

**Florida Department of Education
Student Performance Standards**

Course Title: Digital Business Foundations
Course Number: 8207310
Course Credit: 1

Course Description:

This core course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Digital Business Foundations includes the exploration and use of the internet, social media, spreadsheets, presentation applications, management of personal information and email, word processing, web page design, and the integration of these programs using software that meets industry standards.

To teach the Digital Business Foundations (8207310) course, instructors must hold at least one of the teacher certifications listed below. It is recommended that teachers hold the most appropriate certification based on the CTE program in which they are assigned.

Course Number	Course Title	Teacher Certification	Length	Level	Graduation Requirement
8207310	Digital Business Foundations	ACCTING @7 7 G BANK FINC @7 7 G BUS ED 1 @2 COMM ART @7 7 G COMP PROG 7 G COMPU SCI 6 CYBER TECH 7 G INFO TECH 7 G MANAG SUPV 7 G MKTG 1 @2 MKTG MGMT 7 G WEB DEV 7 G	1 credit	2	CT

(Graduation Requirement Codes: CT= Career & Technical Education, EQ= Equally Rigorous Science, EC= Economics, MA= Mathematics, PL= Personal Financial Literacy)

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CTE Standards and Benchmarks	
01.0	Demonstrate responsible, ethical, and effective behavior when using digital tools, resources, and networks. The student will be able to:
01.01	Identify and apply best practices for maintaining privacy, managing passwords, and recognizing online threats.
01.02	Demonstrate respectful and appropriate communication in online environments, including emails, forums, and social media platforms.
01.03	Distinguish between original and borrowed content and properly cite sources using appropriate citation formats.
01.04	Analyze how online actions can impact personal and professional reputations and explain strategies to manage one's digital footprint.
01.05	Use social media to enhance online communication and develop an awareness of a digital footprint.
01.06	Create and develop a professional social media presence (e.g., LinkedIn) to connect with potential employers, follower influencers, enhance networking opportunities, develop soft skills through written communication, and establish a professional business image.
01.07	Cultivate and manage awareness of digital identity and reputation.
01.08	Develop awareness of the permanence of actions and social awareness in the digital world.
01.09	Develop awareness of data-collection technology contributing to their digital footprint.
01.10	Recognize different forms of cyberbullying and describe appropriate responses and prevention strategies.
01.11	Evaluate scenarios for ethical and legal considerations in using digital content, software, and communication tools.
01.12	Discuss the importance of access to technology.
01.13	Recognize ethical use of AI.
01.14	Utilize the Internet to find reliable resources and reference materials (e.g., on-line help, tutorials, manuals).
01.15	Apply research strategies to use and evaluate electronic research technologies for valid and reliable information.
01.16	Describe ethical issues and problems associated with computers and information technology (e.g., fair use, privacy, public domain, copyright, piracy, plagiarism).

CTE Standards and Benchmarks

02.0	Develop an awareness of personal and business computing systems. The student will be able to:
02.01	Demonstrate keyboarding skills to enter and manipulate text and data.
02.02	Differentiate between file types and common file extensions.
02.03	Demonstrate basic computer file management skills (e.g., naming, saving, retrieving, and organizing).
02.04	Analyze the process of troubleshooting problems with computer hardware peripherals, including input and output devices.
02.05	Demonstrate proficiency using common peripherals (e.g., printers, mouse, keyboard, external hard drive, flash drive).
02.06	Demonstrate how to connect to the Internet and identify and describe web terminology, addresses and how browsers work.
02.07	Demonstrate proficiency using basic features of GUI (Graphical User Interface) browsers (e.g., bookmarks, basic configurations, e-mail configurations, address books, adaptive resources).
02.08	Describe appropriate browser security configurations (e.g., history, cookies, cache).
02.09	Demonstrate proficiency using search engines and search tools (e.g., Boolean search strategies).
02.10	Identify various web tools, (e.g., downloading files, transfer of files, extensions, PDF, plug-ins, and data compression).
02.11	Differentiate between different domain extensions (e.g., .com, .org, .gov, .edu, etc.)
02.12	Recognize the concepts of computer maintenance.
02.13	Demonstrate an understanding of networks.
02.14	Differentiate between types of networks and how they work (e.g., clients, servers, Wi-Fi, teleconference).
02.15	Identify security needs within a network environment (e.g., antivirus software, passwords).
02.16	Distinguish between Intranets, Internet, and cloud computing (e.g., file security).
03.0	Enhance communication and productivity skills. The student will be able to:
03.01	Describe and use current computer technology and software to perform personal and business-related tasks in the workplace (e.g., e-mail, digital calendars, meetings, appointments).

CTE Standards and Benchmarks	
03.02	Perform e-mail activities (e.g., attach external files, save e-mail attachments, view mailbox details, schedule appointments, create contact groups, employer's ownership of email, public access of government email).
03.03	Demonstrate competence using computer networks to facilitate learning and communication.
04.0	Use word processing applications to enhance the effectiveness of various types of documents and communication. The student will be able to:
04.01	Select and use word processing software to create and enhance written business communications (e.g., memos, reports, business letters).
04.02	Save, share, and export documents in various formats (e.g., pdf, html, blog, hyperlinks).
04.03	Format text content in a document (e.g., font attributes, paragraph attributes, spacing, text styles, text boxes).
04.04	Manipulate page layout (e.g., page setup, themes, templates, page backgrounds, headers and footers).
04.05	Perform various image-editing tasks (e.g., format images, illustrations, shapes, etc.).
04.06	Proofread and revise documents by validating content (e.g., spell check, thesaurus, find/replace, autocorrect settings, and tracking revisions).
04.07	Insert citations and hyperlinks, create end and footnotes, and create a table of contents in a document.
05.0	Use presentation applications to enhance communication skills. The student will be able to:
05.01	Configure presentation software (e.g., adjusting views, manipulating slide settings, configuring toolbar and file options).
05.02	Format and edit slides (e.g., adding and removing slides, slide layouts, format slide design, insert or format placeholders).
05.03	Locate, create and incorporate graphical and multimedia elements, including: shapes, graphics, images, bullets, hyperlinks, video, and audio into a slide presentation.
05.04	Enhance overall visual presentation by applying design principles (font selection, design themes, color schemes, templates, slide transitions and animations (e.g., on click, rehearsed timings, etc.).
05.05	Create various elements that can be created embedded in a slide presentation (e.g., charts, graphs, tables, media, and spreadsheets).
05.06	Demonstrate different delivery methods for slide presentations (e.g., sharing, video projection, and printing options).
06.0	Use spreadsheet applications to enhance productivity and communication. The student will be able to:

CTE Standards and Benchmarks

06.01	Input cell data and apply auto fill.
06.02	Format spreadsheets, cells, and data using application tools and settings (e.g., import data; adjust properties; apply and modify cell formats and styles; merge and split cells; create, hide, and unhide row and column titles, rows, and columns; set up pages; and customize views and themes).
06.03	Create and analyze formulas and functions (e.g., apply conditional formula logic, name and cell ranges).
06.04	Create and modify charts and images. (e.g., pivot tables)
06.05	Interpret data on line graphs, pie charts, diagrams, and tables.
06.06	Analyze and organize data through filters, sorting and applying conditional formatting. (e.g., macros)
06.07	Share spreadsheet data through various systems (e.g., email and cloud storage).
07.0	Demonstrate an understanding of a content management system (CMS). The student will be able to:
07.01	Analyze CMS various options for content management.
07.02	Manage basic content elements.
07.03	Utilize the interface for content formatting and organization (e.g., using templates or HTML).
07.04	Enhance web pages through the use of images and media.
07.05	Demonstrate an understanding of user roles.
08.0	Explore ways to research careers and plan for future goals. The student will be able to:
08.01	Explore assessments, career options, and planning to support the shift from school to work, lifelong learning, and goal setting.
08.02	Use career resources to develop and analyze occupations and opportunities for internships, continuing education and on-the-job training.
08.03	Read and comprehend technical and non-technical reading assignments related to course content (e.g., manuals, books, magazines, electronic sources).
08.04	Describe the importance of professionalism in the workplace (e.g., appropriate attire, grooming, and professional language).

CTE Standards and Benchmarks	
08.05	Demonstrate job-seeking skills required for entry-level employment, (e.g., resume creation, online job search, cover letter, online/hard copy application, mock interview, interview thank you letter, and follow-up call.)
08.06	Demonstrate an awareness of specific job requirements and career paths (e.g., education, certifications, skills, previous experience) in business environments.
08.07	Design, implement, and evaluate a plan to facilitate growth and skill development related to anticipated job requirements and career expectations.
08.08	Demonstrate an awareness of the potential impact of local and global trends on career plans and life goals.
08.09	Describe the importance of networking in a variety of situations (e.g., personal, educational and professional).
08.10	Simulate work-based projects.
09.0	Demonstrate leadership and team-building skills to enhance workplace performance and achieve organizational goals. The student will be able to:
09.01	Apply strategies for effective teamwork, including collaboration, communication, and conflict resolution.
09.02	Demonstrate leadership qualities, such as delegation, motivation, providing constructive feedback, and fostering a positive team environment.
09.03	Practice active listening and effective verbal and nonverbal communication skills to enhance interactions with supervisors, coworkers, and customers.
09.04	Demonstrate personal and interpersonal skills essential for successful teamwork, including responsibility, dependability, punctuality, initiative and respect for self and others.
09.05	Apply project management concepts and tools (e.g. timelines, deadlines, resource allocation) to contribute to team projects and achieve goals.
09.06	Identify self-awareness and emotional intelligence to effectively lead and collaborate with others.