

**Florida Department of Education
Curriculum Framework**

Course Title: Computer Applications in Business 2
Course Type: Orientation/Exploratory
Career Cluster: Business Management and Administration

Secondary – Middle School

Course Number	8200210
CIP Number	05079999EX
Grade Level	6-8
Course Length	Semester
Teacher Certification	Refer to the Course Structure section.
CTSO	FBLA-PBL, 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 advanced keyboarding, advanced word processing, advanced hardware, advanced Internet, intermediate spreadsheet, introductory digital design, and skills for business applications. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment. Reinforcement of academic skills occurs through classroom instruction and applied laboratory procedures.

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
8200210	Computer Applications in Business 2	ANY BUSINESS ED G BUS ED 1 @2 COMPU SCI 6 ENG&TEC ED1@2 INFO TECH 7G 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 Develop and apply keyboarding skills utilizing current technology.
- 02.0 Develop and apply word processing skills utilizing current technology.
- 03.0 Develop and apply spreadsheet skills utilizing current technology.
- 04.0 Develop and apply digital design skills utilizing current technology.
- 05.0 Develop and utilize business-related skills.
- 06.0 Perform activities using the worldwide web.
- 07.0 Identify components of network systems.
- 08.0 Describe how information technology is used in the Business Management and Administration career cluster.
- 09.0 Describe and use communication features of information technology.

**Florida Department of Education
Student Performance Standards**

Course Title: Computer Applications in Business 2
Course Number: 8200210
Course Length: Semester

Course Description:

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

CTE Standards and Benchmarks	
01.0	Develop keyboarding skills utilizing current technology. The student will be able to:
01.01	Demonstrate speed building using techniques for numeric and symbol keyboarding.
01.02	Demonstrate proper hand positioning for numeric keypad entries and symbol keyboarding.
02.0	Develop and apply word processing skills utilizing current technology. The student will be able to:
02.01	Create and format memos.
02.02	Create and format business letters using the block and/or modified block style.
02.03	Create and format one-page academic and/or business reports using Modern Language Association (MLA) style. http://www.mla.org/MLA-Style
02.04	Use basic proofreading skills including using proofreader's marks.
02.05	Identify how to address and print envelopes.
02.06	Insert a hyperlink into a document.
02.07	Understand and use Read-Only documents.
02.08	Work with multi-page documents: insert page breaks.
02.09	Format columns within a document.
02.10	Work with document templates.

CTE Standards and Benchmarks

02.11 Open and work with multiple documents.

03.0 Develop and apply spreadsheet skills utilizing current technology. The student will be able to:

03.01 Insert and delete rows and columns.

03.02 Clear and delete data.

03.03 Copy and move data.

03.04 Fill the same data in adjacent cells.

03.05 Fill data series in adjacent cells

03.06 Hide and unhide columns and rows.

03.07 Freeze and unfreeze columns and rows.

03.08 Sort data.

03.09 Print the worksheet, with and without grids.

03.10 Create a chart.

04.0 Develop and apply digital design skills utilizing current technology. The student will be able to:

04.01 Demonstrate ability to launch digital design software.

04.02 Create a new document from a template (e.g., newsletters, brochures, greeting cards, letterhead, or flyers).

04.03 Identify menus and toolbars of digital design software.

04.04 Apply design layout and color scheme.

04.05 Apply styles and borders.

04.06 Insert a text box, word art and graphics.

04.07 Apply formatting to a text box, word art and graphics.

04.08 Edit text and layouts.

04.09 Demonstrate the ability to spell check, save, and print a document.

CTE Standards and Benchmarks

05.0 Develop and utilize business-related skills. The student will be able to:

05.01 Determine why a positive attitude is necessary for success in the workplace.

05.02 Compare grooming/dress standards in various workplace environments.

05.03 Use problem solving skills to identify computer problems.

05.04 Apply teamwork in the classroom.

05.05 Perform an impromptu and/ or prepared presentation.

05.06 Prepare a resume and cover letter.

05.07 Prepare a thank you letter to a potential employer.

05.08 Discuss job searching skills.

05.09 Identify employment benefits.

05.10 Understand labor laws.

05.11 Understand appropriate procedures for changing jobs.

05.12 Complete a job application.

05.13 Demonstrate skills and appropriate dress/attire necessary for a successful job interview.

06.0 Identify components of network systems. The student will be able to:

06.01 Identify structure to access internet, including hardware and software components.

06.02 Identify user customization features in web browsers, including preferences, caching, bookmarks/ favorites and cookies.

06.03 Define database and identify how it is used in the business environment.

07.0 Perform activities using the worldwide web. The student will be able to:

07.01 Identify basic principles of the Domain Name System (DNS).

07.02 Perform advanced searches using Boolean operators.

07.03 Discuss email, email attachments, address book, and calendars.

CTE Standards and Benchmarks

07.04	Discuss instant messaging.
08.0	Describe how information technology is used in the Business Management and Administration career cluster. The student will be able to:
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.
08.02	Identify security-related ethical and legal IT issues faced by professionals in the Business Management and Administration career cluster.
09.0	Describe and use communication features of information technology. The student will be able to:
09.01	Define important internet communications protocols and their roles in delivering basic Internet services.
09.02	Identify security and privacy issues related to the Internet, including passwords and information theft.
09.03	Demonstrate ways to communicate effectively using Internet technology, such as email, webcast, website, webpage, messaging, social networks, and blogging.

Additional Information

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.ELL.SI.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. 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.

Career and Technical Student Organization (CTSO)

CTSOs are co-curricular 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. Other CTSOs not listed in this curriculum framework or recognized by the Florida Department of Education are permissible provided they support student mastery over the standards and benchmarks of this curriculum framework.

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.