Florida CTE

Business Management and Administration: Computer Applications in Business 2

Develop and apply keyboarding skills utilizing current technology. CTE.B.CAB2.01	**01.01** Demonstrate speed building using techniques for numeric and symbol keyboarding. CTE.B.CAB2.01.01
	01.02 Demonstrate proper hand positioning for numeric keypad entries and symbol keyboarding. CTE.B.CAB2.01.02
Develop and apply word processing skills utilizing current technology. CTE.B.CAB2.02	**02.01** Create and format memos. CTE.B.CAB2.02.01
	02.02 Create and format business letters using the block and/or modified block style. CTE.B.CAB2.02.02
	02.03 Create and format one-page academic and/or business reports using Modern Language Association (MLA) style. CTE.B.CAB2.02.03
	02.04 Use basic proofreading skills including using proofreader's marks. CTE.B.CAB2.02.04
	02.05 Identify how to address and print envelopes. CTE.B.CAB2.02.05
	02.06 Insert a hyperlink into a document. CTE.B.CAB2.02.06
	02.07 Understand and use Read-Only documents. CTE.B.CAB2.02.07
	02.08 Work with multi-page documents: insert page breaks. CTE.B.CAB2.02.08
	02.09 Format columns within a document. CTE.B.CAB2.02.09
	02.10 Work with document templates. CTE.B.CAB2.02.10
	02.11 Open and work with multiple documents. CTE.B.CAB2.02.11
Develop and apply spreadsheet skills utilizing current tec	**03.01** Insert and delete rows and columns. CTE.B.CAB2.03.01
	03.02 Clear and delete data. CTE.B.CAB2.03.02
	03.03 Copy and move data. CTE.B.CAB2.03.03

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	03.04	**Fill the same data in adjacent cells.** CTE.B.CAB2.03.04
	03.05	**Fill data series in adjacent cells.** CTE.B.CAB2.03.05
	03.06	**Hide and unhide columns and rows.** CTE.B.CAB2.03.06
	03.07	**Freeze and unfreeze columns and rows.** CTE.B.CAB2.03.07
	03.08	**Sort data.** CTE.B.CAB2.03.08
	03.09	**Print the worksheet, with and without grids.** CTE.B.CAB2.03.09
	03.10	**Create a chart.** CTE.B.CAB2.03.10
Develop and apply digital design skills utilizing current technology. CTE.B.CAB2.04	04.01	**Demonstrate ability to launch digital design software.** CTE.B.CAB2.04.01
	04.02	**Create a new document from a template (e.g., newsletters, brochures, greeting cards, letterhead, or flyers).** CTE.B.CAB2.04.02
	04.03	**Identify menus and toolbars of digital design software.** CTE.B.CAB2.04.03
	04.04	**Apply design layout and color scheme.** CTE.B.CAB2.04.04
	04.05	**Apply styles and borders.** CTE.B.CAB2.04.05
	04.06	**Insert a text box, word art and graphics.** CTE.B.CAB2.04.06
	04.07	**Apply formatting to a text box, word art and graphics.** CTE.B.CAB2.04.07
	04.08	**Edit text and layouts.** CTE.B.CAB2.04.08
	04.09	**Demonstrate the ability to spell check, save, and print a document.** CTE.B.CAB2.04.09
Develop and utilize business-related skills CTE.B.CAB2.05	05.01	**Determine why a positive attitude is necessary for success in the workplace.** CTE.B.CAB2.05.01
	05.02	**Compare grooming/dress standards in various workplace environments.** CTE.B.CAB2.05.02
	05.03	**Use problem solving skills to identify computer problems.** CTE.B.CAB2.05.03
	05.04	**Apply teamwork in the classroom.** CTE.B.CAB2.05.04
	05.05	**Perform an impromptu and/ or prepared presentation.** CTE.B.CAB2.05.05
	05.06	**Prepare a resume and cover letter.** CTE.B.CAB2.05.06
	05.07	**Prepare a thank you letter to a potential employer.** CTE.B.CAB2.05.07

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	05.08 Discuss job searching skills. CTE.B.CAB2.05.08
	05.09 Identify employment benefits. CTE.B.CAB2.05.09
	05.10 Understand labor laws. CTE.B.CAB2.05.10
	05.11 Understand appropriate procedures for changing jobs. CTE.B.CAB2.05.11
	05.12 Complete a job application. CTE.B.CAB2.05.12
	05.13 Demonstrate skills and appropriate dress/attire necessary for a successful job interview. CTE.B.CAB2.05.13
Identify components of network systems. CTE.B.CAB2.06	**06.01** Identify structure to access internet, including hardware and software components. CTE.B.CAB2.06.01
	06.02 Identify user customization features in web browsers, including preferences, caching, bookmarks/ favorites and cookies. CTE.B.CAB2.06.02
	06.03 Define database and identify how it is used in the business environment. CTE.B.CAB2.06.03
Perform activities using the worldwide web. CTE.B.CAB2.07	**07.01** Identify basic principles of the Domain Name System (DNS). CTE.B.CAB2.07.01
	07.02 Perform advanced searches using Boolean operators. CTE.B.CAB2.07.02
	07.03 Discuss email, email attachments, address book, and calendars. CTE.B.CAB2.07.03
	07.04 Discuss instant messaging. CTE.B.CAB2.07.04
Describe how information technology is used in the Business Management and Administration career cluster. CTE.B.CAB2.08	**08.01** Identify through internet research information technology (IT) careers in the Business Management and Administration career cluster, including the responsibilities, tasks and skills they require. CTE.B.CAB2.08.01
	08.02 Identify security-related ethical and legal IT issues faced by professionals in the Business Management and Administration career cluster. CTE.B.CAB2.08.02
Describe and use communication features of information technology CTE.B.CAB2.09	**09.01** Define important internet communications protocols and their roles in delivering basic Internet services. CTE.B.CAB2.09.01
	09.02 Identify security and privacy issues related to the Internet, including passwords and information theft. CTE.B.CAB2.09.02
	09.03 Demonstrate ways to communicate effectively using Internet technology, such as email, webcast, website, webpage, messaging, social networks, and blogging. CTE.B.CAB2.09.03