



Scope and Sequence

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| Cluster: | Business Management and Administration |
| Course Name: | Business Information Management I (One to Two Credits) |
| Course Description: | Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce and postsecondary education. Students apply technical skills to address business applications of emerging technologies, create word-processing documents, develop a spreadsheet, formulate a database, and make an electronic presentation using appropriate software. |
| Course Requirements: | This course is recommended for students in Grades 9-12. Recommended prerequisite: Touch Systems Data Entry. Recommended Equipment: 100% computer lab usage required. Software Required: Word Processing, Spreadsheet, Database and Presentation Microsoft Office Package or Similar. Optional Equipment: Projection System, Scanner, Document Camera, Microphones, Headsets, Digital Camera. |

| Units of Study | Knowledge and Skills | Student Expectations | Resources |
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| 1. Information Management Basics | (1) 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; (B) determine risks and rewards of developing a strategic role for information systems and information communication technology; and (C) integrate information systems planning with business planning. | TMAIC - Appendix A, B & Introduction Unit |
| | (2) 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 (B) explain issues involved in designing and developing systems for different environments. | |
| | (3) The student analyzes available software packages for use in business settings. | (A) determine equipment and supplies needed; (B) establish equipment and supplies maintenance systems; (C) schedule equipment maintenance; (D) use equipment and supplies maintenance procedures; and (E) operate a scanner. | |
| | (4) The student uses the computer's operating system to execute work responsibilities. | (A) move files in the computer operating system; and (B) create directories. | |
| 2. Touch System Data Entry Review & Word-Processing | (5) The student applies word-processing technology. | (A) identify customary styles of business documents; (B) improve touch-system skills using the keyboard and keypad to input data; | |

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| 2. Touch System Data Entry Review & Word-Processing, Con't | | (C) use hardware and software flexibility needed to produce documents to address different computer applications; and (D) demonstrate writing techniques generating ideas and gathering information relevant to the topic and purpose, maintaining accurate records of outside sources. | TMAIC - Appendix B & Microsoft Word Unit |
| 3. Spreadsheet Basics | (11) The student applies spreadsheet technology. | (A) perform mathematical processes, including: (i) addition, subtraction, multiplication, and division; (ii) percentages and decimals; (iii) order of operations principle; (iv) estimation; and (v) prediction of patterns of data; and (B) formulate and produce solutions to a variety of business problems, including: (i) budget, personal, and business; (ii) payroll; (iii) inventory; (iv) invoices; (v) balance sheets; (vi) profit-loss statements; (vii) income tax preparation; (viii) charts and graphs; and (ix) conversion of foreign currencies. | |
| 4. Prepare Databases | (6) The student identifies database software to create databases that facilitate business decision making. | (A) explain the principles of data analysis; (B) explain the nature of tools that can be used to access information in the database system; (C) choose appropriate software; (D) define fields and type of data; (E) enter database structure; | |

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| 4. Prepare Databases, Con't | | (F) define relationships of tables; (G) analyze company's data requirements; (H) design a database to meet business requirements; and (I) identify database trends. | TMAIC - Microsoft Access Unit |
| | (7) The student applies data entry techniques to enter information in databases. | (A) access information in the database system; (B) build data in a data warehouse; (C) create a meaningful data set; (D) enter data into databases, tables, and forms; (E) edit data in databases, tables, and forms; (F) create an interface user form for easier entry of data; and (G) import and export databases. | |
| | (8) The student uses commands to retrieve data and create reports from databases. | (A) retrieve data from tables and queries; (B) formulate queries; (C) create and print reports; and (D) manipulate data in the database management system. | |
| 5. Data Mining | (9) The student applies data mining methods to acquire pertinent information for business decision making. | (A) discuss the nature of data mining; (B) describe data mining tools and techniques; (C) discuss the importance of ethics in data mining; (D) demonstrate basic data mining techniques; and (E) interpret data mining findings. | www.ccsu.edu/datamining/resources.html |
| 6. Designing Multimedia Presentations | (12) The student applies presentation management technology. | (A) identify the guidelines for using graphics, fonts, and special effects in presentations; (B) analyze the effectiveness of multimedia presentations; and (C) | TMAIC- Microsoft PowerPoint Unit |

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| 7. Business Integration/Simulation Project | (10) The student uses project management processes to plan a business project. | (A) initiate a business project; (B) design a business project; and (C) participate in leadership and career development activities. | TMAIC - Integrated Simulation |
| <p>Online Resources:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>www.ccsu.edu/datamining/resources.html</p> <p>_____</p> <p>http://www.trumbull.k12.oh.us/</p> <p>_____</p> <p>_____</p> <p>http://www.moscertification.net/moscertification/</p> <p>_____</p> <p>Resources:</p> <p>619055901 Texas Microsoft Applications Introductory Course. (TMAIC)</p> | | | |