Florida CTE

Business Management & Administration (2023-24): Computer Applications in Business 3 (8200211)

Develop and apply spreadsheet skills utilizing current technology. The student will be able to: 1.00	**1** Apply cell borders and shading. 1.01
	2 Add a header and footer. 1.02
	3 Rotate text in a cell. 1.03
	4 Create a formula using mathematical operations. 1.04
	5 Create a formula using more than one mathematical operation. 1.05
	6 Create a formula finding maximum, minimum and average. 1.06
	7 Format a chart changing the font size, component colors and rotation of charts for graphical emphasis. 1.07
	8 Insert a picture in a worksheet. 1.08
Develop and apply digital design skills utilizing current technology. The student will be able to: 2.00	**1** Apply special formatting including, but not limited to adding gradients to frames, text wrapping and positioning. 2.01
	2 Insert graphics from files. 2.02
	3 Create new document without using templates. 2.03
	4 Ability to save graphics to file. 2.04
	5 Demonstrate proficiency in advanced print layout options. 2.05
Develop and apply database skills utilizing current technology. The stu to:	**1** Start and exit database software. Save a database in various formats i.e., file types. 3.01
	dentify the parts of the database screen. 3.02

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	3 View the database window and use the navigation pane. Open an object in design view or layout view. 3.03
	A Create a table. 3.04
	5 Enter records in datasheet view. 3.05
	6 Change the column width in a datasheet. Use hide, unhide, freeze and unfreeze fields. 3.06
	7 Add and delete fields and create relationships between tables. 3.07
	8 Create and modify fields, for example specify text, numbers, currency, and yes/no. 3.08
	9 Sort and filter record (use autofilter, filter by selection, and by form). 3.09
	10 Create a report. 3.10
Develop and apply web design skills utilizing current technology. The student will be able to: 4.00	1 Identify and describe the various components of the Internet, including, WWW, email, FTP, and URL. 4.01
	2 Understand the difference between web browser and search engine. 4.02
	3 Describe the difference between a client and the various types of servers, including web servers. 4.03
	4 Follow copyright laws. 4.04
	5 Demonstrate an understanding of file storage and the path to describe the location of a document. 4.05
	6 Describe how XHTML has altered the structure of HTML. 4.06
	7 Identify and describe basic HTML/ XHTML terminology. 4.07
	8 Identify and describe basic HTML/ XHTML tags. 4.08
	9 Identify the elements of a webpage. 4.09
	10 Produce a webpage using basic HTML tags, including but not limited to, links, anchors, lists, tables, background and fonts. 4.10
	11 Include graphics in a webpage. 4.11
	12 Use the Internet to find free components for a webpage such as Javascript, java applets, and banners. 4.12
	Create a webpage for others to see. 4.13

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Develop and utilize business-related skills. The student will be able to: 5.00	**1** Classify characteristics of a positive attitude in the workplace. 5.01
	2 Understand the importance of proper grooming and appearance for the workplace. 5.02
	3 Apply problem solving skills to troubleshoot computer problems. 5.03
	4 Identify brainstorming techniques. 5.04
	5 Apply impromptu and/or prepared presentation skills. 5.05
	6 Research sources of employment. 5.06
	7 List employment benefits. 5.07
	8 Identify child labor laws. 5.08
	9 Identify appropriate procedures for changing jobs. 5.09
	10 Discuss importance of being prepared to complete a job application. 5.10
	11 Discuss employer expectations toward prospective and current employees. 5.11
	12 Discuss the value of sharpening technology skills as the workplace environment changes. 5.12
	13 Prepare a list of strategies for communicating in multicultural settings. 5.13
	14 Analyze the importance of good work habits for success in the workplace. 5.14
Identify information technology tools and their proper uses. The student will be able to: 6.00	**1** Define and identify various software applications (word processing, spreadsheets, database, presentation, digital publishing) and their uses. 6.01
	2 Identify the functions of web browsers, and use them to access the World Wide Web and other computer resources typically used in the Business, Management and Administration career cluster. 6.02
	3 Use different web search engines effectively to locate information relevant to the Business, Management and Administration career cluster. 6.03
	4 Understand how email clients send simple messages and files to other Internet users. 6.04
Identify components of network systems. The student will be able to: 7.00	**1** Identify structure to access internet, including hardware and software components. 7.01
	2 Identify user customization features in web browsers, including preferences, caching, bookmarks/ favorites and cookies. 7.02
	Recognize essential database concepts. 7.03

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Describe how information technology is used in the Business Management and Administration career cluster. The student will be able to: 8.00	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.** 8.01
	2 **Identify security-related ethical and legal IT issues faced by professionals in the Business Management and Administration career cluster.** 8.02
Describe and use communication features of information technology. The student will be able to: 9.00	1 **Define important Internet communications protocols and their roles in delivering basic Internet services.** 9.01
	2 **Identify basic principles of the Domain Name System (DNS).** 9.02
	3 **Identify security issues related to Internet clients.** 9.03
	4 **Identify and use principles of personal information management (PIM), including common applications.** 9.04
	5 **Identify and understand webcasting and related services.** 9.05
	6 **Demonstrate ways to communicate effectively using Internet technology, such as email, webcast, websites, webpage, messaging, social networks, and blogging.** 9.06