

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: Computer and Business Skills
Program Type: Practical Arts
Occupational Area: Business Technology Education

Secondary

Program Number: 8200330
CIP Number: 0507.0797PA
Grade Level: 9-12, 30, 31
Standard Length: .5 credits
Certification: BUS ED @4 1 @2
VOE @7
TEACH CBE @7
CLERICAL @7 G
SECRETAR @7 G
BUS DP @7 G
ELECT DP @7 G
TEC ELEC @7 G
BOOKKEEPIN @4 @7 G
TYPEWRIT @4
CTSO: FBLA
BPA
Coop Method: No
Apprenticeship: No
Facility Code: 211

I. **PURPOSE:** This course is designed to introduce students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications using databases, spreadsheets, presentation applications, and the integration of these programs using software that meets industry standards.

Instructional experiences provided in this course do not necessarily prepare students for specific occupations.

II. **LABORATORY ACTIVITIES:** Laboratory activities are an integral part of this course and include the use of computers and peripheral equipment.

III. **SPECIAL NOTES:** Future Business Leaders of America (Secondary), Phi Beta Lambda (Postsecondary), and Business Professionals of America are the appropriate Career and Technical Student Organizations (CTSO) for providing leadership training and for reinforcing specific career and technical skills. Career and Technical 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.

SCANS Competencies: Instructional strategies for this program must include methods that require students to identify, organize, and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational, and technological systems; and to work with a variety of tools and equipment. Instructional strategies must also incorporate the methods to improve students' personal qualities and high-order thinking skills.

Equipment List: A generic equipment list is available for this program.

- IV. **INTENDED OUTCOMES:** After completing the following competencies, the student will be able to:
- 01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. Apply ergonomic principles applicable to the configuration of computer workstations. [Student Performance Standards: 01.01, 01.02, 01.03, 01.04, 01.06, 01.07, 01.08.]
 - 02.0 Demonstrate comprehension and communication skills. [Student Performance Standards: 02.06, 02.07, 2.08.]
 - 03.0 Use Technology to apply and enhance communications skills in technical reading, writing. [Student Performance Standards: 03.03, 03.05, 03.06.]
 - 05.0 Practice quality performance in the learning environment and the workplace. [Student Performance Standards: 05.02.]
 - 06.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 06.01, 06.02, 06.03.]
 - 07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 07.01, 07.02, 07.03.]
 - 08.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals. [Student Performance Standards: 08.01, 08.02, 08.03.]
 - 09.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong

- learning, and personal and professional goals. Experience work-based learning through job shadowing, mentoring, e-coaching, etc. [Student Performance Standards: 09.01, 09.02, 09.03, 09.04, 09.05, 09.06, 09.07.]
- 10.0 Demonstrate human relations/interpersonal skills appropriate for the workplace. [Student performance Standards: 10.01, 10.02, 10.03.]
- 13.0 Perform office functions and responsibilities to accomplish job objectives and enhance workplace performance. [Student Performance Standards: 13.01, 13.03.]
- 41.0 Perform e-mail activities. [Student Performance Standards: 41.01, 41.09.]
- 42.0 Demonstrate operating systems. [Student Performance Standards: 42.01, 42.10, 42.12, 42.14.]
- 67.0 Develop an awareness of emerging technologies. [Student Performance Standards: 67.01, 67.02, 67.03]

NOTE: *This course along with Keyboarding and Business Skills is equivalent to Computing for College and Careers. Students should complete Keyboarding and Business Skills before enrolling in this course.*