

**Florida Department of Education
Student Performance Standards**

Course Title: Computer Applications in Business 3
Course Number: 8200211
Course Length: Semester

Course Description:

This course is designed to provide instruction in advanced spreadsheet, intermediate digital design, introductory database, introductory web design, and soft 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 and utilize business-related soft skills – the student will be able to:
01.01	Classify characteristics of a positive attitude in the workplace.
01.02	Compare appropriate workplace grooming/dress to appropriate school grooming/dress.
01.03	Apply problem solving skills to troubleshoot computer problems.
01.04	Identify brainstorming techniques.
01.05	Apply impromptu presentation skills.
01.06	Apply prepared presentation skills.
01.07	Find sources of employment.
01.08	List employment benefits.
01.09	Identify child labor laws.
01.10	Identify appropriate procedures for changing jobs.
01.11	Discuss importance of being prepared to complete a job application.
01.12	Determine the employer expectations toward prospective and current employees.
01.13	Discuss the value of sharpening technology skills as the workplace environment changes.

CTE Standards and Benchmarks

01.14 Prepare a list of strategies for communicating in multicultural settings.

01.15 Analyze the importance of good work habits for success in the workplace.

02.0 Develop and apply spreadsheet skills – the student will be able to:

02.01 Apply cell borders and shading.

02.02 Add a header and footer.

02.03 Rotate text in a cell.

02.04 Create a formula using subtraction, multiplication, division.

02.05 Create a formula using more than one function.

02.06 Create a formula finding maximum, minimum and average.

02.07 Format a chart changing the font size, component colors and rotation of pie chart for graphical emphasis.

02.08 Insert a picture in a worksheet.

03.0 Develop and apply digital design skills – the student will be able to:

03.01 Apply special formatting including, but not limited to adding gradients to frames, text wrapping and positioning.

03.02 Insert graphics from files.

03.03 Create new document without using templates.

03.04 Ability to save graphics to file.

03.05 Demonstrate proficiency in advanced print layout options.

04.0 Develop and apply database skills – the student will be able to:

04.01 Identify the parts of the database screen.

04.02 Work with objects in the database window.

04.03 Create a table using a wizard.

04.04 Enter records in datasheet view.

CTE Standards and Benchmarks

04.05 Change the column width in datasheet view. ,

04.06 Add and delete fields in Design view.

04.07 Change field properties, for example specify text, numbers, currency, and Yes/No.

04.08 Sort data in Datasheet view.

04.09 Create a report.

05.0 Develop and apply web design skills – the student will be able to:

05.01 Describe the origins of the Internet.

05.02 Identify Web terminologies.

05.03 Describe the various components of the Internet, including, WWW, e-mail, FTP, and others.

05.04 Describe necessary hardware and software to connect to the Internet.

05.05 Demonstrate the ability to locate information using a Web Browser.

05.06 Demonstrate proficiency in customizing a Web browser.

05.07 Understand the difference between a Web browser and a Search engine.

05.08 Describe the difference between a client, and the various types of servers, including Web servers.

05.09 Describe how a Web page is made available in the Internet.

05.10 Observe copyright laws.

05.11 Demonstrates an understanding of file formats, file storage and the path to describe the location of a document.

05.12 Describe how XHTML has altered the structure of HTML.

05.13 Identify and describe basic HTML/XHTML terminology.

05.14 Identify and describe basic HTML/XHTML tags.

05.15 Identify the elements of a Web page.

05.16 Examine the HTML/XHTML code of pages created by others. .

CTE Standards and Benchmarks	
05.17	Produce a Web page using basic HTML tags, including but not limited to, links, anchors, lists, tables, background and fonts.
05.18	Include graphics in a Web page.
05.19	Use the Internet to find free components for a Web page such as Javascript, java applets, banners, and others.
05.20	Publish a Web page for others to see.
06.0	Describe how information technology is used in the Business, Management and Administration career cluster – the student will be able to:
06.01	Identify information technology (IT) careers in the Business, Management and Administration career cluster, including the responsibilities, tasks and skills they require.
06.02	Relate information technology project management concepts and terms to careers in the Business, Management and Administration career cluster.
06.03	Manage information technology components typically used in professions of the Business, Management and Administration career cluster.
06.04	Identify security-related ethical and legal IT issues faced by professionals in the Business, Management and Administration career cluster.
07.0	Use information technology tools – the student will be able to:
07.01	Identify the functions of web browsers, and use them to access the World Wide Web and other computer resources typically used in the Business, Management and Administration career cluster.
07.02	Use e-mail clients to send simple messages and files to other Internet users.
07.03	Demonstrate ways to communicate effectively using Internet technology.
07.04	Use different types of web search engines effectively to locate information relevant to the Business, Management and Administration career cluster.
08.0	Identify components of network systems – the student will be able to:
08.01	Identify structure to access internet, including hardware and software components.
08.02	Identify and configure user customization features in web browsers, including preferences, caching, and cookies.
08.03	Recognize essential database concepts.
08.04	Define and use additional networking and internet services.
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.

CTE Standards and Benchmarks

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

09.03 Identify security issues related to Internet clients.

09.04 Identify and use principles of personal information management (PIM), including common applications.

09.05 Efficiently transmit text and binary files using popular Internet services.

09.06 Conduct a webcast and related services.

09.07 Represent technical issues to a non-technical audience.