Texas CTE

Foundations of Business Communication and Technologies

Knowledge and skills. FDNBUSI

1 **The student coordinates information management and business management to aid in business planning. The student is expected to:** FDNBUSI.1

- A explain the strategic role of information systems and information communication technology within an organization; FDNBUSI.1A
- B determine risks and rewards of developing a strategic role for information systems and information communication technology; and FDNBUSI.1B
- C integrate information systems planning with business planning. FDNBUSI.1C

2 **The student enhances usability of systems operations to support business strategies and operations. The student is expected to:** FDNBUSI.2

- A identify the management information requirements and business needs of an organization; and FDNBUSI.2A
- B explain issues involved in designing and developing systems for different environments. FDNBUSI.2B

3 **The student analyzes available software packages for use in business settings. The student is expected to:** FDNBUSI.3

- A determine equipment and supplies needed; FDNBUSI.3A
- B establish equipment and supplies maintenance systems; FDNBUSI.3B
- C schedule equipment maintenance; FDNBUSI.3C
- D use equipment and supplies maintenance procedures; and FDNBUSI.3D
- E use critical-thinking skills to troubleshoot equipment and software issues. FDNBUSI.3E

4 **The student uses the computer's operating system to execute work responsibilities. The student is expected to:** FDNBUSI.4

- A move files in the computer operating system; FDNBUSI.4A
- B create directories; and FDNBUSI.4B
- C save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software. FDNBUSI.4C

Skip to main content

5 The student applies word-processing technology. The student is expected to: FDNBUSI.5

- A identify customary styles of business documents; FDNBUSI.5A
- B improve touch-system skills using the keyboard and keypad to input data; FDNBUSI.5B
- C use hardware and software needed to produce documents to address different computer applications; FDNBUSI.5C
- D demonstrate writing techniques by generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources; FDNBUSI.5D
- E produce business documents, including business letters, resumes, research papers, and newsletters; FDNBUSI.5E
- F edit a variety of written documents; FDNBUSI.5F
- G insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document; FDNBUSI.5G
- H prepare and distribute personalized correspondence using mail merge; and FDNBUSI.5H
- I use online word-processing technologies to create, edit, and share documents. FDNBUSI.5I

6 The student identifies database software to create databases that facilitate business decision making. The student is expected to: FDNBUSI.6

- A explain the principles of data analysis; FDNBUSI.6A
- B explain the nature of tools that can be used to access information in the database system; FDNBUSI.6B
- C choose appropriate software; FDNBUSI.6C
- D define fields and type of data; FDNBUSI.6D
- E create database structure; FDNBUSI.6E
- F define relationships of tables; FDNBUSI.6F
- G analyze company data requirements; and FDNBUSI.6G
- H design a database to meet business requirements. FDNBUSI.6H

7 The student applies data entry techniques to enter information in databases. The student is expected to: FDNBUSI.7

- A access information in the database system; FDNBUSI.7A
- B build data in a data warehouse; FDNBUSI.7B
- C enter and edit data into database tables and database forms for easy data entry; and FDNBUSI.7C
- D import and export databases. FDNBUSI.7D

Skip to main content

8 **The student uses commands to retrieve data and create reports from databases. The student is expected to:** FDNBUSI.8

- A retrieve data from tables and queries; FDNBUSI.8A
- B formulate queries; and FDNBUSI.8B
- C create and print reports. FDNBUSI.8C

9 **The student applies data mining methods to acquire pertinent information for business decision making. The student is expected to:** FDNBUSI.9

- A discuss the nature of data mining; FDNBUSI.9A
- B describe data mining tools; FDNBUSI.9B
- C demonstrate basic data mining techniques; and FDNBUSI.9C
- D interpret data mining findings. FDNBUSI.9D

10 **The student applies spreadsheet technology. The student is expected to:** FDNBUSI.10

- A perform mathematical processes, including percentages and decimals, order of operations principle, estimation, and prediction of patterns of data; FDNBUSI.10A
- B formulate and produce solutions to a variety of business problems such as budgets, payroll, inventory, invoices, balance sheets, profit-loss statements, and conversion of foreign currencies; FDNBUSI.10B
- C create charts, graphs, and infographics using spreadsheet data; and FDNBUSI.10C
- D use online spreadsheet technologies to create, edit, and share documents. FDNBUSI.10D

11 **The student applies presentation management technology. The student is expected to:** FDNBUSI.11

- A identify the guidelines for using graphics, fonts, and special effects in presentations; FDNBUSI.11A
- B analyze the effectiveness of multimedia presentations; FDNBUSI.11B
- C determine the appropriate technology to create and deliver an effective presentation; FDNBUSI.11C
- D save documents in various formats such as template, video, and PDF to share or transport electronically; FDNBUSI.11D
- E deliver an effective presentation; and FDNBUSI.11E
- F use online presentation management technologies to create, edit, transport, and share documents. FDNBUSI.11F

12 **The student applies desktop publishing technology. The student is expected to:** FDNBUSI.12

Skip to main content

- A identify technologies available for desktop publishing; FDNBUSI.12A
- B identify customary standards and styles of desktop publishing; and FDNBUSI.12B

C create desktop publications importing text and graphics. FDNBUSI.12C

13 The student uses a variety of software applications. The student is expected to integrate multiple learned software applications to efficiently accomplish workplace tasks. FDNBUSI.13