Florida CTE

Business Management & Administration (2023-24): Computer Applications in Business 1 (8200520)

Identify and understand computer hardware. The student will be able to: 1	1	**Define and identify input, output, and storage devices and their functions.** 1.01
	2	**Define and identify memory in a computer.** 1.02
Identify information technology tools and their proper uses. The student will be able to: 2	1	**Define and identify various software applications (word processing, spreadsheets, database, presentation, digital publishing) and their uses.** 2.01
Develop and apply keyboarding skills utilizing current technology. The student will be able to: 3	1	**Demonstrate proper keyboarding techniques using correct ergonomic habits.** 3.01
	2	**Demonstrate safety and respect for equipment materials in lab.** 3.02
	3	**Demonstrate proper techniques for alphanumeric keyboarding while keeping fingers on home row keys.** 3.03
Develop and apply word processing skills utilizing current technology. The student will be able to: 4	1	**Start and exit word processing software.** 4.01
	2	**Apply different views to a document – select zoom options, document view, split windows, arrange windows, and switch windows.** 4.02
	3	**Move text in a document using the copying/cutting/pasting and drag/drop text commands.** 4.03
	4	**Apply tabs, line spacing and paragraph indents.** 4.04
	5	**Align text horizontally and vertically.** 4.05
	6	**Apply character attributes – font, font size, font color, underline, bold, italic, and text effects.** 4.06
		Apply styles in a document. 4.07

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8 **Utilize the undo and redo commands.** 4.08

9 **Utilize the show/hide command.** 4.09

10 **Use find and replace.** 4.1

11 **Utilize the format painter.** 4.11

12 **Utilize the text highlight feature in a document – select highlight color.** 4.12

13 **Insert date and time.** 4.13

14 **Insert and manipulate graphics, word art and text boxes.** 4.14

15 **Insert and remove a manual page break in a document.** 4.15

16 **Create bulleted and numbered lists.** 4.16

17 **Create a table – inserting, moving, and entering data.** 4.17

18 **Format a table – insert/delete columns, rows, and cells and merge cells.** 4.18

19 **Format a table – changing column/ row width/ height.** 4.19

20 **Apply table alignment on document – horizontally and vertically** 4.2

21 **Apply text and number alignment within a table.** 4.21

22 **Use table tools – change table styles, apply borders, and shading.** 4.22

23 **Set the page layout in a document – margins, page orientation, and page size.** 4.23

24 **Change the page background – insert a watermark, page border, and change the page color.** 4.24

25 **Create headers and footers in a document.** 4.25

26 **Use spell/grammar check/thesaurus programs properly.** 4.26

27 **Use basic proofreading skills including proofreader's marks.** 4.27

28 **Understand the difference between save and save as.** 4.28

29 **Save a document – specify file name and location.** 4.29

30 **Save a document in a different format, e.g., PDF, webpage, and jpeg.** 4.3

31 **Understand printing options including printer selection, scale to fit, and page number selection.** 4.31

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Develop and apply electronic presentation skills utilizing current technology. The student will be able to: 5	**1** Start and exit presentation software. 5.01
	2 Apply fill effects, lines and shapes. 5.02
	3 Demonstrate ability to order, group and rotate objects. 5.03
	4 Demonstrate ability to animate graphics. 5.04
	5 Apply slide transitions and timings. 5.05
	6 Incorporate text, tables, charts and graphic transitions into document. 5.06
	7 Add sound using various media e.g., internet and/or files. 5.074
	8 Apply action buttons. 5.08
	9 Insert a hyperlink. 5.09
	10 Rearrange slide order through slide sorter. 5.1
	11 Create note page to aid in oral presentation of slide show. 5.11
	12 Customize timing and rehearsing to coordinate with oral presentation. 5.12
	13 Save a presentation in a different format, e.g., PDF and webpage. 5.13
	14 Demonstrate the ability to spell check and print presentations using different settings. 5.14
	15 Demonstrate presentation skills. 5.15
Develop and apply spreadsheet skills utilizing current technology. The student will be able to: 6	**1** Start and exit spreadsheet software. 6.01
	2 Identify the parts of the spreadsheet screen, e.g., ribbon, status bar, title bar, insertion point, scroll box and bar, and tabs. 6.02
	3 Create a new worksheet. 6.03
	4 Change column width and row height. 6.04
	5 Format the contents of a cell, i.e., change fonts and font sizes, align text, and format numbers. 6.05
	6 Merge cells. 6.06
	7 Use undo and redo commands. 6.07
	8 AutoFormat the worksheet if available. AutoFormat applies borders, shading, and lata formatting. 6.08
	Jse the auto sum feature. 6.09

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	10 Create a chart. 6.1
Develop and utilize business-related skills. The student will be able to: 7	1 Demonstrate an understanding of the importance of a positive attitude in obtaining and maintaining a job. 7.01
	2 Identify grooming/dress standards in various workplace environments. 7.02
	3 Demonstrate problem solving skills. 7.03
	4 Demonstrate an awareness of teamwork. 7.04
	5 Make an impromptu presentation. 7.05
	6 Make a prepared presentation. 7.06
	7 Collaborate and effectively use teamwork to present in a group. 7.07
Perform activities using the worldwide web. The student will be able to: 8	1 Identify and define Internet vocabulary such as hyperlink, WWW, URL, and web browser. 8.01
	2 Understand basic principles of the Doman Name System (DNS). 8.02
	3 Perform basic Internet searches. 8.03
	4 Identify and use various web browsers. 8.04
	5 Copy and paste from browser to other applications. 8.05
	6 Identify and use various search engines. 8.06
	7 Evaluate websites. 8.07
	8 Understand favorites/bookmarks. 8.08
	9 Understand and demonstrate Internet safety. 8.09
	10 Discuss Internet privacy, ethics, network etiquette and copyright laws. 8.1
	11 Download files. 8.11
	12 Download graphics. 8.12
Describe how information technology is used in the Business, Management and Administration career clu be	1 Identify through internet research information technology (IT) careers in the Business, Management and Administration career cluster, including the responsibilities, tasks and skills they require. 9.01
	2 Identify security-related ethical and legal IT issues faced by professionals in the Business, Management and Administration career cluster. 9.02

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Describe and use communication features of information technology. The student will be able to: 10

1. **Identify security and privacy issues related to the Internet, including passwords and information theft.** 10.01
2. **Identify and/or use various ways to communicate effectively using internet technology, such as email, webcast, website, webpage, messaging, social networks, and blogging.** 10.02