

eDynamic Learning Course Title: Business Information Management 1a / 1b

State: TX

State Course Title: Business Information Management I

State Course Code: 130.136.

State Standards: Business Management and Admin

Date of Standards: 2015

TEKS	Course Title. (a or b), if applicable, e.g. Game Design 1a	Unit Name(s)	Lesson(s) Numbers
(1) The student demonstrates professional standards/employability skills as required by business and industry.			
(A) communicate effectively with others using oral and written skills;	Business Info Management 1b	Unit 1: Workplace Communication and Business	Lessons 1-4
(B) demonstrate collaboration skills through teamwork;	Business Info Management 1b	Unit 1: Workplace Communication and Business	Lessons 3,4
(C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace;	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lesson 1
(D) demonstrate a positive, productive work ethic by performing assigned tasks as directed;	Business Info Management 1a/1b	All Units	All Lessons
(E) comply with all applicable rules, laws, and regulations; and	Business Info Management 1a	Unit 4: Ethics and Business Law	Lesson 1, 4
(F) demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results.	Business Info Management 1b	Unit 1: Workplace Communication and Business	Lesson 4
(2) The student coordinates information management and business management to aid in business planning.			
(A) explain the strategic role of information systems and information communication technology within an organization;	Business Info Management 1a/1b	All Units	All Lessons
(B) determine risks and rewards of developing a strategic role for information systems and information communication technology; and	Business Info Management 1a	Unit 2: The Finances of Business	Lesson 4

(C) integrate information systems planning with business planning.	Business Info Management 1a	Unit 1: The Basics of Business	Lessons 1-4
(3) The student enhances usability of systems operations to support business strategies and operations.			
(A) identify the management information requirements and business needs of an organization; and	Business Info Management 1a	Unit 1: The Basics of Business	Lessons 1-4
(B) explain issues involved in designing and developing systems for different environments.	Business Info Management 1a	Unit 8: Operating Systems and File Management	Lesson 1
(4) The student analyzes available software packages for use in business settings.			
(A) determine equipment and supplies needed;	Business Info Management 1a	Unit 5: Computer Hardware	Lessons 1-4
(B) establish equipment and supplies maintenance systems;	Business Info Management 1a	Unit 5: Computer Hardware	Lesson 3
(C) schedule equipment maintenance;	Business Info Management 1a	Unit 5: Computer Hardware	Lessons 1, 3
(D) use equipment and supplies maintenance procedures; and	Business Info Management 1a	Unit 5: Computer Hardware	Lesson 3
(E) use critical-thinking skills to troubleshoot equipment and software issues.	Business Info Management 1a	Unit 5: Computer Hardware	Lesson 1
(5) The student uses the computer's operating system to execute work responsibilities.			
(A) move files in the computer operating system;	Business Info Management 1a	Unit 8: Operating Systems and File Management	Lessons 2-4
(B) create directories; and	Business Info Management 1a	Unit 8: Operating Systems and File Management	Lesson 3
(C) save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software.	Business Info Management 1a	Unit 8: Operating Systems and File Management	Lesson 2
(6) The student applies word-processing technology.			
(A) identify customary styles of business documents;	Business Info Management 1b	Unit 3: Word Documents in Business Communication	Lessons 1-5
(B) improve touch-system skills using the keyboard and keypad to input data;	Business Info Management 1a 1b	All Units	All Lessons
(C) use hardware and software needed to produce documents to address different computer applications;	Business Info Management 1b	Unit 3: Word Documents in Business Communication	Lessons 1-5
(D) demonstrate writing techniques by generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources;	Business Info Management 1b	Unit 3: Word Documents in Business Communication	Lessons 1-5
(E) produce business documents, including business letters, resumes, research papers, and newsletters;	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lesson 4

(F) edit a variety of written documents;	Business Info Management 1b	Unit 3: Word Documents in Business Communication	Lesson 5
(G) insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document;	Business Info Management 1b	Unit 3: Word Documents in Business Communication	Lesson 2
(H) prepare and distribute personalized correspondence using mail merge; and	Business Info Management 1b	Unit 3: Word Documents in Business Communication	Lesson 5
(I) use online word-processing technologies to create, edit, and share documents.	Business Info Management 1b	Unit 3: Word Documents in Business Communication	Lessons 1-5
(7) The student identifies database software to create databases that facilitate business decision making.			
(A) explain the principles of data analysis;	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lesson 4
(B) explain the nature of tools that can be used to access information in the database system;	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lessons 1-4
(C) choose appropriate software;	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lesson 1
(D) define fields and type of data;	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lesson 1
(E) create database structure;	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lessons 1-3
(F) define relationships of tables;	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lesson 1
(G) analyze company data requirements; and	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lessons 1-4
(H) design a database to meet business requirements.	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lessons 1-4
(8) The student applies data entry techniques to enter information in databases.			
(A) access information in the database system;	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lessons 1-4

(B) build data in a data warehouse;	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lesson 4
(C) enter and edit data into database tables and database forms for easy data entry; and	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lessons 2-4
(D) import and export databases.	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lesson 3
(9) The student uses commands to retrieve data and create reports from databases.			
(A) retrieve data from tables and queries;	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lessons 2-4
(B) formulate queries; and	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lesson 2
(C) create and print reports.	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lesson 3
(10) The student applies data mining methods to acquire pertinent information for business decision making.			
(A) discuss the nature of data mining;	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lesson 4
(B) describe data mining tools;	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lesson 4
(C) demonstrate basic data mining techniques; and	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lesson 2
(D) interpret data mining findings.	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lesson 4
(11) The student applies spreadsheet technology.			
(A) perform mathematical processes, including percentages and decimals, order of operations principle, estimation, and prediction of patterns of data;	Business Info Management 1b	Unit 4: Communicating Using Spreadsheets	Lessons 1-5
(B) formulate and produce solutions to a variety of business problems such as budgets, payroll, inventory, invoices, balance sheets, profit-loss statements, and conversion of foreign currencies;	Business Info Management 1a	Unit 2: The Finances of Business	Lessons 1-4
(C) create charts, graphs, and infographics using spreadsheet data; and	Business Info Management 1b	Unit 4: Communicating Using Spreadsheets	Lesson 4
(D) use online spreadsheet technologies to create, edit, and share documents.	Business Info Management 1b	Unit 4: Communicating Using Spreadsheets	Lessons 1-5

(12) The student applies presentation management technology.			
(A) identify the guidelines for using graphics, fonts, and special effects in presentations;	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Lessons 1-4
(B) analyze the effectiveness of multimedia presentations;	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Lessons 1, 4
(C) determine the appropriate technology to create and deliver an effective presentation;	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Lessons 1-4
(D) save documents in various formats such as template, video, and PDF to share or transport electronically;	Business Info Management 1b	Unit 3: Word Documents in Business Communication	Lesson 2
(E) deliver an effective presentation; and	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Activity 1, 2
(F) use online presentation management technologies to create, edit, transport, and share documents.	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Lessons 1-4
(13) The student applies desktop publishing technology.			
(A) identify technologies available for desktop publishing;	Business Info Management 1b	Unit 3: Word Documents in Business Communication	Lesson 5
(B) identify customary standards and styles of desktop publishing; and	Business Info Management 1b	Unit 3: Word Documents in Business Communication	Lesson 5
(C) create desktop publications importing text and graphics.	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Lessons 1-4
(14) The student uses a variety of software applications. The student is expected to integrate multiple learned software applications to efficiently accomplish workplace tasks.			
	Business Info Management 1a/1b	All Units	All Lessons
(15) The student demonstrates professional standards/employability skills required by business and industry.			
(A) communicate effectively with others using oral and written skills;	Business Info Management 1a/1b	All Units	All Lessons
(B) demonstrate collaboration skills through teamwork;	Business Info Management 1b	Unit 8: The Future of Business Technology	Activity 2
(C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace;	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lesson 1
(D) demonstrate a positive, productive work ethic by performing assigned tasks as directed;	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lesson 1

(E) show integrity by choosing the ethical course of action and comply with all applicable rules, laws, and regulations;	Business Info Management 1a	Unit 4: Ethics and Business Law	Lessons 1-4
(F) demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results.	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lesson 1
(16) The student demonstrates project management processes to conduct a business project using emerging technologies.			
(A) initiate a project;	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lab
(B) plan a project;	Business Info Management 1b	Unit 8: The Future of Business Technology	Activity 2
(C) execute a project;	Business Info Management 1a/1b	All Units	All Lessons
(D) monitor and control a project; and	Business Info Management 1b	Unit 8: The Future of Business Technology	Activity 2
(E) close a business project.	Business Info Management 1a/1b	All Units	All Lessons
(17) The student demonstrates the use of the concepts, strategies, and systems for obtaining and conveying ideas and information to enhance communication in a diverse workplace.			
(A) employ verbal and active listening skills when obtaining and conveying information;	Business Info Management 1a/1b	All Units	All Lessons
(B) record information needed to present a report on a given topic and use items such as tables of contents, indexes, tabs, footnotes, endnotes, captions, and/or building blocks;	Business Info Management 1b	Unit 8: The Future of Business Technology	Lab
(C) write business correspondence using advanced word processing features such as templates and forms; mail merge, including letters, labels, and envelopes; and document protection and security that convey information effectively using correct grammar, spelling, punctuation, and capitalization;	Business Info Management 1b	Unit 2: Communicating By Email	Lessons 1-5
(D) use online word processing technologies to create, edit, and share documents;	Business Info Management 1b	Unit 3: Word Documents in Business Communication	Lessons 2-5
(E) communicate with relevant parties such as coworkers and customers by interpreting verbal and nonverbal behaviors;	Business Info Management 1b	Unit 1: Workplace Communication and Business	Lesson 1
(F) apply strategies for communicating about issues in dealing with a diverse workforce such as sexual harassment and cultural differences; and	Business Info Management 1b	Unit 1: Workplace Communication and Business	Lessons 1-4
(G) demonstrate the ability to communicate and resolve conflicts within a diverse workforce.	Business Info Management 1b	Unit 1: Workplace Communication and Business	Lessons 2, 3

(18) The student creates, evaluates, and uses information resources to accomplish specific occupational tasks.			
(A) create and interpret items such as tables, charts, infographics, and figures to accomplish specific occupational tasks;	Business Info Management 1a	Unit 3: Marketing and Sales	Lesson 2
(B) use resources such as informational texts, Internet websites, and technical materials to review and apply information sources for occupational tasks;	Business Info Management 1b	Unit 8: The Future of Business Technology	Lesson 2, Lab
(C) evaluate the reliability of information from sources such as informational texts, Internet websites, and technical materials and resources; and	Business Info Management 1b	Unit 3: Word Documents in Business Communication	Lesson 1
(D) reference sources of information.	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Lesson 4
(19) The student develops and delivers formal and informal presentations using appropriate media to engage and inform audiences.			
(A) prepare oral presentations to provide information for specific purposes and audiences;	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Lessons 1-4
(B) identify support materials that will enhance an oral presentation;	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Lessons 1-4
(C) prepare support materials that will enhance an oral presentation;	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Lessons 1-3
(D) deliver an oral presentation that sustains listeners' attention;	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Lessons 1-4, Activity 1, 2
(E) align presentation strategies to the intended audience;	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Lessons 1-4
(F) implement multimedia strategies for presentations; and	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Lessons 1-4
(G) use online presentation management technologies to create, edit, transport, and share documents.	Business Info Management 1b	Unit 6: Communicating Using Slide Presentations	Lessons 1-4
(19) The student demonstrates public relations skills to increase internal and external customer satisfaction. The student is expected to communicate effectively when developing positive customer relationships.			
	Business Info Management 1b	Unit 8: The Future of Business Technology	Lesson 4
(20) The student designs solutions to mathematical business problems using advanced spreadsheet technologies.			
(A) recognize and apply spreadsheet items such as lookup tables, what-if and built-in functions, macros, and advanced charts, graphs, and functions; and	Business Info Management 1b	Unit 4: Communicating Using Spreadsheets	Lessons 1-5

(B) create and interpret financial statements such as comparisons and projections, predictions and forecasts, trend analyses, and charts and graphs.	Business Info Management 1a	Unit 2: The Finances of Business	Lessons 1-4
(21) The student follows procedures of advanced data management.			
(A) design a database to solve business problems; and	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lessons 1-4
(B) use advanced functions of database management such as updating queries, creating formulas, using built-in formulas, and creating custom format reports.	Business Info Management 1b	Unit 5: Creating and Using Databases in Business	Lessons 1-4
(22) The student documents technical knowledge and skills.			
(A) prepare a professional electronic portfolio that includes information such as:	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lessons 1-4
(i) attainment of technical skill competencies;	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lesson 1
(ii) licensures or certifications;	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lessons 1-4
(iii) recognitions, awards, and scholarships;	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lessons 1-4
(iv) extended learning experiences such as community service and active participation in career and technical student organizations and professional organizations;	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lesson 2
(v) sample letter of application;	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lesson 4
(vi) abstract of key points of accomplishments;	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lesson 1
(vii) resume;	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lessons 3, 4
(viii) samples of work;	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lessons 1-4
(ix) evaluation from a teacher; and	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lessons 3, 4
(B) present the portfolio to interested stakeholders.	Business Info Management 1b	Unit 7: Careers, Businesses and Organizations	Lessons 3, 4; Activity 2