

eDynamic Learning Course Title: Management 1a / 1b

State: TX

State Course Title: Business Information Management II

State Course Code: 130.137

State Standards: Business Management and Administration

Date of Standards: 2015

Standards	Course Title. (a or b), if applicable, e.g. Game Design 1a	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;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3
(B) demonstrate collaboration skills through teamwork;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3
(C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 1
(D) demonstrate a positive, productive work ethic by performing assigned tasks as directed;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3
(E) comply with all applicable rules, laws, and regulations; and	Management 1b	Unit 7: Business Law	Lesson 2
(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.	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3
<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;	Management 1a	Unit 1: Introduction to Management and Organizations	Lessons 1-5
(B) determine risks and rewards of developing a strategic role for information systems and information communication technology; and	Management 1b	Unit 7: Business Law	Lessons 1-4
(C) integrate information systems planning with business planning.	Management 1a	Unit 4: Entrepreneurial Management	Lesson 5, Activity
<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	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 1
(B) explain issues involved in designing and developing systems for different environments.	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3

<b>(4) The student analyzes available software packages for use in business settings.</b>			
(A) determine equipment and supplies needed;	Management 1a	Unit 4: Entrepreneurial Management	Lesson 5, Activity
(B) establish equipment and supplies maintenance systems;	Management 1a	Unit 8: Managing the Business- A Case Study	Activity
(C) schedule equipment maintenance;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 5
(D) use equipment and supplies maintenance procedures; and	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 5
(E) use critical-thinking skills to troubleshoot equipment and software issues.	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3
<b>(5) The student uses the computer's operating system to execute work responsibilities.</b>			
(A) move files in the computer operating system;	Management 1a	Unit 6: Financial Management	Lesson 4
(B) create directories; and	Management 1b	Unit 4: Marketing	Lesson 1
(C) save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software.	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 5
<b>(6) The student applies word-processing technology.</b>			
(A) identify customary styles of business documents;	Management 1a	Unit 4: Entrepreneurial Management	Lesson 5, Activity
(B) improve touch-system skills using the keyboard and keypad to input data;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3
(C) use hardware and software needed to produce documents to address different computer applications;	Management 1a	Unit 8: Managing the Business- A Case Study	Lesson 2
(D) demonstrate writing techniques by generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources;	Management 1a	Unit 8: Managing the Business- A Case Study	Activity
(E) produce business documents, including business letters, resumes, research papers, and newsletters;	Management 1a	Unit 6: Financial Management	Lesson 2
(F) edit a variety of written documents;	Management 1a	Unit 4: Entrepreneurial Management	Lesson 5, Activity
(G) insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document;	Management 1a	Unit 8: Managing the Business: A Case Study	Activity
(H) prepare and distribute personalized correspondence using mail merge; and	Management 1a	Unit 8: Managing the Business: A Case Study	Lessons 1, 2
(I) use online word-processing technologies to create, edit, and share documents.	Management 1a	Unit 4: Entrepreneurial Management	Lesson 5, Activity

<b>(7) The student identifies database software to create databases that facilitate business decision making.</b>			
(A) explain the principles of data analysis;	Management 1a	Unit 1: Introduction to Management and Organizations	Lessons 1-5
(B) explain the nature of tools that can be used to access information in the database system;	Management 1a	Unit 8: Managing the Business: A Case Study	Activity
(C) choose appropriate software;	Management 1a	Unit 8: Managing the Business: A Case Study	Activity
(D) define fields and type of data;	Management 1b	Unit 4: Marketing	Lessons 3, 4
(E) create database structure;	Management 1a	Unit 6: Financial Management	Lesson 4
(F) define relationships of tables;	Management 1a	Unit 6: Financial Management	Lesson 4
(G) analyze company data requirements; and	Management 1a	Unit 8: Managing the Business: A Case Study	Lessons 2, 3
(H) design a database to meet business requirements.	Management 1a	Unit 8: Managing the Business: A Case Study	Activity
<b>(8) The student applies data entry techniques to enter information in databases.</b>			
(A) access information in the database system;	Management 1a	Unit 8: Managing the Business: A Case Study	Activity
(B) build data in a data warehouse;	Management 1b	Unit 4: Marketing	Lessons 3, 4
(C) enter and edit data into database tables and database forms for easy data entry; and	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 4
(D) import and export databases.	Management 1a	Unit 6: Financial Management	Lesson 4
<b>(9) The student uses commands to retrieve data and create reports from databases.</b>			
(A) retrieve data from tables and queries;	Management 1b	Unit 7: Business Law	Lesson 4
(B) formulate queries; and	Management 1a	Unit 6: Financial Management	Lesson 4
(C) create and print reports.	Management 1b	Unit 4: Marketing	Lessons 3, 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;	Management 1a	Unit 6: Financial Management	Lesson 4

(B) describe data mining tools;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 5
(C) demonstrate basic data mining techniques; and	Management 1a	Unit 6: Financial Management	Lesson 4
(D) interpret data mining findings.	Management 1a	Unit 8: Managing the Business: A Case Study	Lessons 2, 3
<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;	Management 1b	Unit 4: Marketing	Lesson 1
(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;	Management 1a	Unit 6: Financial Management	Lesson 2
(C) create charts, graphs, and infographics using spreadsheet data; and (D) use online spreadsheet technologies to create, edit, and share documents.	Management 1a	Unit 1: Introduction to Management and Organizations	Lessons 1-5
<b>(12) The student applies presentation management technology.</b>			
(A) identify the guidelines for using graphics, fonts, and special effects in presentations;	Management 1a	Unit 6: Financial Management	Lesson 4
(B) analyze the effectiveness of multimedia presentations;	Management 1a	Unit 8: Managing the Business: A Case Study	Lessons 2, 3
(C) determine the appropriate technology to create and deliver an effective presentation;	Management 1b	Unit 7: Business Law	Lesson 4
(D) save documents in various formats such as template, video, and PDF to share or transport electronically;	Management 1b	Unit 7: Business Law	Lesson 1
(E) deliver an effective presentation; and	Management 1a	Unit 8: Managing the Business: A Case Study	Lessons 1, 2
(F) use online presentation management technologies to create, edit, transport, and share documents.	Management 1a	Unit 8: Managing the Business: A Case Study	Lesson 2
<b>(13) The student applies desktop publishing technology.</b>			
(A) identify technologies available for desktop publishing;	Management 1a	Unit 4: Entrepreneurial Management	Lesson 5, Activity
(B) identify customary standards and styles of desktop publishing; and	Management 1a	Unit 8: Managing the Business: A Case Study	Lessons 1, 2
(C) create desktop publications importing text and graphics.	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 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.	Management 1b	Unit 1: Management and Ethics Today	Lessons 1-4