

# Business Management & Administration (2023-24): Computer Applications in Business 3 (8200211)

Develop and apply spreadsheet skills utilizing current technology. The student will be able to: 1.00

- 1 Apply cell borders and shading. 1.01
- 2 Add a header and footer. 1.02
- 3 Rotate text in a cell. 1.03
- 4 Create a formula using mathematical operations. 1.04
- 5 Create a formula using more than one mathematical operation. 1.05
- 6 Create a formula finding maximum, minimum and average. 1.06
- 7 Format a chart changing the font size, component colors and rotation of charts for graphical emphasis. 1.07
- 8 Insert a picture in a worksheet. 1.08

Develop and apply digital design skills utilizing current technology. The student will be able to: 2.00

- 1 Apply special formatting including, but not limited to adding gradients to frames, text wrapping and positioning. 2.01
- 2 Insert graphics from files. 2.02
- 3 Create new document without using templates. 2.03
- 4 Ability to save graphics to file. 2.04
- 5 Demonstrate proficiency in advanced print layout options. 2.05

Develop and apply database skills utilizing current technology. The student will be able to: 3.00

- 1 Start and exit database software. Save a database in various formats i.e., file types. 3.01
- 2 Identify the parts of the database screen. 3.02

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- 3 View the database window and use the navigation pane. Open an object in design view or layout view.** 3.03

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  - A Create a table.** 3.04

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  - 5 Enter records in datasheet view.** 3.05

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  - 6 Change the column width in a datasheet. Use hide, unhide, freeze and unfreeze fields.** 3.06

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  - 7 Add and delete fields and create relationships between tables.** 3.07

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  - 8 Create and modify fields, for example specify text, numbers, currency, and yes/no.** 3.08

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  - 9 Sort and filter record (use autofilter, filter by selection, and by form).** 3.09

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  - 10 Create a report.** 3.10
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**Develop and apply web design skills utilizing current technology. The student will be able to:** 4.00

- 1 Identify and describe the various components of the Internet, including, WWW, email, FTP, and URL.** 4.01

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  - 2 Understand the difference between web browser and search engine.** 4.02

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  - 3 Describe the difference between a client and the various types of servers, including web servers.** 4.03

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  - 4 Follow copyright laws.** 4.04

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  - 5 Demonstrate an understanding of file storage and the path to describe the location of a document.** 4.05

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  - 6 Describe how XHTML has altered the structure of HTML.** 4.06

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  - 7 Identify and describe basic HTML/ XHTML terminology.** 4.07

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  - 8 Identify and describe basic HTML/ XHTML tags.** 4.08

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  - 9 Identify the elements of a webpage.** 4.09

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  - 10 Produce a webpage using basic HTML tags, including but not limited to, links, anchors, lists, tables, background and fonts.** 4.10

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  - 11 Include graphics in a webpage.** 4.11

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  - 12 Use the Internet to find free components for a webpage such as Javascript, java applets, and banners.** 4.12

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  - 13 Create a webpage for others to see.** 4.13
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**Develop and utilize business-related skills. The student will be able to:** 5.00

- 1 Classify characteristics of a positive attitude in the workplace.** 5.01
- 2 Understand the importance of proper grooming and appearance for the workplace.** 5.02
- 3 Apply problem solving skills to troubleshoot computer problems.** 5.03
- 4 Identify brainstorming techniques.** 5.04
- 5 Apply impromptu and/or prepared presentation skills.** 5.05
- 6 Research sources of employment.** 5.06
- 7 List employment benefits.** 5.07
- 8 Identify child labor laws.** 5.08
- 9 Identify appropriate procedures for changing jobs.** 5.09
- 10 Discuss importance of being prepared to complete a job application.** 5.10
- 11 Discuss employer expectations toward prospective and current employees.** 5.11
- 12 Discuss the value of sharpening technology skills as the workplace environment changes.** 5.12
- 13 Prepare a list of strategies for communicating in multicultural settings.** 5.13
- 14 Analyze the importance of good work habits for success in the workplace.** 5.14

**Identify information technology tools and their proper uses. The student will be able to:** 6.00

- 1 Define and identify various software applications (word processing, spreadsheets, database, presentation, digital publishing) and their uses.** 6.01
- 2 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.** 6.02
- 3 Use different web search engines effectively to locate information relevant to the Business, Management and Administration career cluster.** 6.03
- 4 Understand how email clients send simple messages and files to other Internet users.** 6.04

**Identify components of network systems. The student will be able to:** 7.00

- 1 Identify structure to access internet, including hardware and software components.** 7.01
- 2 Identify user customization features in web browsers, including preferences, caching, bookmarks/ favorites and cookies.** 7.02
- 3 Recognize essential database concepts.** 7.03

**Describe how information technology is used in the Business Management and Administration career cluster. The student will be able to:** 8.00

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- 1 Identify through Internet research information technology (IT) careers in the Business Management and Administration career cluster, including the responsibilities, tasks and skills they require.** 8.01
  - 2 Identify security-related ethical and legal IT issues faced by professionals in the Business Management and Administration career cluster.** 8.02
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**Describe and use communication features of information technology. The student will be able to:** 9.00

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- 1 Define important Internet communications protocols and their roles in delivering basic Internet services.** 9.01
- 2 Identify basic principles of the Domain Name System (DNS).** 9.02
- 3 Identify security issues related to Internet clients.** 9.03
- 4 Identify and use principles of personal information management (PIM), including common applications.** 9.04
- 5 Identify and understand webcasting and related services.** 9.05
- 6 Demonstrate ways to communicate effectively using Internet technology, such as email, webcast, websites, webpage, messaging, social networks, and blogging.** 9.06