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Alignment to Florida **"Digital Business Foundations"** Course Standards

Florida Course Details:

Course Name:	Digital Business Foundations (2026+)
Course Code(s):	8207310
Credit:	1
State Standards Link:	https://www.cpalms.org/PreviewCourseProgram/Preview/3323

CompuScholar Course Details:

Course Title:	Digital Savvy
Course ISBN:	978-0-9887070-8-5
Course Year:	2026

Course Description (from CPALMS)

This core course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Digital Information Technology includes the exploration and use of: databases, the internet, social media, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design, and the integration of these programs using software that meets industry standards.

Course Standards

Note 1: Citation(s) listed may represent a subset of the instances where objectives are met throughout the course.

Note 2: Citation(s) for a "Lesson" refer to the "Lesson Text" elements and associated "Activities" within the course, unless otherwise noted. The "Instructional Video" components are supplements designed to introduce or re-enforce the main lesson concepts, and the Lesson Text contains full details.

CTE-BUS.912.8207310.15.1 - Use presentation applications to enhance communication skills.	**CITATION(S)**
CTE-BUS.912.8207310.15.1.2026.1 - Configure presentation software (e.g., adjusting views, manipulating slide settings, configuring toolbar and file options).	Chapter 11, Lessons 1, 6
CTE-BUS.912.8207310.15.1.2026.2 - Format and edit slides (e.g., adding and removing slides, slide layouts, format slide design, insert or format placeholders).	Chapter 11, Lessons 2, 3 Chapter 11, Activity 1
CTE-BUS.912.8207310.15.1.2026.3 - Locate, create and incorporate graphical and multimedia elements, including: shapes, graphics, images, bullets, hyperlinks, video, and audio into a slide presentation.	Chapter 11, Lessons 3, 4, 5

CTE-BUS.912.8207310.15.1.2026.4 - Enhance overall visual presentation by applying design principles (font selection, design themes, color schemes, templates, slide transitions and animations (e.g., on click, rehearsed timings, etc.).	Chapter 11, Lessons 2, 3 Chapter 11, Activity 1
CTE-BUS.912.8207310.15.1.2026.5 - Create various elements that can be created embedded in a slide presentation (e.g., charts, graphs, tables, media, and spreadsheets).	Chapter 11, Lessons 3, 4, 5 Chapter 11, Activities 1, 2
CTE-BUS.912.8207310.15.1.2026.6 - Demonstrate different delivery methods for slide presentations (e.g., sharing, video projection, and printing options).	Chapter 11, Lesson 6

CTE-BUS.912.8207310.15.1 - Develop an awareness of personal and business computing systems.	**CITATION(S)**
CTE-BUS.912.8207310.15.1.2026.1 - Demonstrate keyboarding skills to enter and manipulate text and data.	Chapter 9, Lesson 2 Supplemental Chapter 3, Lesson 1 & Activity 1
CTE-BUS.912.8207310.15.1.2026.2 - Differentiate between file types and common file extensions.	Chapter 4 (All Lessons & Activity)
CTE-BUS.912.8207310.15.1.2026.3 - Demonstrate basic computer file management skills (e.g., naming, saving, retrieving, and organizing).	Chapter 4 (All Lessons & Activity) Chapter 9, Lesson 2
CTE-BUS.912.8207310.15.1.2026.4 - Analyze the process of troubleshooting problems with computer hardware peripherals, including input and output devices.	Chapter 1, Lesson 3 Chapter 1 Activity Chapter 5, Lesson 3 Chapter 5 Activity
CTE-BUS.912.8207310.15.1.2026.5 - Demonstrate proficiency using common peripherals (e.g., printers, mouse, keyboard, external hard drive, flash drive).	Chapter 1, Lesson 3 Chapter 1 Activity
CTE-BUS.912.8207310.15.1.2026.6 - Demonstrate how to connect to the Internet and identify and describe web terminology, addresses and how browsers work.	Chapter 2, Lesson 3 Chapter 6 (All Lessons)
CTE-BUS.912.8207310.15.1.2026.7 - Demonstrate proficiency using basic features of GUI (Graphical User Interface) browsers (e.g., bookmarks, basic configurations, e-mail configurations, address books, adaptive resources).	Chapter 2, Lesson 3 Chapter 16, Lesson 1
CTE-BUS.912.8207310.15.1.2026.8 - Describe appropriate browser security configurations (e.g., history, cookies, cache).	Chapter 2, Lesson 3
CTE-BUS.912.8207310.15.1.2026.9 - Demonstrate proficiency using search engines and search tools (e.g., Boolean search strategies).	Chapter 5 Activity Chapter 7, Lessons 1, 2 Chapter 7 Activity
CTE-BUS.912.8207310.15.1.2026.10 - Identify various web tools, (e.g., downloading files, transfer of files, extensions, PDF, plug-ins, and data compression).	Chapter 2, Lesson 3 Chapter 4, Lesson 4 Chapter 6, Lesson 6
CTE-BUS.912.8207310.15.1.2026.11 - Differentiate between different domain extensions (e.g., .com, .org, .gov, .edu, etc.)	Chapter 6, Lesson 5

CTE-BUS.912.8207310.15.1.2026.12 - Recognize the concepts of computer maintenance.	Chapter 5 (All Lessons and Activity)
CTE-BUS.912.8207310.15.1.2026.13 - Demonstrate an understanding of networks.	Chapter 6 (All Lessons)
CTE-BUS.912.8207310.15.1.2026.14 - Differentiate between types of networks and how they work (e.g., clients, servers, Wi-Fi, teleconference).	Chapter 6, Lessons 2, 4
CTE-BUS.912.8207310.15.1.2026.15 - Identify security needs within a network environment (e.g., antivirus software, passwords).	Chapter 8, Lessons 1, 2, 3 Chapter 8 Activity
CTE-BUS.912.8207310.15.1.2026.16 - Distinguish between Intranets, Internet, and cloud computing (e.g., file security).	Chapter 4, Lesson 4 Chapter 6, Lesson 4 Supplemental Chapter 1, Lesson 6
CTE-AATC.912.8207310.1.5 - Apply research strategies to use and evaluate electronic research technologies for valid and reliable information.	Chapter 7 (All Lessons & Activity) Chapter 14, Activity 2
CTE-AATC.912.8207310.1.8 - Describe ethical issues and problems associated with computers and information technology (e.g., fair use, privacy, public domain, copyright, piracy, plagiarism).	Chapter 8, Lessons 1, 4, 5 Supplemental Chapter 1, Lessons 1, 4
CTE-AATC.912.8207310.1.9 - Explain the history and purpose of various operating systems (e.g., DOS, Windows, Mac, and Unix/Linux).	Chapter 3, Lesson 1

CTE-BUS.912.8207310.15.1 - Demonstrate an understanding of a content management system (CMS).	**CITATION(S)**
CTE-BUS.912.8207310.15.1.2026.1 - Analyze CMS various options for content management.	N/A (Coming 2027)
CTE-BUS.912.8207310.15.1.2026.2 - Manage basic content elements.	N/A (Coming 2027)
CTE-BUS.912.8207310.15.1.2026.3 - Utilize the interface for content formatting and organization (e.g., using templates or HTML).	N/A (Coming 2027)
CTE-BUS.912.8207310.15.1.2026.4 - Enhance web pages through the use of images and media.	N/A (Coming 2027)
CTE-BUS.912.8207310.15.1.2026.5 - Demonstrate an understanding of user roles.	N/A (Coming 2027)

CTE-BUS.912.8207310.15.1 - Explore ways to research careers and plan for future goals.	**CITATION(S)**
CTE-BUS.912.8207310.15.1.2026.1 - Explore assessments, career options, and planning to support the shift from school to work, lifelong learning, and goal setting.	Chapter 24, Lessons 1, 2 Chapter 24 Activity
CTE-AATC.912.8207310.9.1 - Analyze personal skills and aptitudes in comparison with various business related job and career options. (i.e., hard and soft skills)	Chapter 13, Lessons 1, 3 Chapter 24, Lessons 1, 2 Chapter 24 Activity
CTE-BUS.912.8207310.15.1.2026.2 - Use career resources to develop and analyze occupations and opportunities for internships, continuing education and on-the-job training.	Chapter 24, Lesson 1 Chapter 24 Activity Supplemental Chapter 3, Lesson 2

CTE-BUS.912.8207310.15.1.2026.3 - Read and comprehend technical and non-technical reading assignments related to course content (e.g., manuals, books, magazines, electronic sources).	As needed throughout, e.g.: Chapter 1, Lesson 4 Chapter 2, Lesson 5
CTE-BUS.912.8207310.15.1.2026.4 - Describe the importance of professionalism in the workplace (e.g., appropriate attire, grooming, and professional language).	Chapter 13, Lesson 1 Chapter 24, Lesson 2
CTE-BUS.912.8207310.15.1.2026.5 - Demonstrate job-seeking skills required for entry-level employment, (e.g., resume creation, online job search, cover letter, online/hard copy application, mock interview, interview thank you letter, and follow-up call.)	Chapter 24, Lesson 1 Chapter 24 Activity
CTE-BUS.912.8207310.15.1.2026.6 - Demonstrate an awareness of specific job requirements and career paths (e.g., education, certifications, skills, previous experience) in business environments.	Chapter 24, Lesson 1 Chapter 24 Activity Supplemental Chapter 3, Lesson 2
CTE-BUS.912.8207310.15.1.2026.7 - Design, implement, and evaluate a plan to facilitate growth and skill development related to anticipated job requirements and career expectations.	Chapter 24, Lesson 1 Chapter 24 Activity
CTE-BUS.912.8207310.15.1.2026.8 - Demonstrate an awareness of the potential impact of local and global trends on career plans and life goals.	Chapter 2, Lesson 5 Chapter 24, Lesson 1 Chapter 24 Activity Supplemental Chapter 1, Lesson 4
CTE-BUS.912.8207310.15.1.2026.9 - Describe the importance of networking in a variety of situations (e.g., personal, educational and professional).	Chapter 24, Lesson 2 Supplemental Chapter 3, Lesson 2
CTE-BUS.912.8207310.15.1.2026.10 - Simulate work-based projects.	Chapters 14, 25

CTE-BUS.912.8207310.15.1 - Demonstrate leadership and team-building skills to enhance workplace performance and achieve organizational goals.	**CITATION(S)**
CTE-AATC.912.8207310.10.1 - Demonstrate awareness of the following workplace essentials: quality customer service; business ethics; confidentiality of information; copyright violations; accepted workplace rules, regulations, policies, procedures, processes, and workplace safety, and appropriate attire and grooming.	Chapter 8, Lesson 4 Chapter 8, Lesson 5 Chapter 13, Lesson 1 Chapter 24, Lesson 2 Chapter 24, Lesson 3
CTE-AATC.912.8207310.10.2 - Demonstrate ways of accepting and providing constructive criticism to enhance team projects.	Chapter 13, Lesson 3 Chapter 14, Activity 3
CTE-BUS.912.8207310.15.1.2026.1 - Apply strategies for effective teamwork, including collaboration, communication, and conflict resolution.	Chapters 13, 14, 16, 25
CTE-BUS.912.8207310.15.1.2026.2 - Demonstrate leadership qualities, such as delegation, motivation, providing constructive feedback, and fostering a positive team environment.	Chapter 13, Lessons 1, 3 Chapters 14, 25
CTE-BUS.912.8207310.15.1.2026.3 - Practice active listening and effective verbal and nonverbal communication skills to enhance interactions with supervisors, coworkers, and customers.	Chapter 13, Lessons 1, 3 Chapters 14, 25

CTE-BUS.912.8207310.15.1.2026.4 - Demonstrate personal and interpersonal skills essential for successful teamwork, including responsibility, dependability, punctuality, initiative and respect for self and others.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25
CTE-BUS.912.8207310.15.1.2026.5 - Apply project management concepts and tools (e.g. timelines, deadlines, resource allocation) to contribute to team projects and achieve goals.	Chapter 13, Lessons 1, 2 Chapters 14, 25
CTE-BUS.912.8207310.15.1.2026.6 - Identify self-awareness and emotional intelligence to effectively lead and collaborate with others.	Chapter 13, Lessons 1, 3 Chapter 24, Lesson 2 Chapters 14, 25

CTE-BUS.912.8207310.15.1 - Demonstrate responsible, ethical, and effective behavior when using digital tools, resources, and networks.	**CITATION(S)**
CTE-BUS.912.8207310.15.1.2026.1 - Identify and apply best practices for maintaining privacy, managing passwords, and recognizing online threats	Chapter 8, Lessons 1, 2, 3 Supplemental Chapter 1, Lesson 2
CTE-BUS.912.8207310.15.1.2026.2 - Demonstrate respectful and appropriate communication in online environments, including emails, forums, and social media platforms.	Chapters 16, 17, 18
CTE-BUS.912.8207310.15.1.2026.3 - Distinguish between original and borrowed content and properly cite sources using appropriate citation formats.	Chapter 7, Lesson 3 Chapter 8, Lesson 5
CTE-BUS.912.8207310.15.1.2026.4 - Analyze how online actions can impact personal and professional reputations and explain strategies to manage one's digital footprint.	Chapter 8, Lesson 1 Chapter 18, Lesson 4
CTE-BUS.912.8207310.15.1.2026.5 - Use social media to enhance online communication and develop an awareness of a digital footprint.	Chapters 17, 18
CTE-BUS.912.8207310.15.1.2026.6 - Create and develop a professional social media presence (e.g., LinkedIn) to connect with potential employers, follower influencers, enhance networking opportunities, develop soft skills through written communication, and establish a professional business image.	Chapters 17, 18
CTE-BUS.912.8207310.15.1.2026.7 - Cultivate and manage awareness of digital identity and reputation.	Chapter 8, Lesson 1 Chapter 18, Lesson 4
CTE-BUS.912.8207310.15.1.2026.8 - Develop awareness of the permanence of actions and social awareness in the digital world.	Chapter 8, Lesson 1 Chapter 18, Lesson 4
CTE-BUS.912.8207310.15.1.2026.9 - Develop awareness of data-collection technology contributing to their digital footprint.	Chapter 8, Lesson 1 Chapter 18, Lesson 4
CTE-BUS.912.8207310.15.1.2026.10 - Recognize different forms of cyberbullying and describe appropriate responses and prevention strategies.	Chapter 8, Lesson 4
CTE-BUS.912.8207310.15.1.2026.11 - Evaluate scenarios for ethical and legal considerations in using digital content, software, and communication tools.	Chapter 8, Lessons 4, 5 Chapter 16

CTE-BUS.912.8207310.15.1.2026.12 - Discuss the importance of access to technology.	Supplemental Chapter 1, Lessons 1, 3, 5
CTE-BUS.912.8207310.15.1.2026.13 - Recognize ethical use of AI.	Supplemental Chapter 4, Lesson3
CTE-BUS.912.8207310.15.1.2026.14 - Utilize the Internet to find reliable resources and reference materials (e.g., on-line help, tutorials, manuals).	Chapter 5 Activity Chapter 7
CTE-BUS.912.8207310.15.1.2026.15 - Apply research strategies to use and evaluate electronic research technologies for valid and reliable information.	Chapter 7 Chapter 14, Activity 2
CTE-BUS.912.8207310.15.1.2026.16 - Describe ethical issues and problems associated with computers and information technology (e.g., fair use, privacy, public domain, copyright, piracy, plagiarism).	Chapter 8, Lessons 4, 5

CTE-BUS.912.8207310.15.1 - Use spreadsheet applications to enhance productivity and communication.	**CITATION(S)**
CTE-BUS.912.8207310.15.1.2026.1 - Input cell data and apply auto fill.	Chapter 10, Lesson 2
CTE-BUS.912.8207310.15.1.2026.2 - Format spreadsheets, cells, and data using application tools and settings (e.g., import data; adjust properties; apply and modify cell formats and styles; merge and split cells; create, hide, and unhide row and column titles, rows, and columns; set up pages; and customize views and themes).	Chapter 10, Lessons 2, 3, 4 Chapter 10, Activity 1
CTE-BUS.912.8207310.15.1.2026.3 - Create and analyze formulas and functions (e.g., apply conditional formula logic, name and cell ranges).	Chapter 10, Lesson 6 Chapter 10 Activity 2 Supplemental Chapter 3, Lesson 8
CTE-BUS.912.8207310.15.1.2026.4 - Create and modify charts and images. (e.g., pivot tables)	Chapter 10, Lesson 7 Chapter 10, Activity 3
CTE-BUS.912.8207310.15.1.2026.5 - Interpret data on line graphs, pie charts, diagrams, and tables.	Chapter 10, Lesson 7 Supplemental Chapter 3, Lesson 8
CTE-BUS.912.8207310.15.1.2026.6 - Analyze and organize data through filters, sorting and applying conditional formatting. (e.g., macros)	Chapter 10, Lesson 5 Supplemental Chapter 3, Lesson 7
CTE-BUS.912.8207310.15.1.2026.7 - Share spreadsheet data through various systems (e.g., email and cloud storage).	Chapter 10, Lessons 2, 7 Supplemental Chapter 3, Lesson 7

CTE-BUS.912.8207310.15.1 - Enhance communication and productivity skills.	**CITATION(S)**
CTE-AATC.912.8207310.8.1 - Describe and perform e-mail capabilities and functions (e.g., create, send, & forward messages, organize email folders, manage signature and automated messages, configure message sensitivity, security and delivery options).	Chapter 16, Lesson 1 Chapter 16 Activity
CTE-BUS.912.8207310.15.1.2026.1 - Describe and use current computer technology and software to perform personal and business-related tasks in the workplace (e.g., e-mail, digital calendars, meetings, appointments).	Chapters 9, 10, 11, 15, 16

CTE-BUS.912.8207310.15.1.2026.2 - Perform e-mail activities (e.g., attach external files, save e-mail attachments, view mailbox details, schedule appointments, create contact groups, employer's ownership of email, public access of government email).	Chapter 16, Lesson 1 Chapter 16 Activity Supplemental Chapter 3, Lesson 4 & Activity
CTE-BUS.912.8207310.15.1.2026.3 - Demonstrate competence using computer networks to facilitate learning and communication.	Chapters 6, 7, 14, 16, 17, 18, 25
CTE-AATC.912.8207310.8.3 - Demonstrate an understanding of the ethical issues associated with electronic correspondences (e.g., employer's ownership of email, public access of government email, appropriate uses in the workplace, phishing attacks, permanence of electronic communications on the internet).	Chapter 8, Lesson 4 Chapter 16, Lesson 1 Chapter 16 Activity Supplemental Chapter 1, Lesson 2

CTE-BUS.912.8207310.15.1 - Use word processing applications to enhance the effectiveness of various types of documents and communication.	**CITATION(S)**
CTE-BUS.912.8207310.15.1.2026.1 - Select and use word processing software to create and enhance written business communications (e.g., memos, reports, business letters).	Chapter 9 (All Lessons & Activities) Supplemental Chapter 3, Lesson 7
CTE-BUS.912.8207310.15.1.2026.2 - Save, share, and export documents in various formats (e.g., pdf, html, blog, hyperlinks).	Chapter 9, Lessons 2, 6 Chapter 9 Activity 1
CTE-BUS.912.8207310.15.1.2026.3 - Format text content in a document (e.g., font attributes, paragraph attributes, spacing, text styles, text boxes).	Chapter 9, Lesson 3 Chapter 9 Activity 1
CTE-BUS.912.8207310.15.1.2026.4 - Manipulate page layout (e.g., page setup, themes, templates, page backgrounds, headers and footers).	Chapter 9, Lessons 3, 5 Chapter 9, Activities 1, 2
CTE-BUS.912.8207310.15.1.2026.5 - Perform various image-editing tasks (e.g., format images, illustrations, shapes, etc.).	Chapter 9, Lesson 5 Chapter 9, Activity 2 Chapter 15, Lessons 1, 2
CTE-BUS.912.8207310.15.1.2026.6 - Proofread and revise documents by validating content (e.g., spell check, thesaurus, find/replace, autocorrect settings, and tracking revisions).	Chapter 9, Lesson 4 Chapter 11, Lesson 6
CTE-BUS.912.8207310.15.1.2026.7 - Insert citations and hyperlinks, create end and footnotes, and create a table of contents in a document.	Chapter 9, Lesson 7