books, and play materials for age appropriateness.	
11.0	Identify and understand basic observation techniques and how they are used to evaluate children's developmental milestones. The student will be able to:	
11.01	Compare and contrast basic observation techniques in relation to the learning environment.	
12.0	Utilize technology as it relates to the field of education. The student will be able to:	
12.01	Identify technology utilized in the field of education.	
12.02	Analyze technology trends impacting education.	
12.03	Apply technology for efficient operation of the learning environment.	

13.0	Describe and use communication features of information technology. The student will be able to:		
13.01	Identify and categorize usage of different forms of storage devices and backup media.		
13.02	Recognize essential database concepts such as bookmarking, web browsers, caching and cookies.		
13.03	Identify and describe types of file systems and classify common file extensions based on software application programs used in the workplace environment.		
13.04	Define important internet communications protocols and their roles in delivering basic Internet services.		
13.05	Identify security issues related to Internet clients including ethical issues using social media.		
13.06	Identify and use principles of Personal Information Management (PIM), including common applications.		
13.07	Efficiently transmit text and attachments using email systems used in the workplace environment.		
13.08	Conduct a webcast and related services.		
13.09	Represent technical issues to a non-technical audience.		
13.10	Identify roles and responsibilities of members of professional and community service organizations, including career and technical student organizations.		
13.11	Work cooperatively as a group member to achieve organizational goals.		
13.12	Demonstrate leadership roles and organizational responsibilities.		
13.13	Identify and utilize the planning process.		

Listed below are the eight career and education planning course standards:

The student will be able to:

14.0 Describe the influences that societal, economic, and technological changes have on employment trends and future training.

15.0 Develop skills to locate, evaluate, and interpret career information.

16.0 Identify and demonstrate processes for making short and long term goals.

17.0 Demonstrate employability skills such as working in a group, problem-solving and organizational skills, and the importance of

entrepreneurship.

18.0 Understand the relationship between educational achievement and career choices/postsecondary options.

19.0 Identify a career cluster and related pathways through an interest assessment that match career and education goals.

20.0 Develop a career and education plan that includes short and long-term goals, high school program of study, and postsecondary/career goals.

21.0 Demonstrate knowledge of technology and its application in career fields/clusters.

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

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Florida Department of Education
Curriculum Framework

Course Title: Introduction to Education and Training
Course Type: Orientation/Exploratory
Career Cluster: Education & Training

Secondary – Middle School

Program Number	8440350
CIP Number	148440350M
Grade Level	6-8
Standard Length	Semester
Teacher Certification	Refer to the Course Structure section.
CTSO	FCCLA

Purpose

The purpose of this course is to assist students in making informed decisions regarding their future academic and occupational goals and to provide information regarding careers in the Education & Training career cluster. The content includes but is not limited to planning, managing and providing educations and training services, and related learning support services. Reinforcement of academic skills occurs through classroom instruction and applied laboratory procedures. Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.

Course Structure

The length of this course is one semester. It may be offered for two semesters when appropriate. When offered for one semester, it is recommended that it be at the exploratory level and more in-depth when offered for two semesters.

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

The following table illustrates the course structure:

Course Number	Course Title	Teacher Certification	Length
8440350	Introduction to Education and Training	FAM CON SC 1 PK PRIMARY H PRESCH ED L PRIMARY ED @B E CHILD ED @0 ANY FIELD WHEN CERTIFICATION REFLECTS BACHELORS OR HIGHER	Semester

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. For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition.

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

Standards

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

- 01.0 Demonstrate an understanding of the Administration and Administrative Support career pathway.
- 02.0 Demonstrate an understanding of the Professional Support Services career pathway.
- 03.0 Demonstrate an understanding of the Teaching/Training career pathway.
- 04.0 Apply leadership and communication skills.
- 05.0 Describe how information technology is used in the Education & Training career cluster.
- 06.0 Use information technology tools.

**Florida Department of Education
Student Performance Standards**

Course Title: Introduction to Education and Training
Course Number: 8440350
Course Length: Semester

Course Description:

Beginning with a broad overview of the Education & Training career cluster, students are introduced to the terminology, careers, history, required skills, and technologies associated with each pathway in the Education & Training career cluster. Additionally, they will be provided with opportunities to acquire and demonstrate beginning leadership skills.

CTE Standards and Benchmarks	
01.0	Demonstrate an understanding of the Administration and Administrative Support career pathway. The student will be able to:
01.01	Define and use proper terminology associated with the Administration and Administrative Support career pathway.
01.02	Describe some of the careers available in the Administration and Administrative Support career pathway.
01.03	Identify common characteristics of the careers in the Administration and Administrative Support career pathway.
01.04	Research the history of the Administration and Administrative Support career pathway and describe how the associated careers have evolved and impacted society.
01.05	Identify skills required to successfully enter any career in the Administration and Administrative Support career pathway.
01.06	Describe technologies associated in careers within the Administration and Administrative Support career pathway.
02.0	Demonstrate an understanding of the Professional Support Services career pathway. The student will be able to:
02.01	Define and use proper terminology associated with the Professional Support Services career pathway.
02.02	Describe some of the careers available in the Professional Support Services career pathway.
02.03	Identify common characteristics of the careers in the Professional Support Services career pathway.
02.04	Research the history of the Professional Support Services career pathway and describe how the careers have evolved and impacted society.
02.05	Identify skills required to successfully enter any career in the Professional Support Services career pathway.
02.06	Describe technologies associated in careers within the Professional Support Services career pathway.

CTE Standards and Benchmarks

03.0 Demonstrate an understanding of the Teaching/Training career pathway. The student will be able to:

03.01 Define and use proper terminology associated with the Teaching/Training career pathway.

03.02 Describe some of the careers available in the Teaching/Training career pathway.

03.03 Identify common characteristics of the careers in the Teaching/Training career pathway.

03.04 Research the history of the Teaching/Training career pathway and describe how the careers have evolved and impacted society.

03.05 Identify skills required to successfully enter any career in the Teaching/Training career pathway.

03.06 Describe technologies associated in careers within the Teaching/Training career pathway.

04.0 Apply leadership and communication skills. The student will be able to:

04.01 Discuss the establishment and history of the FCCLA organization.

04.02 Identify the characteristics and responsibilities of organizational leaders.

04.03 Demonstrate parliamentary procedure skills during a meeting.

04.04 Participate on a committee which has an assigned task and report to the class.

04.05 Demonstrate effective communication skills through delivery of a speech, a slide presentation, or conducting a demonstration.

04.06 Use a computer to assist in the completion of a project related to the Education and Training career cluster.

05.0 Describe how information technology is used in the Education & Training career cluster. The student will be able to:

05.01 Identify information technology (IT) careers in the Education and Training career cluster, including the responsibilities, tasks and skills they require.

05.02 Relate information technology project management concepts and terms to careers in the Education and Training career cluster.

05.03 Manage information technology components typically used in professions of the Education and Training career cluster.

05.04 Identify security-related ethical and legal IT issues faced by professionals in the Education and Training career cluster.

06.0 Use information technology tools. The student will be able to:

06.01 Identify the functions of web browsers, and use them to access the World Wide Web and other computer resources typically used in the Education & Training career cluster.

06.02 Use e-mail clients to send simple messages and files to other Internet users.

CTE Standards and Benchmarks

06.03 Demonstrate ways to communicate effectively using Internet technology.

06.04 Use different types of web search engines effectively to locate information relevant to the Education and Training career cluster.

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

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.

Career and Technical Student Organization (CTSO)

Family, Career & Community Leadership of America, Inc. (FCCLA) is the intercurricular career and technical student organization 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.

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.

Florida Department of Education
Curriculum Framework

Course Title: Orientation to Career Clusters
Course Type: Orientation/Exploratory

Secondary – Middle School

Course Number	8000400
CIP Number	1498999907
Grade Level	6 – 8
Standard Length	Semester
Teacher Certification	Refer to the Course Structure section.
CTSO	Any CTSO as appropriate

Purpose

The purpose of this course is to assist students in making informed decisions regarding their future academic and occupational goals and to provide information regarding careers in the seventeen career clusters. This course is a compilation of modules for each of the seventeen career clusters and is designed to provide flexibility in course offerings. Any number of modules can be selected to comprise a course that meets the needs of the students.

The content includes, but is not limited to, the orientation of students to career pathways in the career and technical education field. Reinforcement of academic skills occurs through classroom instruction and applied laboratory procedures. This course is recommended for students in the sixth grade, but not required.

Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.

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

Course Structure

The length of this course is one semester. It may be offered for two semesters when appropriate. When offered for one semester, it is recommended that it be at the exploratory level and more in-depth when offered for two semesters.

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

The following table illustrates the course structure:

Course Number	Course Title	Teacher Certification	Length
8000400	Orientation to Career Clusters	ANY FIELD	Semester

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. For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition.

Standards

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

- 01.0 Identify Florida's seventeen career clusters.
- 02.0 Identify and explore careers in the Agriculture, Food & Natural Resources cluster.
- 03.0 Identify and explore careers in the Architecture & Construction cluster.
- 04.0 Identify and explore careers in the Arts, A/V Technology & Communication cluster.
- 05.0 Identify and explore careers in the Business Management & Administration cluster.
- 06.0 Identify and explore careers in the Education & Training cluster.
- 07.0 Identify and explore careers in the Energy cluster.
- 08.0 Identify and explore careers in the Finance cluster.
- 09.0 Identify and explore careers in the Government & Public Administration cluster.
- 10.0 Identify and explore careers in the Health Science cluster.
- 11.0 Identify and explore careers in the Hospitality and Tourism cluster.
- 12.0 Identify and explore careers in the Human Services cluster.
- 13.0 Identify and explore careers in the Information Technology cluster.
- 14.0 Identify and explore careers in the Law, Public Safety & Security cluster.
- 15.0 Identify and explore careers in the Manufacturing cluster.
- 16.0 Identify and explore careers in the Marketing, Sales & Service cluster.
- 17.0 Identify and explore careers in the Engineering and Technology Education cluster.
- 18.0 Identify and explore careers in the Transportation, Distribution & Logistics cluster.
- 19.0 Describe leadership skills.

**Florida Department of Education
Student Performance Standards**

Course Title: Orientation to Career Clusters
Course Number: 8000400
Course Credit: Semester

Course Description:

This course is a broad overview of the seventeen career clusters offered in Florida. This course provides hands-on introductory activities for each career cluster as well as opportunities to acquire and demonstrate beginning leadership skills.

CTE Standards and Benchmarks	
01.0	Identify Florida’s seventeen career clusters – the student will be able to:
01.01	List Florida’s seventeen career clusters.
01.02	Research the national career clusters website.
01.03	Identify the Career and Technical Student Organizations (CTSO) appropriate for Career and Technical Education (CTE) programs.
01.04	Explain the purpose of a CTSO.
02.0	Identify and explore careers in the Agriculture, Food & Natural Resources cluster – the student will be able to:
02.01	Identify the pathways in the Agriculture, Food & Natural Resources career cluster and the careers in each pathway.
02.02	Describe the types of places that employ individuals who have careers in the Agriculture, Food & Natural Resources career cluster.
02.03	Describe the variety of tasks performed by individuals who have careers in the Agriculture, Food & Natural Resources career cluster.
02.04	List the skills, abilities, and talents needed for careers in the Agriculture, Food & Natural Resources career cluster.
02.05	Identify the level of training and education required for careers in the Agriculture, Food & Natural Resources career cluster.
02.06	Research a career in the Agriculture, Food & Natural Resources career cluster and present findings to the class.
02.07	Apply math, science, and reading skills in the completion of a project or activity related to the Agriculture, Food & Natural Resources career cluster.
03.0	Identify and explore careers in the Architecture & Construction cluster – the student will be able to:
03.01	Identify the pathways in the Architecture & Construction career cluster and the careers in each pathway.

CTE Standards and Benchmarks

03.02 Describe the types of places that employ individuals who have careers in the Architecture & Construction career cluster.

03.03 Describe the variety of tasks performed by individuals who have careers in the Architecture & Construction career cluster.

03.04 List the skills, abilities, and talents needed for careers in the Architecture & Construction career cluster.

03.05 Identify the level of training and education required for careers in the Architecture & Construction career cluster.

03.06 Research a career in the Architecture & Construction career cluster and present findings to the class.

03.07 Apply math, science, and reading skills in the completion of a project or activity related to the Architecture & Construction career cluster.

04.0 Identify and explore careers in the Arts, A/V Technology & Communication cluster – the student will be able to:

04.01 Identify the pathways in the Arts, A/V Technology & Communication career cluster and the careers in each pathway.

04.02 Describe the types of places that employ individuals who have careers in the Arts, A/V Technology & Communication career cluster.

04.03 Describe the variety of tasks performed by individuals who have careers in the Arts, A/V Technology & Communication career cluster.

04.04 List the skills, abilities, and talents needed for careers in the Arts, A/V Technology & Communication career cluster.

04.05 Identify the level of training and education required for careers in the Arts, A/V Technology & Communication career cluster.

04.06 Research a career in the Arts, A/V Technology & Communication career cluster and present findings to the class.

04.07 Apply math, science, and reading skills in the completion of a project or activity related to the Arts, A/V Technology & Communication career cluster.

05.0 Identify and explore careers in the Business, Management & Administration cluster – the student will be able to:

05.01 Identify the pathways in the Business, Management & Administration career cluster and the careers in each pathway.

05.02 Describe the types of places that employ individuals who have careers in the Business Management & Administration career cluster.

05.03 Describe the variety of tasks performed by individuals who have careers in the Business Management & Administration career cluster.

05.04 List the skills, abilities, and talents needed for careers in the Business Management & Administration career cluster.

05.05 Identify the level of training and education required for careers in the Business Management & Administration career cluster.

05.06 Research a career in the Business Management & Administration career cluster and present findings to the class.

05.07 Apply math, science, and reading skills in the completion of a project or activity related to the Business Management & Administration career cluster.

CTE Standards and Benchmarks

06.0 Identify and explore careers in the Education & Training cluster – the student will be able to:

06.01 Identify the pathways in the Education & Training career cluster and the careers in each pathway.

06.02 Describe the types of places that employ individuals who have careers in the Education & Training career cluster.

06.03 Describe the variety of tasks performed by individuals who have careers in the Education & Training career cluster.

06.04 List the skills, abilities, and talents needed for careers in the Education & Training career cluster.

06.05 Identify the level of training and education required for careers in the Education & Training career cluster.

06.06 Research a career in the Education & Training career cluster and present findings to the class.

06.07 Apply math, science, and reading skills in the completion of a project or activity related to the Education & Training career cluster.

07.0 Identify and explore careers in the Energy cluster – the student will be able to:

07.01 Identify the pathways in the Energy career cluster and the careers in each pathway.

07.02 Describe the types of places that employ individuals who have careers in the Energy career cluster.

07.03 Describe the variety of tasks performed by individuals who have careers in the Energy career cluster.

07.04 List the skills, abilities, and talents needed for careers in the Energy career cluster.

07.05 Identify the level of training and education required for careers in the Energy career cluster.

07.06 Research a career in the Energy career cluster and present findings to the class.

07.07 Apply math, science, and reading skills in the completion of a project or activity related to the Energy career cluster.

08.0 Identify and explore careers in the Finance cluster – the student will be able to:

08.01 Identify the pathways in the Finance career cluster and the careers in each pathway.

08.02 Describe the types of places that employ individuals who have careers in the Finance career cluster.

08.03 Describe the variety of tasks performed by individuals who have careers in the Finance career cluster.

08.04 List the skills, abilities, and talents needed for careers in the Finance career cluster.

08.05 Identify the level of training and education required for careers in the Finance career cluster.

08.06 Research a career in the Finance career cluster and present findings to the class.

CTE Standards and Benchmarks

08.07 Apply math, science, and reading skills in the completion of a project or activity related to the Finance career cluster.

09.0 Identify and explore careers in the Government & Public Administration cluster – the student will be able to:

09.01 Identify the pathways in the Government & Public Administration career cluster and the careers in each pathway.

09.02 Describe the types of places that employ individuals who have careers in the Government & Public Administration career cluster.

09.03 Describe the variety of tasks performed by individuals who have careers in the Government & Public Administration career cluster.

09.04 List the skills, abilities, and talents needed for careers in the Government & Public Administration career cluster.

09.05 Identify the level of training and education required for careers in the Government & Public Administration career cluster.

09.06 Research a career in the Government & Public Administration career cluster and present findings to the class.

09.07 Apply math, science, and reading skills in the completion of a project or activity related to the Government & Public Administration career cluster.

10.0 Identify and explore careers in the Health Science cluster – the student will be able to:

10.01 Identify the pathways in the Health Science career cluster and the careers in each pathway.

10.02 Describe the types of places that employ individuals who have careers in the Health Science career cluster.

10.03 Describe the variety of tasks performed by individuals who have careers in the Health Science career cluster.

10.04 List the skills, abilities, and talents needed for careers in the Health Science career cluster.

10.05 Identify the level of training and education required for careers in the Health Science career cluster.

10.06 Research a career in the Health Science career cluster and present findings to the class.

10.07 Apply math, science, and reading skills in the completion of a project or activity related to the Health Science career cluster.

11.0 Identify and explore careers in the Hospitality & Tourism cluster – the student will be able to:

11.01 Identify the pathways in the Hospitality & Tourism career cluster and the careers in each pathway.

11.02 Describe the types of places that employ individuals who have careers in the Hospitality & Tourism career cluster.

11.03 Describe the variety of tasks performed by individuals who have careers in the Hospitality & Tourism career cluster.

11.04 List the skills, abilities, and talents needed for careers in the Hospitality & Tourism career cluster.

11.05 Identify the level of training and education required for careers in the Hospitality & Tourism career cluster.

CTE Standards and Benchmarks

11.06 Research a career in the Hospitality & Tourism career cluster and present findings to the class.

11.07 Apply math, science, and reading skills in the completion of a project or activity related to the Hospitality & Tourism career cluster.

12.0 Identify and explore careers in the Human Services cluster – the student will be able to:

12.01 Identify the pathways in the Human Services career cluster and the careers in each pathway.

12.02 Describe the types of places that employ individuals who have careers in the Human Services career cluster.

12.03 Describe the variety of tasks performed by individuals who have careers in the Human Services career cluster.

12.04 List the skills, abilities, and talents needed for careers in the Human Services career cluster.

12.05 Identify the level of training and education required for careers in the Human Services career cluster.

12.06 Research a career in the Human Services career cluster and present findings to the class.

12.07 Apply math, science, and reading skills in the completion of a project or activity related to the Human Services career cluster.

13.0 Identify and explore careers in the Information Technology cluster – the student will be able to:

13.01 Identify the pathways in the Information Technology career cluster and the careers in each pathway.

13.02 Describe the types of places that employ individuals who have careers in the Information Technology career cluster.

13.03 Describe the variety of tasks performed by individuals who have careers in the Information Technology career cluster.

13.04 List the skills, abilities, and talents needed for careers in the Information Technology career cluster.

13.05 Identify the level of training and education required for careers in the Information Technology career cluster.

13.06 Research a career in the Information Technology career cluster and present findings to the class.

13.07 Apply math, science, and reading skills in the completion of a project or activity related to the Information Technology career cluster.

14.0 Identify and explore careers in the Law, Public Safety & Security cluster–The student will be able to:

14.01 Identify the pathways in the Law, Public Safety & Security career cluster and the careers in each pathway.

14.02 Describe the types of places that employ individuals who have careers in the Law, Public Safety & Security career cluster.

14.03 Describe the variety of tasks performed by individuals who have careers in the Law, Public Safety & Security career cluster.

14.04 List the skills, abilities, and talents needed for careers in the Law, Public Safety & Security career cluster.

CTE Standards and Benchmarks

14.05 Identify the level of training and education required for careers in the Law, Public Safety & Security career cluster.

14.06 Research a career in the Law, Public Safety & Security career cluster and present findings to the class.

14.07 Apply math, science, and reading skills in the completion of a project or activity related to the Law, Public Safety & Security career cluster.

15.0 Identify and explore careers in the Manufacturing cluster – the student will be able to:

15.01 Identify the pathways in the Manufacturing career cluster and the careers in each pathway.

15.02 Describe the types of places that employ individuals who have careers in the Manufacturing career cluster.

15.03 Describe the variety of tasks performed by individuals who have careers in the Manufacturing career cluster.

15.04 List the skills, abilities, and talents needed for careers in the Manufacturing career cluster.

15.05 Identify the level of training and education required for careers in the Manufacturing career cluster.

15.06 Research a career in the Manufacturing career cluster and present findings to the class.

15.07 Apply math, science, and reading skills in the completion of a project or activity related to the Manufacturing career cluster.

16.0 Identify and explore careers in the Marketing, Sales & Service cluster – the student will be able to:

16.01 Identify the pathways in the Marketing, Sales & Service career cluster and the careers in each pathway.

16.02 Describe the types of places that employ individuals who have careers in the Marketing, Sales & Service career cluster.

16.03 Describe the variety of tasks performed by individuals who have careers in the Marketing, Sales & Service career cluster.

16.04 List the skills, abilities, and talents needed for careers in the Marketing, Sales & Service career cluster.

16.05 Identify the level of training and education required for careers in the Marketing, Sales & Service career cluster.

16.06 Research a career in the Marketing, Sales & Service career cluster and present findings to the class.

16.07 Apply math, science, and reading skills in the completion of a project or activity related to the Marketing, Sales & Service career cluster.

17.0 Identify and explore careers in Engineering and Technology Education – the student will be able to:

17.01 Identify the pathways in Engineering and Technology Education.

17.02 Describe the types of places that employ individuals who have careers in Engineering and Technology Education.

17.03 Describe the variety of tasks performed by individuals who have careers in Engineering and Technology Education.

CTE Standards and Benchmarks

17.04 List the skills, abilities, and talents needed for careers in Engineering and Technology Education.

17.05 Identify the level of training and education required for careers in Engineering and Technology Education.

17.06 Research a career in Engineering and Technology Education and present findings to the class.

17.07 Apply math, science, and reading skills in the completion of a project or activity related to the Engineering and Technology Education.

18.0 Identify and explore careers in the Transportation & Logistics cluster – the student will be able to:

18.01 Identify the pathways in the Transportation & Logistics career cluster and the careers in each pathway.

18.02 Describe the types of places that employ individuals who have careers in the Transportation & Logistics career cluster.

18.03 Describe the variety of tasks performed by individuals who have careers in the Transportation & Logistics career cluster.

18.04 List the skills, abilities, and talents needed for careers in the Transportation & Logistics career cluster.

18.05 Identify the level of training and education required for careers in the Transportation & Logistics career cluster.

18.06 Research a career in the Transportation & Logistics career cluster and present findings to the class.

18.07 Apply math, science, and reading skills in the completion of a project or activity related to the Transportation & Logistics career cluster.

19.0 Describe leadership skills – the student will be able to:

19.01 Identify the Career and Technical Student Organization(s) that are appropriate for CTE programs in each of the career clusters.

19.02 Describe the leadership opportunities available to members of the CTSOs identified above.

19.03 Investigate the CTSOs at your school and/or in your school district (e.g., membership requirements, dues, activities, events).

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

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Career and Technical Student Organization (CTSO)

The Florida Technology Student Association (FL-TSA) is the intercurricular career and technical student organization for 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.

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. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. 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.

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