

FBLA: COMPUTER APPLICATIONS

| Competency: Basic Computer Terminology and Concepts | |
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| Tasks | |
| 1. | Use and understand basic computer terminology. |
| 2. | Explain the purpose, operation, and care of hardware components. |
| 3. | Install, configure, optimize, and upgrade operating software and application software on computers and other portable devices. |
| 4. | Identify tools, diagnostic procedures, and troubleshooting techniques for components and operating systems for personal computers, laptops, and portable devices. |
| 5. | Apply basic commands and navigate the operating system including such things as creating backups and determining memory and disk space. |
| 6. | Input data and commands using peripherals (keyboard, light pen, mouse, scanner, and voice recognition). |
| 7. | Manage file storage through the use of file and disk management techniques such as copy, move, store, rename, retrieve, save, delete, compress, decompress, and create/manipulate folders and directories. |
| 8. | Use a browser to search and navigate hypertext documents and to download files. |
| 9. | Use Internet search engines and understand their advantages and disadvantages. |
| 10. | Evaluate the accuracy, relevance, and comprehensiveness of information retrieved from the Web. |
| 11. | Identify the different parts of a browser window (pull-down menus, toolbar, address box, status bar, scroll bar, close button, maximize and minimize buttons, and title bar). |
| 12. | Analyze emerging technologies used by business and industry. |
| 13. | Identify the fundamental principles and basic concepts of installing, configuring, optimizing, and upgrading printers and scanners. |
| 14. | Identify tools and diagnostic procedures to troubleshoot printers and scanners and perform basic printer functions (load paper, change cartridge, repair paper jam, etc.). |
| 15. | Identify and use appropriate resources to obtain assistance (Help menu, manuals, Web site). |
| 16. | Evaluate advantages and disadvantages of various processing, storage, retrieval, and transmission technologies. |
| 17. | Identify the fundamental principles and basic concepts of networks including installing, configuring, optimizing, and upgrading. |
| 18. | Identify network devices including network connectivity hardware and describe their functions. |

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| Competency: Basic Application Knowledge and Word Processing | |
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| Tasks | |
| 1. | Use help features and reference materials to learn software and solve problems. |
| 2. | Create, save, and retrieve word processing files. |
| 3. | Use word processing software to create, format, and edit business documents such as letters, memoranda, reports, tables, and resumes in mailable form. |
| 4. | Demonstrate the use of character formatting features (bold, underline, italics, font styles and sizes, superscript, and subscript). |
| 5. | Demonstrate the use of paragraph formatting features (tabs, indentations, line spacing, and enumerated items). |
| 6. | Demonstrate the use of page formatting features (margins, justification, vertical placement, orientation, page breaks, headers, and footers). |
| 7. | Demonstrate document editing skills using spell/grammar check, thesaurus, search/replace, and other document properties. |
| 8. | Create documents using mail merge features. |
| 9. | Create and use macros and templates. |
| Competency: Spreadsheet and Database Applications | |
| Tasks | |
| 1. | Define spreadsheet terminology (cell, row, column, range, label, value, formula, function, worksheet, relative, absolute, and legend). |
| 2. | Create, edit, save, and print worksheets using spreadsheet commands, functions, and formulas. |
| 3. | Design and enhance worksheets by inserting, deleting, moving, and copying columns and rows. |
| 4. | Use electronic spreadsheet to create, save, print, modify, and obtain graphs and appropriate charts with titles and legends. |
| 5. | Rename, rearrange, and manipulate multiple worksheets in a workbook. |
| 6. | Use an electronic spreadsheet program to enhance the appearance of a spreadsheet by changing fonts, foreground and background colors, and centering text across columns. |
| 7. | Define database terminology (query, DBMS, field, record, file, and data type). |
| 8. | Plan and create a database. |
| 9. | Enter data and edit fields and records for a particular situation. |
| 10. | Query, sort, prioritize, merge, and retrieve data from databases. |
| 11. | Use a database management program to create, format, maintain, and print reports and tables from a simple relational database. |

FBLA: COMPUTER APPLICATIONS

| Competency: Presentation, Publishing, and Multimedia Applications | |
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| Tasks | |
| 1. | Identify components of a presentation program (layout views, slide, toolbars, and dialog box). |
| 2. | Use presentation software to create a presentation with multiple types of slides incorporating effective use of text, graphics, fonts, builds, preset animation, and transitions. |
| 3. | Use presentation software to include diagrams, color and graphic modifications, animation schemes, custom backgrounds, action buttons, hyperlinks, sound, video, and speaker notes. |
| 4. | Deliver presentation with supporting materials. |
| 5. | Apply desktop publishing principles to create, design, edit, and produce documents using text and graphics. |
| 6. | Create visual communications involving text and graphic data (brochures, pamphlets, fliers, and newsletters). |
| 7. | Utilize graphic manipulation techniques (wrap text, Word Art) to insert visual aids into document. |
| 8. | Create visual communications involving art work (freehand drawing applications, clip art, digitized images). |
| 9. | Save cropped or modified images in different file formats. |
| 10. | Demonstrate input of data and graphics from various sources (Web, scanner, digital camera). |
| 11. | Design, create, edit, and format web pages incorporating various types of media (text, image, video, and audio). |
| 12. | Apply multimedia software to create multimedia projects. |
| Competency: E: E-mail, Integrated and Collaboration Applications | |
| Tasks | |
| 1. | Produce documents integrating word processing, spreadsheet, and related charts, database files, reports, and presentation files. |
| 2. | Use an electronic mail program to send and receive electronic mail including an attachment. |
| 3. | Manage personal schedule and contact information to include distribution lists. |
| 4. | Research privacy issues related to e-mail accounts and dangers of receiving e-mails from unknown sources. |
| 5. | Identify inappropriate actions related to forwarding and mass e-mailings. |
| 6. | Demonstrate skills using word processing, spreadsheet, database, and presentation software to complete workgroup collaboration to include inserting and reviewing comments. |
| 7. | Use collaborative/groupware applications to manage shared schedule, contact information, shared files, online information, instant messaging, or virtual meetings. |

FBLA: COMPUTER APPLICATIONS

| Competency: Netiquette and Legal | |
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| Tasks | |
| 1. | Explain concepts related to copyright rules and regulations and public domain (images, music, video, and software). |
| 2. | Demonstrate a basic understanding of issues regarding software copyright, software licensing, and software copying. |
| 3. | Discriminate between ethical and unethical uses of computers and information. |
| 4. | Identify potential abuse and explain the consequences of illegal and unethical use of information technologies (piracy, illegal downloading, licensing infringement, and inappropriate use of software, hardware, and mobile devices). |
| 5. | Apply netiquette skills to create, send, receive, and reply to electronic communications, including e-mail and telephone. |
| Competency: Security | |
| Tasks | |
| 1. | Identify security issues related to computer hardware, software, and data use. |
| 2. | Explain concepts of security, integrity, courtesy, and confidentiality related to information and communication systems. |
| 3. | Adhere to privacy, safety and security policies and legislation (acceptable use policy, Web page policies, computer crime, fraud, and abuse). |
| 4. | Demonstrate an awareness of computer viruses and basic understanding of ways to protect a computer from viruses. |
| 5. | Diagnose and troubleshoot hardware, software, and data security issues. |
| 6. | Perform preventative maintenance techniques for computer security. |
| Competency: Formatting, Grammar, Punctuation, Spelling, and Proofreading | |
| Tasks | |
| 1. | Apply basic formatting procedures and manipulate data in letters, reports, simple tables, spreadsheets, graphics, graphs and charts, and databases. |
| 2. | Use correct grammar, spelling, and punctuation when producing documents. |
| 3. | Utilize appropriate functions and references for spelling, grammar, and proofreading. |
| 4. | Use appropriate capitalization, punctuation, number expression rule, and editing/proofreading skills to produce mailable documents. |

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