Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: Computer Applications in Business 1
Occupational Area: Business

Secondary

Program Numbers	**8200220**
CIP Number	0507.9999MS
Grade Level	6-8, 30, 31
Standard Length	.50 credits
Certification	BUS ED @4 1 @2
	TEACH CBE @7
	VOE @7
CTSO:	FBLA
	BPA

I.   **MAJOR CONCEPTS/CONTENT:** The purpose of this course is to acquaint students with career opportunities in the field of computers as well as hands-on, practical experience using application software. The student will be able to use business decision making and problem solving methods, identify the parts and functions of a computer system, perform computer activities, identify uses of the computer and become familiar with occupations dealing with computer hardware and software.

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 computers and software be made available to students.

III.   **SPECIAL NOTE:** Activities including field trips and the use of guest presenters from the business community are appropriate for this course.

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

01.0   Demonstrate computer literacy.
02.0   Perform computer activities using independent and integrated software packages.
03.0   Develop problem-solving skills.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Computer Applications in Business 1
Secondary Number: 8200220
Postsecondary Number:

01.0 <u>DEMONSTRATE COMPUTER LITERACY</u>--The student will be able to:

    01.01   Identify basic computer terminology. LA.A.1
    01.02   Demonstrate the steps necessary to "boot up" a computer system. LA.C.1
    01.03   Utilize computer directories to locate files.
    01.04   Identify the basic components of a computer system. LA.A.1
    01.05   Describe occupations dealing with computer hardware and software.

02.0 <u>PERFORM COMPUTER ACTIVITIES USING INDEPENDENT AND INTEGRATED SOFTWARE PACKAGES</u>--The student will be able to:

    02.01   Create business documents using a word processing program. LA.C.1.3.1, LA.D
    02.02   Create business documents using a database program. LA.B.2.3.1, LA.B.2.3.2, LA.B.2.3.4
    02.03   Create business documents using a spreadsheet program. MA.A.1, A.3, A.4, D.2, E.1, MA.A.1, LA.A.1.3.2
    02.04   Create a business document using an integrated software program.LA.B.2.3.4, LA.B.1.3, LA.B.1.3.3, LA.B.2.3.4

03.0 <u>DEVELOP PROBLEM-SOLVING SKILLS</u>--The student will be able to:

    03.01   Develop a group plan for creation of a business document. LA.2.3.7, LA.2.3.5
    03.02   Demonstrate brain-storming techniques. LA.B.2.3.4, LA.D.2.3.6
    03.03   Make an oral and/or written presentation related to a business oriented task. LA.D.2.3.6