

Special Need Students

Business Curriculum For Special Need Students

Instructor should consult with case study committee to determine course elements for the student. Below are some examples of training programs for special need students.

A. Speech Impaired/Hearing Impaired:

1. Keyboarding/Word Processing
2. Computer Business Applications
3. Non-Skills Courses
 - a. Accounting/Recordkeeping
 - b. Introduction to Business/Consumer Economics
 - c. Personal Business Skills
 - d. Marketing/Sales/Merchandising

B. Physically Handicapped:

1. Keyboarding/Word Processing (may need special adaptation to operate the equipment).
2. Calculator Operations
3. Non-Skills Courses

C. Blind:

1. Keyboarding/Word Processing (with tapes)
2. Machine Transcription

D. Learning Disabilities/Mentally Retarded;

1. Real Life Vocational series
2. Reprographics (duplicating processes)
3. Keyboarding (key materials from copy)
4. NOTE: Use audio visual media for reinforcement.

Some Suggested Specific Goals In Business Education For Special Need Students

1. Follow directions.
2. Assess one's strengths in relation to the job market.
3. Investigate selected occupations available for their special needs.
4. Develop a realistic self-concept as it pertains to occupational choices.
5. Identify job requirements.
6. Be able to work cooperatively with others.
7. Work at a satisfactory rate.
8. Accept supervision.
9. Attend class on a regular basis and demonstrate punctuality.
10. Meet demands for quality work.
11. Demonstrate positive attitudes toward work.
12. Appreciate the importance of work in personal fulfillment.
13. Demonstrate social competencies that contribute to successful employment.
14. Demonstrate individual competencies that lead to marketable skills.

Tips On Working With Special Need Students In Business Education

The business teacher should seek out the assistance of appropriate special educators from within the school. These professionals are experienced in working with individuals with specifically identified special needs. Their suggestions can help to enhance the classroom expertise of the business teacher by assisting the student and the teacher to function more efficiently and effectively in the classroom situation.

These consultants could assist the teacher in carrying out the following suggestions:

1. Recognize and become familiar with the characteristics of the handicapped or disadvantaged student.

2. Determine the special needs of the student, such as activities of short duration, a student reader, flexibility in activities, adapted assignments, preferential seating, and special adaptive equipment.
3. Identify and select resource materials and equipment appropriate for meeting the special needs of the student.
4. Adapt materials and activities to the special needs of the student. (Record activities on tapes or cassettes, prepare slides and other visuals, write notes or transcripts to supplement films, provide activities for varying ability levels).
5. Select a teaching-learning strategy that is appropriate for the special needs student.
6. Select or design evaluative measures appropriate for the special needs student.

Adopt a positive and receptive attitude toward students with special needs - - be open to suggestions, be creative. Work with the student to find better ways of accomplishing the established goals.

In addition, the teacher should read and learn as much as possible about special need students and use community resources.

Program Evaluation

An annual evaluation of the Prevocational and Vocational program for the handicapped should be conducted. The purposes of the evaluation are to assess the effectiveness of programs and services and to provide information needed for revisions in order to serve handicapped students more effectively.