**Florida Department of Education**
**CURRICULUM FRAMEWORK**

**Program Title:**     Computer Applications in Business 2
**Occupational Area:**  Business

                        Secondary

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| **Program Numbers** | **8200210** |
| CIP Number | 0507.9999EX |
| Grade Level | 6-9 |
| Standard Length | .50 credit |
| Certification | BUS ED @4 1 @2 |
| | VOE @7 |
| | TEACH CBE @7 |

I.    **MAJOR CONCEPTS/CONTENT:**  The purpose of the course is to refine and add to the student's ability in using integrated application software, expanding the level and speed of the student's keyboarding (typing) and decision making skills acquired in Computer Applications in Business 1.

      Emphasis will be placed on work ethics, productivity and quality.  The student, working individually and within groups, will be able to use business decision making and problem solving techniques to develop a simulated work activity to produce a quality product.

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 an integrated program, including word processing, database and spreadsheet be employed.

III.  **SPECIAL NOTE:**  This course emphasizes teamwork, solid and productive work ethics, cooperation and listening skills to train the student for the work place.  Decision making and group interaction procedures are employed in this course.  The teacher becomes a facilitator of learning; the students are encouraged to question, interact and produce.

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

      01.0   Perform mathematical applications.
      02.0   Perform keyboarding activities.
      03.0   Perform communication activities.
      04.0   Demonstrate proper and safe procedures while working with technological tools, apparatus, equipment, systems and materials.
      05.0   Perform technology applications.

**Florida Department of Education**
**STUDENT PERFORMANCE STANDARDS**

**Program Title:**          Computer Applications in Business 2
**Secondary Number:**      8200210
**Postsecondary Number:**

01.0    PERFORM MATHEMATICAL APPLICATIONS--The student will be able to:

        01.01          Apply addition, subtraction, multiplication and division skills to the solution of business-related problems using a calculator/computer. MA.A.5.3.1, MA.B.3.3.1, MA.B.4.3.1, MA.B.4.3.1, MA.D.1.3.1, MA.D.2.3.1, MA.D.2.3.2, MA.E.1.3.1

02.0    PERFORM KEYBOARDING ACTIVITIES--The student will be able to:

    02.01    Key documents and apply formatting principles. LA.A.2.3.5
    02.02    Key material from handwritten copy.LA.B.1.3.2

03.0    PERFORM COMMUNICATION ACTIVITIES--The student will be able to:

    03.01    Locate, interpret and record information retrieved from written resources.LA.A.2.3.8, MA.E.1.3.1
    03.02    Follow oral and written instruction. LA.C.1.4.1, LA.C.1.4.3
    03.03    Participate in group discussion activities. LA.C.3.3.4, LA.B.2.3.2, LA.C.3.4.1
    03.04    Compose and revise sentences applying principles of standard English. LA.B.1.4.2

04.0    DEMONSTRATE PROPER AND SAFE PROCEDURES WHILE WORKING WITH TECHNOLOGICAL TOOLS, APPARATUS, EQUIPMENT, SYSTEMS AND MATERIALS--The student will be able to:

    04.01    Follow lab safety rules and procedures. LA.C.1.3.1
    04.02    Demonstrate good housekeeping at work stations within total lab. LA.C.3.3.4
    04.03    Exercise care and respect for all tools, equipment and materials. LA.C.1.3.1

05.0    PERFORM TECHNOLOGY APPLICATIONS--The student will be able to:

    05.01    Prepare simple documents using the basic functions and commands of word processing software. LA.B.1.3.3. LA.B.2.3.4
    05.02    Prepare simple documents using the basic functions and commands of database software. LA.A.2.3.8, LA.B.2.3.4, LA.A.2.3.5,LA.B.2.3.2, LA.A.2.3.7, MA.A.1
    05.03    Prepare simple documents using the basic functions and commands of spreadsheet software. MA.A.1