Florida Department of Education
Curriculum Framework

Course Title: **Computer Applications in Business 1**
Course Type: **Orientation/Exploratory**
Career Cluster: **Business Management and Administration**

Secondary – Middle School	
Course Number	8200520
CIP Number	05079999MS
Grade Level	6-8
Standard Length	Semester
Teacher Certification	Refer to the **Course Structure** section.
CTSO	FBLA BPA
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml

Purpose

The purpose of this course is to assist students in making informed decisions regarding their future academic and occupational goals and to provide information regarding careers in the Business Management and Administration career cluster. The content includes but is not limited to instruction in intermediate keyboarding, intermediate word processing, intermediate electronic presentation, intermediate computer hardware, intermediate Internet, introductory spreadsheet, and skills for business applications. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment.

Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Course Structure

The length of this course is one semester. It may be offered for two semesters when appropriate. When offered for one semester, it is recommended that it be at the exploratory level and more in-depth when offered for two semesters.

To teach the course listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the course structure:

Course Number	Course Title	Teacher Certification	Length
8200520	Computer Applications in Business 1	BUS ED 1 @2 COMPU SCI 6 ENG&TEC ED1@2 TC COOP ED @7 TEC ED 1@2 VOE @7	Semester

Standards

After successfully completing this program, the student will be able to perform the following:

01.0   Identify and understand computer hardware.
02.0   Identify information technology tools and their proper uses.
03.0   Develop and apply keyboarding skills utilizing current technology.
04.0   Develop and apply word processing skills utilizing current technology.
05.0   Develop and apply electronic presentation skills utilizing current technology.
06.0   Develop and apply spreadsheet skills utilizing current technology.
07.0   Develop and utilize business-related skills.
08.0   Perform activities using the worldwide web.
09.0   Describe how information technology is used in the Business, Management and Administration career cluster.
10.0   Describe and use communication features of information technology.

Florida Department of Education
Student Performance Standards

Course Title: **Computer Applications in Business 1**
Course Number: **8200520**
Course Length: **Semester**

Course Description:

This course is designed to provide instruction in intermediate keyboarding, intermediate word processing, intermediate electronic presentation, intermediate computer hardware, intermediate Internet, introductory spreadsheet, and business applications skills. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment.

CTE Standards and Benchmarks	
01.0	Identify and understand computer hardware. The student will be able to:
	01.01 Define and identify input, output, and storage devices and their functions.
	01.02 Define and identify memory in a computer.
02.0	Identify information technology tools and their proper uses. The student will be able to:
	02.01 Define and identify various software applications (word processing, spreadsheets, database, presentation, digital publishing) and their uses.
03.0	Develop and apply keyboarding skills utilizing current technology. The student will be able to:
	03.01 Demonstrate proper keyboarding techniques using correct ergonomic habits.
	03.02 Demonstrate safety and respect for equipment materials in lab.
	03.03 Demonstrate proper techniques for alphanumeric keyboarding while keeping fingers on home row keys.
04.0	Develop and apply word processing skills utilizing current technology. The student will be able to:
	04.01 Start and exit word processing software.
	04.02 Apply different views to a document – select zoom options, document view, split windows, arrange windows, and switch windows.
	04.03 Move text in a document using the copying/cutting/pasting and drag/drop text commands.
	04.04 Apply tabs, line spacing and paragraph indents.

CTE Standards and Benchmarks
04.05   Align text horizontally and vertically.
04.06   Apply character attributes – font, font size, font color, underline, bold, italic, and text effects.
04.07   Apply styles in a document.
04.08   Utilize the undo and redo commands.
04.09   Utilize the show/hide command.
04.10   Use find and replace.
04.11   Utilize the format painter.
04.12   Utilize the text highlight feature in a document – select highlight color.
04.13   Insert date and time.
04.14   Insert and manipulate graphics, word art and text boxes.
04.15   Insert and remove a manual page break in a document.
04.16   Create bulleted and numbered lists.
04.17   Create a table – inserting, moving, and entering data.
04.18   Format a table – insert/delete columns, rows, and cells and merge cells.
04.19   Format a table – changing column/ row width/ height.
04.20   Apply table alignment on document – horizontally and vertically.
04.21   Apply text and number alignment within a table.
04.22   Use table tools – change table styles, apply borders, and shading.
04.23   Set the page layout in a document – margins, page orientation, and page size.
04.24   Change the page background – insert a watermark, page border, and change the page color.
04.25   Create headers and footers in a document.
04.26   Use spell/grammar check/thesaurus programs properly.

CTE Standards and Benchmarks
04.27 Use basic proofreading skills including proofreader's marks.
04.28 Understand the difference between save and save as.
04.29 Save a document – specify file name and location.
04.30 Save a document in a different format, e.g., PDF, webpage, and jpeg.
04.31 Understand printing options including printer selection, scale to fit, and page number selection.
05.0 Develop and apply electronic presentation skills utilizing current technology. The student will be able to:
05.01 Start and exit presentation software.
05.02 Apply fill effects, lines and shapes.
05.03 Demonstrate ability to order, group and rotate objects.
05.04 Demonstrate ability to animate graphics.
05.05 Apply slide transitions and timings.
05.06 Incorporate text, tables, charts and graphic transitions into document.
05.07 Add sound using various media e.g., internet and/or files.
05.08 Apply action buttons.
05.09 Insert a hyperlink.
05.10 Rearrange slide order through slide sorter.
05.11 Create note page to aid in oral presentation of slide show.
05.12 Customize timing and rehearsing to coordinate with oral presentation.
05.13 Save a presentation in a different format, e.g., PDF and webpage.
05.14 Demonstrate the ability to spell check and print presentations using different settings.
05.15 Demonstrate presentation skills.

CTE Standards and Benchmarks
06.0   Develop and apply spreadsheet skills utilizing current technology. The student will be able to:
06.01   Start and exit spreadsheet software.
06.02   Identify the parts of the spreadsheet screen, e.g., ribbon, status bar, title bar, insertion point, scroll box and bar, and tabs.
06.03   Create a new worksheet.
06.04   Change column width and row height.
06.05   Format the contents of a cell, i.e., change fonts and font sizes, align text, and format numbers.
06.06   Merge cells.
06.07   Use undo and redo commands.
06.08   AutoFormat the worksheet if available. AutoFormat applies borders, shading, and data formatting.
06.09   Use the auto sum feature.
06.10   Create a chart.
07.0   Develop and utilize business-related skills. The student will be able to:
07.01   Demonstrate an understanding of the importance of a positive attitude in obtaining and maintaining a job.
07.02   Identify grooming/dress standards in various workplace environments.
07.03   Demonstrate problem solving skills.
07.04   Demonstrate an awareness of teamwork.
07.05   Make an impromptu presentation.
07.06   Make a prepared presentation.
07.07   Collaborate and effectively use teamwork to present in a group.
08.0   Perform activities using the worldwide web. The student will be able to:
08.01   Identify and define Internet vocabulary such as hyperlink, WWW, URL, and web browser.
08.02   Understand basic principles of the Doman Name System (DNS).

CTE Standards and Benchmarks
08.03 Perform basic Internet searches.
08.04 Identify and use various web browsers.
08.05 Copy and paste from browser to other applications.
08.06 Identify and use various search engines.
08.07 Evaluate websites.
08.08 Understand favorites/bookmarks.
08.09 Understand and demonstrate Internet safety.
08.10 Discuss Internet privacy, ethics, network etiquette and copyright laws.
08.11 Download files.
08.12 Download graphics.
09.0 Describe how information technology is used in the Business, Management and Administration career cluster. The student will be able to:
09.01 Identify through internet research information technology (IT) careers in the Business, Management and Administration career cluster, including the responsibilities, tasks and skills they require.
09.02 Identify security-related ethical and legal IT issues faced by professionals in the Business, Management and Administration career cluster.
10.0 Describe and use communication features of information technology. The student will be able to:
10.01 Identify security and privacy issues related to the Internet, including passwords and information theft.
10.02 Identify and/or use various ways to communicate effectively using internet technology, such as email, webcast, website, webpage, messaging, social networks, and blogging.

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students, including access to computers and appropriate software.

Florida Standards for English Language Development (ELD)
English language learners communicate for social and instructional purposes within the school setting. ELD.K12.SI.1.1

English Language Development (ELD) Standards Special Notes:
Teachers are required to provide listening, speaking, reading and writing instruction that allows English language learners (ELL) to communicate for social and instructional purposes within the school setting.   For the given level of English language proficiency and with visual, graphic, or interactive support, students will interact with grade level words, expressions, sentences and discourse to process or produce language necessary for academic success. The ELD standard should specify a relevant content area concept or topic of study chosen by curriculum developers and teachers which maximizes an ELL's need for communication and social skills. To access an ELL supporting document which delineates performance definitions and descriptors, please click on the following link: http://www.cpalms.org/uploads/docs/standards/eld/SI.pdf.
For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition at sala@fldoe.org.

Special Notes

MyCareerShines is an interactive resource to assist students in identifying their ideal career and to enhance preparation for employment. Teachers are encouraged to integrate this resource into the program curriculum to meet the employability goals for each student. Access MyCareerShines by visiting: www.mycareershines.org.

Career and Technical Student Organization (CTSO)

Future Business Leaders of America (FBLA) and Business Professionals of America (BPA) are the intercurricular career and technical student organizations providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations' plan to meet individual needs and ensure equal access. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional

methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

In addition to accommodations, some secondary students with disabilities (students with an IEP served in Exceptional Student Education (ESE)) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note: postsecondary curriculum and regulated secondary programs cannot be modified.

Additional Resources

For additional information regarding articulation agreements, Bright Futures Scholarships, Fine Arts/Practical Arts Credit and Equivalent Mathematics and Equally Rigorous Science Courses please refer to:
http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml.