Florida CTE

Business Management & Administration (2023-24): Computer Applications in Business 4 (8200212)

Identify information technology tools and their proper uses. The student will be able to: 1.00	1 **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.** 1.01
	2 **Understand how e-mail clients send simple messages and files to other Internet users.** 1.02
	3 **Use different web search engines effectively to locate information relevant to the Business, Management and Administration career cluster.** 1.03
	4 **Define and identify various software applications (word processing, spreadsheets, database, presentation, digital publishing) and their uses.** 1.04
Develop and apply database skills utilizing current technology. The student will be able to: 2.00	1 **Start and exit a database software.** 2.01
	2 **Use the navigation pane/change the view of an objects in the navigation pane.** 2.02
	3 **Create a database from a template** 2.03
	4 **Edit records in datasheet view.** 2.04
	5 **Add and delete records in datasheet view.** 2.05
	6 **Cut, copy, and paste data in datasheet view.** 2.06
	7 **Change the datasheet layout.** 2.07
	8 **Hide columns in a table.** 2.08
	9 **Create a table in design view/create and modify fields (or a field) in a datasheet.** 2.09
	Create a form and enter and edit data in a form. 2.10

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	11 Use form layout tools to modify a database design, arrangement and format (themes, fonts, colors). 2.11
	12 Create a query. Save a database in a different format (i.e., file types). 2.12
Develop and apply web design skills utilizing current technology. The student will be able to: 3.00	1 Produce a Web page using basic HTML tags, including but not limited to, links, anchors, lists, tables, background and fonts. 3.01
	2 Define principles of acceptable web design. 3.02
	3 Understand how different web browsers interpret pages. 3.03
	4 Understand the role of plug-ins. 3.04
	5 Understand graphic, audio, and movie file formats and how they affect file size. 3.05
	6 Use animated graphics, audio and video files in a webpage. 3.06
	7 Use image editing software to create and edit images. 3.07
	8 Demonstrate an understanding of compressing and decompressing files. 3.08
	9 Understand the importance of regular file backup. 3.09
	10 Create a webpage for others to see. 3.10
Develop and apply programming skills utilizing current technology. The student will be able to: 4.00	1 Give a brief history of computers. 4.01
	2 Describe how hardware and software make up computer architecture. 4.02
	3 Understand the binary representation of data and programs in computers. 4.03
	4 Discuss the evolution of programming languages. 4.04
	5 Describe the software development process. 4.05
	6 Describe the fundamental concepts of object-oriented programming. 4.06
	7 Discuss the importance of the selected programming language. 4.07
	8 Describe the structure of a simple program. 4.08
	9 Write a simple program. 4.09
	10 Edit, compile, and run a program. 4.10
	Format a program for visual effects. 4.11
	Identify compile-time errors. 4.12

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Develop and utilize business-related skills. The student will be able to: 5.00	**1** Classify the 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 Utilize problem solving skills in programming areas. 5.03
	4 Utilize brainstorming techniques to solve a problem. 5.04
	5 Apply impromptu and/or prepared presentation skills. 5.05
	6 Research sources of employment. 5.06
	7 Discuss employment benefits. 5.07
	8 Discuss child labor laws. 5.08
	9 Evaluate appropriate procedures for changing jobs. 5.09
	10 Evaluate a quality completed job application. 5.10
	11 Identify characteristics of ethical behavior in the workplace. 5.11
	12 Understand the importance of personal integrity in the workplace. 5.12
	13 Develop an understanding of the skills that transfer from school to work. 5.13
Identify components of network systems. The student will be able to: 6.00	**1** Identify structure to access internet, including hardware and software components. 6.01
	2 Identify user customization features in web browsers, including preferences, caching, bookmarks/ favorites and cookies. 6.02
	3 Recognize essential database concepts. 6.03
Describe how information technology is used in the Business Management and Administration career cluster. The student will be able to: 7.00	**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. 7.01
	2 Identify security-related ethical and legal IT issues faced by professionals in the Business Management and Administration career cluster. 7.02
Describe and use communication features of information tec wi	**1** Define important Internet communications protocols and their roles in delivering basic Internet services. 8.01
	dentify basic principles of the Domain Name System (DNS). 8.02
	dentify security issues related to Internet clients. 8.03

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4 **Identify and use principles of personal information management (PIM), including common applications.** 8.04

5 **Identify and understand webcasting and related services.** 8.05

6 **Demonstrate ways to communicate effectively using Internet technology, such as email, webcast, website, webpage, messaging, social networks, and blogging.** 8.06