

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**
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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**
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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**
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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**

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

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

- 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