Florida CTE

Business Keyboarding: Grades 6-8

Develop and apply keyboarding skills utilizing current technology. 01.0	**1 Develop and apply keyboarding skills utilizing current technology.** 01.0
Develop and apply word processing skills utilizing current technology. 02.0	**2 Develop and apply word processing skills utilizing current technology.** 02.0
Develop and apply electronic presentation skills utilizing current technology. 03.0	**3 Develop and apply electronic presentation skills utilizing current technology.** 03.0
Identify and understand computer hardware. 04.0	**4 Identify and understand computer hardware.** 04.0
Perform activities using the worldwide web. 05.0	**5 Perform activities using the worldwide web.** 05.0
Develop and utilize business-related soft skills. 06.0	**6 Develop and utilize business-related soft skills.** 06.0
Describe how information technology is used in the Business, Management and Administration career cluster. 07.0	**7 Describe how information technology is used in the Business, Management and Administration career cluster.** 07.0
Us tec	**Ise information technology tools.** 08.0

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Identify components of network systems. 09.0	**9** **Identify components of network systems.** 09.0
Describe and use communication features of information technology. 10.0	**10** **Describe and use communication features of information technology.** 10.0