

**Florida Department of Education
CURRICULUM FRAMEWORK**

Program Title: Computer Applications in Business 3
Occupational Area: Business

Secondary

Program Numbers **8200211**
CIP Number 0507999903
Grade Level 6-9, 30, 31
Standard Length .50 credit
Certification BUS ED @4 1 @2
 TEACH CBE @7
 VOE @7
 COMP SCI @6 @2
CSO BPA
 FBLA

- I. **MAJOR CONCEPTS/CONTENT:** 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.
- II. **LABORATORY ACTIVITIES:** Laboratory activities are an essential part of this course. This course has been designed as a hands-on class. It is essential that technology, specifically computers and appropriate software, be made available to students in this course. It is recommended that a project-based approach be utilized to deliver the concepts.
- III. **SPECIAL NOTES:** Business Professionals of America and Future Business Leaders of America are the appropriate Career Student Organizations (CSO) for providing leadership training and for reinforcing specific career and technical skills. Career Student Organizations, when provided, shall be an integral part of the career and technical instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, FAC.

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. 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.

Activities including field trips and the use of guest presenters from the business community are appropriate for this course.

These frameworks and student performance standards are the MINIMUM required for this course. As time allows teachers are encouraged to add competencies in additional software and technologies.

Upon completion of this course and an additional half credit in business technology course work, at the middle school level, an optional articulation agreement may be included to further enhance this course and meet the requirements of Business Systems and Technology.

IV. **INTENDED OUTCOMES:** After successfully completing this course, the student will be able to:

- 06.0 Develop and utilize business-related soft skills. [Student Performance Standards: 06.26, 06.27, 06.28, 06.29, 06.30, 06.31, 06.32, 06.33, 06.34, 06.35, 06.36, 06.37, 06.38, 06.39, 06.40.]
- 07.0 Develop and apply spreadsheet skills. [Student Performance Standards: 07.21, 07.22, 07.23, 07.24, 07.25, 07.26, 07.27, 07.28.]
- 08.0 Develop and apply digital design skills. [Student Performance Standards: 08.11, 08.12, 08.13, 08.14, 08.15.]
- 09.0 Develop and apply database skills. [Student Performance Standards: 09.01, 09.02, 09.03, 09.04, 09.05, 09.06, 09.07, 09.08, 09.09.]
- 10.0 Develop and apply web design skills. [Student Performance Standards: 10.01, 10.02, 10.03, 10.04, 10.05, 10.06, 10.07, 10.08, 10.09, 10.10, 10.11, 10.12, 10.13, 10.14, 10.15, 10.16, 10.17, 10.18, 10.19, 10.20.]

July 2007

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Middle School Course Number:	8200211
Course Title:	Computer Applications in Business 3
Course Credit:	.05
06.0 DEVELOP AND UTILIZE BUSINESS-RELATED SOFT SKILLS—The student will be able to:	
06.26	Classify characteristics of a positive attitude in the workplace. LA.A.1.3.3
06.27	Compare appropriate workplace grooming/dress to appropriate school grooming/dress.
06.28	Apply problem solving skills to troubleshoot computer problems. MA.E.1.3.1, MA.E.3.3.1
06.29	Identify brainstorming techniques. L.A.C.1.3.1, LA.C.3.3.1, LA.C.3.3.2, LA.C.3.3.3
06.30	Apply impromptu presentation skills. LA.A.1.3.3, LA.A.2.3.5, LA.A.3.3.2, LA.C.3.3.1, LA.C.3.3.3, LA.D.2.3.1, LA.D.2.3.3, LA.D.2.3.5
06.31	Apply prepared presentation skills. LA.A.1.3.3, LA.A.2.3.5, LA.A.3.3.2, LA.C.3.3.1, LA.C.3.3.3, LA.D.2.3.1, LA.D.2.3.3, LA.D.2.3.5
06.32	Find sources of employment. LA.A.2.3.5, LA.A.2.3.8 LA.B.2.3.4, LA.B.2.4.2
06.33	List employment benefits.
06.34	Identify child labor laws.
06.35	Identify appropriate procedures for changing jobs. LA.A.2.3.8
06.36	Discuss importance of being prepared to complete a job application.
06.37	Determine the employer expectations toward prospective and current employees. LA.D.1.3.3
06.38	Discuss the value of sharpening technology skills as the workplace environment changes. LA.C.1.3.1, SC.H.3.3.7
06.39	Prepare a list of strategies for communicating in multicultural settings. LA.D.1.3.3, SS.B.2.3.3
06.40	Analyze the importance of good work habits for success in the workplace. SS.B.2.3.3
07.0 DEVELOP AND APPLY SPREADSHEET SKILLS—The student will be able to:	
07.21	Apply cell borders and shading. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
07.22	Add a header and footer. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
07.23	Rotate text in a cell. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
07.24	Create a formula using subtraction, multiplication, division. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3, MA.A.1.3, MA.A.3.3, MA.A.4.3
07.25	Create a formula using more than one function. LA.A.1.3,

	LA.A.2.3, LA.C.1.3, LA.C.3.3, MA.A.1.3, MA.A.3.3, MA.A.4.3
07.26	Create a formula finding maximum, minimum and average. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3, MA.A.1.3, MA.A.3.3, MA.A.4.3
07.27	Format a chart changing the font size, component colors and rotation of pie chart for graphical emphasis. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
07.28	Insert a picture in a worksheet. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
08.0	DEVELOP AND APPLY DIGITAL DESIGN SKILLS—The student will be able to:
08.11	Apply special formatting including, but not limited to adding gradients to frames, text wrapping and positioning. LA.B.1.3.2, LA.D.2.3.4, VA.A.1.3.1, VA.B.1.3.4
08.12	Insert graphics from files. LA.D.2.3.4, LA.B.2.3.4, VA.A.1.3.1
08.13	Create new document without using templates. LA.B.1.3.2, VA.B.1.3.2
08.14	Ability to save graphics to file.
08.15	Demonstrate proficiency in advanced print layout options.
09.0	DEVELOP AND APPLY DATABASE SKILLS—The student will be able to:
09.01	Identify the parts of the database screen. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
09.02	Work with objects in the database window. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
09.03	Create a table using a wizard. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
09.04	Enter records in datasheet view. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
09.05	Change the column width in datasheet view. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
09.06	Add and delete fields in Design view. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
09.07	Change field properties, for example specify text, numbers, currency, and Yes/No. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
09.08	Sort data in Datasheet view. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
09.09	Create a report. LA.A.1.3, LA.A.2.3, LA.C.1.3, LA.C.3.3
10.0	DEVELOP AND APPLY WEB DESIGN SKILLS—The student will be able to:
10.01	Describe the origins of the Internet. LA.A.1.3.3)(LA.A.2.3.1)(LA.A.2.3.2) (LA.A.2.3.5) (LA.A.2.3.7).
10.02	Identify Web terminologies.(LA.A.1.3.3)(LA.A.2.3.1) (LA.A.2.3.2) (LA.A.2.3.5) (LA.A.2.3.7).
10.03.	Describe the various components of the Internet, including, WWW, e-mail, FTP, and others. (LA.A.1.3.3)(LA.A.2.3.1)LA.A.A.2.3.2) (LA.A.A.2.3.5) (LA.A.A.2.3.7).
10.04	Describe necessary hardware and software to connect to the Internet. (LA.A.1.3.3)(LA.A.2.3.1)(LA.A.2.3.2) (LA.A.2.3.5) (LA.A.2.3.7).
10.05	Demonstrate the ability to locate information using a Web

	Browser. (LA.A.1.3.3)(LA.A.2.3.1)(LA.A.2.3.2) (LA.A.2.3.5) (LA.A.2.3.7).
10.06	Demonstrate proficiency in customizing a Web browser.(LA.C.1.3.1)(LA.C.1.3.3)(LA.C.1.3.4).
10.07	Understand the difference between a Web browser and a Search engine. (LA.C.1.3.1)(LA.C.1.3.3)(LA.C.1.3.4).
10.08	Describe the difference between a client, and the various types of servers, including Web servers. (LA.C.1.3.1) (LA.C.1.3.3)(LA.C.1.3.4).
10.09	Describe how a Web page is made available in the Internet. (LA.C.1.3.1)(LA.C.1.3.3)(LA.C.1.3.4).
10.10.	Observe copyright laws.(SS.C.1.3.6)
10.11	Demonstrates an understanding of file formats, file storage and the path to describe the location of a document. (LA.C.1.3.1)(LA.C.1.3.3)(LA.C.1.3.4).
10.12	Describe how XHTML has altered the structure of HTML. (LA.C.1.3.1)(LA.C.1.3.3)(LA.C.1.3.4).
10.13	Identify and describe basic HTML/XHTML terminology. (LA.C.1.3.1)(LA.C.1.3.3)(LA.C.1.3.4).
10.14	Identify and describe basic HTML/XHTML tags. (LA.C.1.3.1) (LA.C.1.3.3)(LA.C.1.3.4).
10.15	Identify the elements of a Web page. (LA.C.1.3.1)(LA.C.1.3.3)(LA.C.1.3.4).
10.16	Examine the HTML/XHTML code of pages created by others. (LA.A.2.3.1)(LA.A.2.3.5) (LA.A.2.3.5).
10.17	Produce a Web page using basic HTML tags, including but not limited to, links, anchors, lists, tables, background and fonts.(LA.B.1.3.1)(LA.B.1.3.2)(LA.B.1.3.3).
10.18	Include graphics in a Web page.(VA.A.1.2)(VA.A.1.4).
10.19	Use the Internet to find free components for a Web page such as Javascript, java applets, banners, and others.(LA.B.2.3.4)
10.20	Publish a Web page for others to see.((LA.B.2.3.3)(LA.D.2.3.1) (LA.D.2.3.4)(LA.D.2.3.5)(LA.D.2.3.6) (LA.D.2.3.7)