

eDynamic Learning Course Title: Outlook

State: TX

State Course Title: Business Management and Administration

State Course Code: 130.136

State Standards: Career and Technical Education

Date of Standards: 2015

TEKS	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;	Unit 7: Groups Get it Done	Lesson 1
(B) demonstrate collaboration skills through teamwork;	Unit 7: Groups Get it Done	Lessons 1, 2
(C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace;	Unit 8: Maximizing Your Use of Outlook	Lesson 4
(D) demonstrate a positive, productive work ethic by performing assigned tasks as directed;	Unit 5: Staying on Task	Lessons 1, 2
(E) comply with all applicable rules, laws, and regulations; and	Unit 2: Getting the Message Out	Lesson 3
(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.	Unit 5: Staying on Task	Lessons 1, 2
(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;	Unit 3: Keeping Yourself Organized with Outlook	Lessons 2-4
(B) determine risks and rewards of developing a strategic role for information systems and information communication technology; and	Unit 8: Maximizing Your Use of Outlook	Lesson 4
(C) integrate information systems planning with business planning.	Unit 4: Check Your Calendar	Lessons 1, 2
(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	Unit 3: Keeping Yourself Organized with Outlook	Lessons 2-4

(B) explain issues involved in designing and developing systems for different environments.	Unit 5: Staying on Task	Lessons 1-4
(4) The student analyzes available software packages for use in business settings.		
(A) determine equipment and supplies needed;	Unit 1: Jumping In and Getting Organized with Outlook	Lesson 1
(B) use critical-thinking skills to troubleshoot equipment and software issues.	Unit 4: Check Your Calendar	Lessons 1-3
(5) The student uses the computer's operating system to execute work responsibilities.		
(A) move files in the computer operating system;	Unit 3: Keeping Yourself Organized with Outlook	Lessons 1-3
(B) create directories; and	Unit 5: Staying on Task	Lesson 3
(C) save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software.	Unit 3: Keeping Yourself Organized with Outlook	Lessons 1, 2, 4
(6) The student applies word-processing technology.		
(A) identify customary styles of business documents;	Unit 2: Getting the Message Out	Lessons 1, 2
(B) improve touch-system skills using the keyboard and keypad to input data;	Unit 2: Getting the Message Out	Lab
(C) use hardware and software needed to produce documents to address different computer applications;	Unit 5: Staying on Task	Lesson 1
(D) demonstrate writing techniques by generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources;	Unit 3: Keeping Yourself Organized with Outlook	Lesson 5
(E) produce business documents, including business letters, resumes, research papers, and newsletters;	Unit 2: Getting the Message Out	Lessons 1, 2
(F) edit a variety of written documents;	Unit 3: Keeping Yourself Organized with Outlook	Lesson 5
(G) insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document;	Unit 2: Getting the Message Out	Lessons 2, 3
(H) prepare and distribute personalized correspondence using mail merge; and	Unit 2: Getting the Message Out	Lesson 3
(I) use online word-processing technologies to create, edit, and share documents.	Unit 2: Getting the Message Out	Lessons 1, 2
(7) The student identifies database software to create databases that facilitate business decision making.		
(A) explain the principles of data analysis;	Unit 6: Connecting with Clients	Lesson 1
(B) explain the nature of tools that can be used to access information in the database system;	Unit 6: Connecting with Clients	Lesson 1
(C) choose appropriate software;	Unit 5: Staying on Task	Lesson 1
(D) define fields and type of data;	Unit 6: Connecting with Clients	Lesson 1
(E) create database structure;	Unit 6: Connecting with Clients	Lesson 1

(F) define relationships of tables;		
(G) analyze company data requirements; and	Unit 8: Maximizing Your Use of Outlook	Lesson 4
(H) design a database to meet business requirements.	Unit 6: Connecting with Clients	Lesson 1
(8) The student applies data entry techniques to enter information in databases.		
(A) access information in the database system;	Unit 6: Connecting with Clients	Lesson 1
(B) build data in a data warehouse;	Unit 6: Connecting with Clients	Lesson 1
(C) enter and edit data into database tables and database forms for easy data entry; and	Unit 6: Connecting with Clients	Lesson 1
(D) import and export databases	Unit 6: Connecting with Clients	Lesson 1
(9) The student uses commands to retrieve data and create reports from databases.		
(A) retrieve data from tables and queries;	Unit 6: Connecting with Clients	Lesson 1
(10) The student applies data mining methods to acquire pertinent information for business decision making.		
(A) discuss the nature of data mining;	Unit 6: Connecting with Clients	Lesson 1
(B) describe data mining tools;	Unit 6: Connecting with Clients	Lesson 1
(C) demonstrate basic data mining techniques; and	Unit 6: Connecting with Clients	Lesson 1
(D) interpret data mining findings.	Unit 6: Connecting with Clients	Lesson 1
(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;	Unit 2: Getting the Message Out	Lesson 2
(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 3: Keeping Yourself Organized with Outlook	Lesson 3
(C) create charts, graphs, and infographics using spreadsheet data; and	Unit 6: Connecting with Clients	Lessons 1, 2
(12) The student applies presentation management technology.		
(A) identify the guidelines for using graphics, fonts, and special effects in presentations;	Unit 2: Getting the Message Out	Lessons 2, 3
(B) analyze the effectiveness of multimedia presentations;	Unit 7: Groups Get It Done	Activity
(C) determine the appropriate technology to create and deliver an effective presentation;	Unit 5: Staying on Task	Lesson 1

(D) save documents in various formats such as template, video, and PDF to share or transport electronically;	Unit 2: Getting the Message Out	Lessons 3, 4
(E) deliver an effective presentation; and	Unit 7: Groups Get It Done	Activity
(F) use online presentation management technologies to create, edit, transport, and share documents.	Unit 5: Staying on Task	Lesson 1
(13) The student applies desktop publishing technology.		
(A) identify technologies available for desktop publishing;	Unit 2: Getting the Message Out	Lesson 2
(B) identify customary standards and styles of desktop publishing; and	Unit 2: Getting the Message Out	Lesson 2
(C) create desktop publications importing text and graphics.	Unit 2: Getting the Message Out	Lessons 2, 3
(14) The student uses a variety of software applications.		
(A) integrate multiple learned software applications to efficiently accomplish workplace tasks.	Unit 5: Staying on Task	Lesson 1