

TX-Business Information Management (BIM I)		Scope and Sequence
Unit	Lesson	Objectives
Introduction to Business Information Management		
Information Technology		
		Discuss the use of technology in an IT environment.
		Identify and describe some current and emerging computer technology and software used for personal and business tasks.
		Compare and contrast methods for evaluating emerging technologies.
		Explain how IT affects business and society.
Wireless IT		
		Explore current global business trends and an IT employee's role in maintaining productive business.
		Compare and contrast the ways in which emerging wireless tech impacts business globally.
IT Legal and Ethical Issues		
		Define legal and ethical responsibilities for IT professionals.
		Demonstrate and apply an understanding of IT-related legal and ethical issues.
Unit Test		
General Workplace Skills		
Communication Skills		
		Identify how to employ effective verbal and nonverbal communication skills.
		Demonstrate communicating effectively to customers, coworkers, and supervisors with appropriate speaking and listening skills and nonverbal communication skills.
		Define customer-service skills: in-person.
		Define customer-service skills: telephone.
		Demonstrate techniques for determining and addressing customer needs using in-person, telephone, and email customer service skills.

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	Positive Personal Qualities in the Workplace	<p>Identify and demonstrate positive personal qualities, such as flexibility, open-mindedness, showing initiative, and being willing to learn new concepts and skills.</p> <p>Demonstrate recognizing a professional appearance for the workplace.</p> <p>Examine critical thinking and problem-solving skills, and demonstrate creativity and resourcefulness.</p> <p>Organize ideas and then create IT-related oral and written messages to communicate those ideas.</p>
	Diversity in the Workplace	<p>Identify gender and diversity issues in computing and IT.</p> <p>Analyze diversity awareness.</p> <p>Explain the importance of conflict resolution skills and being able to accept constructive criticism.</p> <p>Demonstrate an ability to accept constructive criticism.</p>
	Positive Work Ethic	<p>Demonstrate awareness of business ethics, workplace rules, regulations, policies, procedures, and processes.</p> <p>Demonstrate an understanding of the work ethics, behavior, and legal responsibilities employees commit to in the workplace.</p> <p>Demonstrate a positive work ethic, having a positive attitude toward taking direction, and motivation toward accomplishing tasks.</p>
	Teamwork and Collaboration	<p>Demonstrate initiative, courtesy, loyalty, honesty, cooperation, and punctuality as a team member.</p> <p>Demonstrate teamwork.</p> <p>Formulate a plan for collaborating to solve an IT problem.</p> <p>Demonstrate leadership skills in a team.</p> <p>Apply leadership and teamwork skills to accomplish goals.</p>

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	Project Management Skills	<p>Demonstrate planning, time-management, storyboarding, and project management skills.</p> <p>Demonstrate an awareness of project management concepts and tools.</p> <p>Demonstrate how to work efficiently by using time, task, and resource-management skills.</p>
	Appropriate Email Use	<p>Identify the appropriate use of e-mail and common problems associated with e-mail.</p> <p>Demonstrate e-mail etiquette.</p> <p>Describe principles of e-mail and Internet etiquette.</p> <p>Identify when to include (quote) from an original e-mail message in a response.</p> <p>Respond to and utilize information derived from e-mail to solve business problems and complete business tasks.</p>
	Organizations	<p>Explore and analyze the structures and work cultures of different organizations.</p> <p>Examine how an organization's strategic and operational plans are formulated, including how it uses planning tools.</p> <p>Examine the impact of an organization's management structure and culture on operations.</p> <p>Examine processes for accomplishing an organization's goals using available resources.</p>
	Organizational Responsibilities	<p>Analyze organizational responsibilities as they relate to labor issues, worker rights and responsibilities, wages, benefits, and working conditions, including workers' health and safety.</p> <p>Demonstrate an understanding of how safety, health, and environmental management systems are employed in a corporation.</p> <p>Examine an industry/organization's responsibilities for its workers' health and safety.</p> <p>Examine laws, regulations, and practices affecting workers' health and safety in an industry.</p> <p>Demonstrate an understanding of the importance of following safety guidelines.</p>

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	Unit Test	
Overview of Computer Hardware and Software Applications		
	Computing Basics	
		List the basic operating principles of digital computers.
		Explore the basic operating principles of digital computers.
		Analyze the ways major applications have changed the way we work and live.
		List different ways computers are used.
		Explain the idea of a "paperless society" and how computers support that.
	Hardware Input and Output	
		Define input and output.
		Explain and identify the pieces that make up the architecture of a computer system.
		Describe how the hardware components of a computer interact with one another.
		Understand terms and units used to describe major hardware components.
		Use information about the function, type, capabilities, size and speed of CPUs, motherboards, RAM, and hard drives to compare two computers.
	System Maintenance	
		Define system maintenance and preventive measures.
		Describe consequences of not taking preventive measures.
		Install and configure hardware in a computer system.
		Troubleshoot problems with computer peripherals and office equipment.
	Upgrade Computer Hardware	
		Investigate different (hardware) upgrade considerations.

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		Choose computers for specific purposes based on their commercial descriptions.
		Given a scenario, make recommendations to improve a computer system.
		Define the process of planning upgrades and changeovers, and demonstrate knowledge of the process of planning upgrades and changeovers.
		List the steps in setting up a new computer.
	Software Overview	
		Identify classes of system and application software and differentiate between them.
		Compare and contrast the use of various software applications and their appropriate use.
		Identify open source, free, and proprietary licenses, as well as their benefits and drawbacks.
		Identify new and emerging classes of software, and demonstrate knowledge of the process of upgrading and changing software applications.
	Software Development	
		Describe the development of software applications and the software development process.
		Identify and define features common to most software applications.
		Identify basic problems with application software.
	File Management	
		Demonstrate an understanding of file extensions and the purpose of file types across software products.
		Match file extensions with their associated programs by differentiating among file types.
		Demonstrate a working knowledge of standard file formats and identify file naming conventions in different operating systems.
		Demonstrate proficiency with proper file management techniques and structure.
		Identify the hierarchy of files and folders and find files and folders using specific file paths.
	File Management Tools	

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		Demonstrate proper use of system management tools.
		Demonstrate using file protection and security.
		Use file management tools to create folders and select, move, copy, cut, delete, rename, and sort files.
		Practice viewing files in different ways (by icon, name, type, size, and date).
		Use the trash or recycling features to safely manage file deletions and restore files.
Unit Test		
Introduction to Word Processing		
Introduction to Word		
Navigate the Word application window.		
Create and save Word documents.		
Manage different Word documents at the same time.		
Managing Word Documents		
Use Word features to edit text and paragraphs.		
Preview and print Word documents.		
Customize the Word environment for efficiency.		
Adding and Managing Tables		
Insert a table into a Word document.		
Manage the rows, columns, and text in a table.		
Use table and border styles to format a table.		
Convert text to a table.		
Adding Graphics		
Insert symbols and special characters into a Word document.		

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		Add and format images.
	Controlling Page Presentation	
		Add borders and colors to a page.
		Add and format numbers and text in headers and footers.
		Change page margins and add page breaks.
		Define a watermark and add a watermark to a Word document.
	Preparing to Print	
		Review spelling, grammar, and readability of a Word document.
		Use tools to improve and customize content in a Word document.
		Ensure that a document is accessible to assistive technology users.
		Save a Word document in a different format.
	Uploading Your Work	
	Unit Test	
Word Processing and Desktop Publishing in a Business Setting		
	Using Tables and Charts	
		Sort data in tables into meaningful groups.
		Change the layout of cells and format data in cells.
		Do simple calculations in a table.
		Create a chart and change its format using Word tools.
		Insert an Excel table into a Word document.
	Managing Documents	
		Insert cover pages, blank pages, and indexes.

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		Create a table of contents and reference lists.
		Create and organize an outline.
		Define and create a master document.
	Letters, Envelopes, and Labels	
		Merge data from a document to create personalized letters.
		Use the mail merge feature to create address labels for envelopes.
	Create and Format a Letter	
		Identify the characteristics of a professional letter.
		Identify word processing features that are useful for letter writing and formatting.
		Use word processing features to create and format a letter.
	Portfolio Activity: Writing a Résumé	
		Identify the purpose of creating a career portfolio.
		Write a résumé which can be used to apply for a job.
		Evaluate performance through the use of a rubric.
	Format a Research Paper	
		Understand the use of style guidelines for formatting academic papers.
		Identify commonly used style guidelines for academic papers (APA, MLA, CSE, ACS) and the disciplines in which they are used.
		Format a multi-page research paper according to a set of approved style guidelines.
	Create a Business Card and a Flyer	
		Define desktop publishing.

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		Identify desktop publishing features in a word processing program.
		Create a business card.
		Create an advertising flyer.
	Uploading Your Work	
	Unit Test	
Cumulative Exam		
	Cumulative Exam Review	
	Cumulative Exam	
Introduction to Spreadsheets		
	Introduction to Excel	
		Define a spreadsheet and identify spreadsheet components.
		Navigate the Excel ribbon and toolbar.
	Performing Calculations	
		Create worksheet formulas in order to perform calculations.
		Insert functions to manage data in Excel.
		Reuse formulas and functions in order to increase efficiency.
	Advanced Formatting	
		Apply styles and themes in order to present consistent data.
		Analyze data by applying conditional formatting.
		Create and use templates to develop new workbooks.
	Managing Workbook Properties	

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		Manage worksheets using best practices.
		Utilize view options to manage workbooks and worksheets.
		Use workbook properties to make collaboration easier.
	Uploading Your Work	
	Unit Test	
Working with Spreadsheets in a Business Setting		
	Introduction to Functions	
		Create named ranges for use in functions and formulas.
		Use specialized functions to perform complex tasks.
	Working with Functions	
		Utilize logical functions to test a variety of conditions.
		Apply date and time functions.
		Use text functions to perform calculations on text data.
	Working with Lists	
		Sort data in order to locate and review specific data entries in worksheets.
		Use filtering in order to limit a data set to specific criteria.
		Apply queries and data base functions to find data and perform calculations.
		Summarize data using outlines and subtotals.
	Analyzing Data	
		Create and modify tables to display information.
		Analyze data trends by applying intermediate conditional formatting.
		Evaluate conditions by creating formulas and applying formatting.

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	Visualizing Data with Charts	
		Create charts to visualize and interpret data.
		Modify and format charts to enhance their presentation.
		Apply advanced chart features.
	Forecasting Data	
		Predict potential outcomes using data tables.
		Predict potential outcomes using scenarios.
		Apply the goal seek feature to arrive at a pre-determined outcome.
		Forecast data trends.
	Uploading Your Work	
	Unit Test	
Database Basics		
	Introduction to Access	
		Identify the key components of the Access interface.
		Navigate data in Access.
		Edit data in Access.
	Getting Started with Access	
		Create a simple Access database.
		Utilize help and option tools in Access.
	Working with Table Data	
		Modify table data using Access controls.
		Utilize tools for sorting and filtering data in Access.

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	Querying a Database	
		Create basic queries in Access.
		Filter data in a query.
		Sort data in a query.
		Perform calculations in a query.
	Using Forms	
		Create basic forms in Access.
		Work with data on Access forms.
	Generating Reports	
		Create a report in Access.
		Add controls to a report.
		Enhance the appearance of a report.
	Printing and Formatting Reports	
		Prepare an Access report for printing.
		Organize provided information in an Access report.
		Utilize the formatting capabilities that Access provides for reports.
	Designing a Relational Database	
		Apply design principles for relational databases.
		Create a table in Access.
		Create table relationships in Access.
	Joining Tables	

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		Apply query joins to retrieve data from unrelated tables.
		Relate data within a table.
		Utilize subdatasheets to view data in related tables at the same time.
	Using Data Validation	
		Apply controls to ensure the validity of the data entered into a field.
		Use form and record validation tools.
	Uploading Your Work	
	Unit Test	
Working with Databases in a Business Setting		
	Market Information Management	
		Define market segmenting, market research, data storage, and data mining
		Identify differences between primary and secondary data
		Identify sources of data
		Identify ethical issues in market information management
	Organizing a Database for Efficiency	
		Organize a database using data normalization.
		Create a junction table.
		Utilize tools to improve table structure.
	Using Advanced Reporting Techniques	
		Include control formatting in a report.

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		Add a calculated field to a report.
		Add a sub report to an existing report.
Implementing Advanced Form Design		Add controls to forms.
		Enhance navigation and organization of forms.
		Apply conditional formatting.
Sharing Data across Applications		Import data into Access from other applications.
		Export Access data.
		Link tables to external data sources.
		Create a mail merge between Access and Word.
Export Data		Identify options for exporting query data.
		Use database tools to export query data to a spreadsheet.
		Use database tools to export query data to a document.
Uploading Your Work		
Unit Test		
Presentation Basics		
Introduction to PowerPoint		
		Navigate the PowerPoint environment.
		View a PowerPoint presentation.

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	Getting Started with PowerPoint	
		Create a PowerPoint presentation.
		Use PowerPoint Help to solve problems.
	Developing a PowerPoint Presentation	
		Select an appropriate presentation type.
		Edit text in a PowerPoint presentation.
		Utilize tools to build a presentation in PowerPoint.
	Adding Graphical Elements to Your Presentation	
		Enhance a presentation by inserting images.
		Insert shapes into a PowerPoint slide.
	Modifying Objects in Your Presentation	
		Edit objects to minimize clutter.
		Format objects in a PowerPoint.
		Arrange and group objects in a manner that prevents distractions.
		Animate objects in order to create interest in a presentation.
	Preparing to Deliver Your Presentation	
		Analyze a presentation to locate errors.
		Apply transitions to a slide show.
		Print a PowerPoint presentation.

TX-Business Information Management (BIM I)		Scope and Sequence
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		Use PowerPoint to effectively deliver a presentation.
	Uploading Your Work	
	Unit Test	
Working with Presentations in a Business Setting		
	Working with Media and Animations	
		Add audio to a presentation.
		Add video to a presentation.
		Customize animations and transitions.
	Collaborating on a Presentation	
		Review a presentation when collaborating with another user.
		Store presentations on the web for collaboration.
	Customizing a Slide Show	
		Annotate a presentation to make collaboration easier.
		Set up a slide show.
		Create a custom slide show for a specific audience.
		Add hyperlinks and action buttons.
		Record a presentation for future use.
	Securing and Distributing a Presentation	
		Secure a presentation for distribution.
		Broadcast a slide show.

Unit Lesson**Objectives**

Create a video or CD to distribute a presentation.

Uploading Your Work

Unit Test

Cumulative Exam

Cumulative Exam Review

Cumulative Exam