

**eDynamic Learning Course Title: Excel: Office Fundamentals Series**

**State: Texas**

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**State Course Code: 130.136**

**State Standards: Business Information Management 1**

**Date of Standards: 2015**

TEKS	Unit Name(s)	Lesson(s) Numbers
<b>1). The student demonstrates professional standards/employability skills as required by business and industry.</b>		
(A) communicate effectively with others using oral and written skills;	Units 1-8	All Lessons
(B) demonstrate collaboration skills through teamwork;	Unit 7: Excel at Work	Lesson 1
(C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace	Unit 7: Excel at Work	Lessons 1-4
(D) demonstrate a positive, productive work ethic by performing assigned tasks as directed	Units 1-8	All Lessons
(E) comply with all applicable rules, laws, and regulations; and	Unit 8: Pulling It All Together	Lesson 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.	Units 1-8	All Lessons
<b>(2) The student coordinates information management and business management to aid in business planning.</b>		
(A) explain the strategic role of information systems and information communication technology within an organization;	Units 1-8	All Lessons
(B) determine risks and rewards of developing a strategic role for information systems and information communication technology; and	Unit 2: Customizing and Configuring	Lessons 1-4
(C) integrate information systems planning with business planning.	Unit 1: Using Excel	Lesson 5
<b>(3) The student enhances usability of systems operations to support business strategies and operations.</b>		
(A) identify the management information requirements and business needs of an organization; and	Unit 2: Customizing and Configuring	Lessons 1-4
(B) explain issues involved in designing and developing systems for different environments	Unit 4: Creating and Managing Tables	Lesson 4

<b>(4) The student analyzes available software packages for use in business settings.</b>		
(A) determine equipment and supplies needed;	Unit 1: Using Excel	Lessons 1-5
(B) establish equipment and supplies maintenance systems;	Unit 1: Using Excel	Lessons 1-5
(C) schedule equipment maintenance;	Unit 1: Using Excel	Lessons 1-5
(D) use equipment and supplies maintenance procedures; and	Unit 1: Using Excel	Lessons 1-5
(E) use critical-thinking skills to troubleshoot equipment and software issues.	Unit 2: Customizing and Configuring	Lesson 2
<b>(5) The student uses the computer's operating system to execute work responsibilities.</b>		
(A) move files in the computer operating system;	Unit 8: Pulling It All Together	Lesson 3
(B) create directories; and	Unit 3: A Range of Data	Lessons 1-3
(C) save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software.	Unit 2: Customizing and Configuring	Lessons 1-4
<b>(6) The student applies word-processing technology.</b>		
(A) identify customary styles of business documents;	Units 1-8	All Lessons
(B) improve touch-system skills using the keyboard and keypad to input data;	Unit 6: Organization Essentials: Charts and Data	Lessons 1-5
(C) use hardware and software needed to produce documents to address different computer applications;	Units 1-8	All Lessons
(D) demonstrate writing techniques by generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources;	Unit 5: Fun with Formulas and Functions	Lab
(E) produce business documents, including business letters, resumes, research papers, and newsletters;	Units 1-8	All Lessons
(F) edit a variety of written documents;	Units 1-8	All Lessons
(G) insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document;	Unit 3: A Range of Data	Lesson 3
(H) prepare and distribute personalized correspondence using mail merge; and	Unit 7: Excel at Work	Lesson 4
(I) use online word-processing technologies to create, edit, and share documents.	Unit 8: Pulling It All Together	Lessons 1-4
<b>(7) The student identifies database software to create databases that facilitate business decision making.</b>		
(A) explain the principles of data analysis;	Unit 6: Organization Essentials: Charts and Data	Lessons 1-5
(B) explain the nature of tools that can be used to access information in the database system;	Unit 1: Using Excel	Lesson 3

(C) choose appropriate software;	Unit 5: Fun with Formulas and Functions	Lessons 1-4
(D) define fields and type of data;	Unit 3: A Range of Data	Lessons 1-3
(E) create database structure;	Unit 3: A Range of Data	Lab, Activity 1
(F) define relationships of tables;	Unit 4: Creating and Managing Tables	Lessons 1, 2
(G) analyze company data requirements; and	Unit 3: A Range of Data	Lessons 1 - 3
(H) design a database to meet business requirements.	Unit 3: A Range of Data	Activity 1, 2
<b>(8) The student applies data entry techniques to enter information in databases.</b>		
(A) access information in the database system	Unit 6: Organization Essentials: Charts and Data	Lab, Activity
(B) build data in a data warehouse;	Unit 6: Organization Essentials: Charts and Data	Lab, Activity
(C) enter and edit data into database tables and database forms for easy data entry; and	Unit 6: Organization Essentials: Charts and Data	Lessons 1-5
(D) import and export databases.	Unit 3: A Range of Data	Lessons 1, 2
<b>(9) The student uses commands to retrieve data and create reports from databases.</b>		
(A) retrieve data from tables and queries;	Unit 4: Creating and Managing Tables	Lessons 1-3
(B) formulate queries; and	Unit 5: Fun with Formulas and Functions	Lessons 1-4
(C) create and print reports.	Unit 5: Fun with Formulas and Functions	Lessons 1-4
<b>(10) The student applies data mining methods to acquire pertinent information for business decision making.</b>		
(A) discuss the nature of data mining;	Unit 6: Organization Essentials: Charts and Data	Lesson 1
(B) describe data mining tools;	Unit 6: Organization Essentials: Charts and Data	Lessons 1, 2
(C) demonstrate basic data mining techniques; and	Unit 6: Organization Essentials: Charts and Data	Lessons 1, 2
(D) interpret data mining findings.	Unit 6: Organization Essentials: Charts and Data	Lessons 1, 2

<b>(11) The student applies spreadsheet technology.</b>		
(A) perform mathematical processes, including percentages and decimals, order of operations principle, estimation, and prediction of patterns of data;	Unit 5: Fun with Formulas and Functions	Lessons 1-4
(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	Unit 5: Fun with Formulas and Functions	Lessons 1-4
(C) create charts, graphs, and infographics using spreadsheet data; and	Unit 6: Organization Essentials: Charts and Data	Lessons 1-5
(D) use online spreadsheet technologies to create, edit, and share documents.	Unit 8: Pulling It All Together	Lessons 1-4
<b>(12) The student applies presentation management technology.</b>		
(A) identify the guidelines for using graphics, fonts, and special effects in presentations;	Unit 3: A Range of Data	Lesson 2
(B) analyze the effectiveness of multimedia presentations;	Unit 2: Customizing and Configuring	Lesson 2
(C) determine the appropriate technology to create and deliver an effective presentation	Unit 2: Customizing and Configuring	Lesson 2
(D) save documents in various formats such as template, video, and PDF to share or transport electronically;	Unit 2: Customizing and Configuring	Lesson 4
(E) deliver an effective presentation; and	Unit 2: Customizing and Configuring	Lesson 2
(F) use online presentation management technologies to create, edit, transport, and share documents.	Unit 8: Pulling It All Together	Lessons 3, 4
<b>(13) The student applies desktop publishing technology.</b>		
(A) identify technologies available for desktop publishing;	Unit 8: Pulling It All Together	Lessons 3, 4
(B) identify customary standards and styles of desktop publishing; and	Unit 8: Pulling It All Together	Lessons 3, 4
(C) create desktop publications importing text and graphics	Unit 8: Pulling It All Together	Lesson 1
<b>(14) The student uses a variety of software applications. The student is expected to integrate multiple learned software applications to efficiently accomplish workplace tasks.</b>	Units 1-8	All Lessons