Alabama CTE

Business Software Applications

Foundational Standards

1. **Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.** F.1
2. **Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.** F.2
3. **Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.** F.3
4. **Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.** F.4
5. **Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.** F.5
6. **Discuss and demonstrate ways to value diversity.** F.6

Basic Computer

1. **Utilize technology functions, including compressing files, converting files, importing files, exporting files, and transferring data among applications.** 1
   - a Compare hardware and software functions in word processing applications. 1.A
   - b Save files in various formats including plain text and PDF in word processing applications. 1.B
   - c Describe network computer functions including cloud-based applications. 1.C
   - d Demonstrate electronic file management skills across local computers, networks, and the cloud. 1.D
2. **Diagnose problems relating to technology systems, including network systems, hardware, and software.** 2
   - a Demonstrate basic computer and printer preventative maintenance. 2.A
   - b Determine strategies to correct malfunctioning network systems, hardware, and software. 2.B

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Word Processing	**3 Create, manage, and navigate through a variety of business- and industry-appropriate documents using various data input techniques in word processing applications. Examples: keyboarding, voice recognition, handwriting recognition, scanning** 3 a Apply basic editing and formatting tools to text within a document in word processing applications. 3.A b Apply document themes and style sets in word processing applications. 3.B c Format and edit paragraphs using options in word processing applications. 3.C d Create and modify a table within a document and apply table styles. 3.D e Create and modify lists using formatting to enhance document style. 3.E f Create and manage reference markers including footnotes, endnotes, captions, and citations. 3.F g Insert graphic objects within a document and apply formatting to those graphics. 3.G
	4 Produce and edit business documents using word processing technology, including business letters, research papers, and reports that include title or cover page, headings, table of contents, page numbers, headers, footers, in-text citations, footnotes, and endnotes. 4
	5 Create, edit, and share documents using online word processing technologies. 5
Desktop Publishing	**6 Utilize the desktop publishing process to apply design principles to publications.** 6
	7 Import and manipulate objects, images, shapes, and text in publications. 7
	8 Generate a variety of business publications, with and without templates, using desktop publishing software. Examples: newsletters, flyers, invitations, business cards, brochures, catalogs, letterheads, informational forms, greeting cards, calendars 8
	9 Prepare publications for printing and sharing. 9
Spreadsheets	**10 Create, manage, and navigate through industry-appropriate worksheets in spreadsheet applications.** 10 a Identify, manage, and search cell data and apply text and number formatting using spreadsheet applications. 10.A b Apply and modify document style to cells and tables using spreadsheet applications. 10.B c Apply and manage view options using spreadsheet applications. Examples: hide/unhide worksheets, freeze pane, split window, zoom 10.C

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		d Utilize formulas, functions, and fill to perform mathematical processes in spreadsheet applications, including percentages and decimals, order of operations, estimation, and prediction of patterns of data. 10.D
		e Identify relative and absolute cell references in spreadsheet applications. 10.E
		f Create and edit charts and graphs, and customize chart elements. 10.F
		g Examine spreadsheet data through sorting and filters. 10.G
	11	**Formulate and produce a variety of business documents using spreadsheet applications. Examples: budgets, payroll, inventory, invoices, balance sheets, profit-loss statements, conversion of foreign currencies** 11
Presentation Software	12	**Create and manage industry-appropriate slideshows using presentation software.** 12
		a Apply suitable design elements for professional business presentations. 12.A
		b Edit and customize master slide options in presentations. 12.B
		c Apply custom animation effects and transitions in presentations. 12.C
		d Insert and edit objects in presentations. 12.D
		e Insert hyperlinks and action buttons in presentations. 12.E
	13	**Create and deliver well-organized, audience-appropriate presentations for a variety of business situations. Examples: informative, instructional, entertainment** 13
Database Management	14	**Create and manage data using basic database applications.** 14
		a Explain the purpose and composition of databases and database management systems, using professional terminology to describe features and components. Examples: field, record, queri 14.A
		b Create and edit fields within a database. 14.B
		c Utilize basic database functions. Examples: sorting, filtering, querying, merging data 14.C
		d Print and review reports within a database. 14.D
	15	**Create tables, forms, reports, and queries for business and personal use, utilizing database software.** 15
Productivity	16	**Use technology to increase administrative office productivity and enhance workplace performance.** 16
		a Access, process, and transmit information through various channels. Examples: fax, email, teleconferencing, virtual meetings 16.A
		b Perform integrated functions using various software applications. 16.B
		Explore the business applications of digital technology on the Internet. 17

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a Use cloud computing to improve productivity by designing, saving, and uploading documents in an online account. 17.A

b Use online collaboration tools. Examples: calendar, document and presentation sharing 17.B

c Explore the benefits of social networking as a business tool, including professional portfolios and blogs, considering privacy settings and safety issues. 17.C

d Explain the personal and business use of apps on digital devices. 17.D

18 Demonstrate ways to modify documents to be more accessible to people with disabilities. Examples: large print/font, use heading styles, alternative text for images, utilize Accessibility Checker, use sufficient contrast for text and background colors, add meaningful hyperlink text and screen tips 18

Ethics

19 Describe the importance of professional ethics and legal responsibilities in the workplace. 19

a Evaluate and justify decisions based on ethical reasoning. 19.A

b Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. 19.B

c Evaluate components of acceptable use policies, codes of ethics, and their role in a business environment. 19.C