



**BIM I**

***Instructional Sequence with Resources***

**Textbook: Pearson – Business Information Management I (Microsoft Office 2013) (ISBN: 978-0-13-444946-3), Cumulative Project Manuals for The Dream Team, Skateboards Inc, The HUB, The Teen Entrepreneur, The Restaurant Entrepreneur; Word It!; Excel It!; Access It!; Present It!, Publish It!**

Additional Resources: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Publisher, Microsoft PowerPoint; *CareerCruising.com*, *ELearn*, *Scanner*, *Google Classroom*, *Google Applications*.

Unit	Objective	Student Expectation	Resources	Comments
1	1	Career development exploration. (6.E.ii)	Career Cruising	Career Cruising
1	2	Communicate effectively with others using oral and written skills. (1.A.i-ii)	U.S. Department of Labor	Teamwork, Social Networking, Professionalism, Problem, Networking, Enthusiasm, Communication, Video Link (Team Share Drive)
1	3	Demonstrate collaboration skills through teamwork and professionalism by conducting oneself in a manner appropriate for the profession and workplace. (1.B.i, 1.C.i-ii)	U.S. Department of Labor	Teamwork, Social Networking, Professionalism, Problem, Networking, Enthusiasm, Communication, Video Link (Team Share Drive)
1	4	Demonstrate a positive, productive work ethic by performing assigned tasks as directed. (1.D.i)	U.S. Department of Labor	Teamwork, Social Networking, Professionalism, Problem, Networking, Enthusiasm, Communication, Video Link (Team Share Drive)
1	5	Comply with all applicable rules, laws, and regulations. (1.E.i-iii)	U.S. Department of Labor	Teamwork, Social Networking, Professionalism, Problem, Networking, Enthusiasm, Communication, Video Link (Team Share Drive)



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1	6	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. (1.F.i-v)	U.S. Department of Labor	Teamwork, Social Networking, Professionalism, Problem, Networking, Enthusiasm, Communication, Video Link (Team Share Drive)
1	7	Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)	Edotyping.com Word Google Docs	Continuing to work through lessons on hand positions and increasing speed and accuracy
2	1	Explain the strategic role of information systems and information communication technology within an organization. (2.A.i-ii)	Pinard/ Romer CMPTR PowerPoint	Review CMPTR slideshows and vocabulary from ACC
2	2	Determine risks and rewards of developing a strategic role in information systems and information communication technology. (2.B.i-iv)	Pinard/ Romer CMPTR PowerPoint	Review CMPTR slideshows and vocabulary from ACC
2	3	Move files in the computer operating system and create directories. (5.A.i, 5.B.i)	Pinard/ Romer CMPTR PowerPoint	Review CMPTR slideshows and vocabulary from ACC
2	4	Able to create and move files and directories in the computer operating system. (5.A.i, 5.B.i)	Pinard/ Romer CMPTR PowerPoint	Review CMPTR slideshows and vocabulary from ACC



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2	5	Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)	Edotyping.com Word Google Docs	Continuing to work through lessons on hand positions and increasing speed and accuracy
3	1	Identify customary styles of business documents. (6.A.i)	Pearson Text and Online Resources	Microsoft Word, Google Docs
3	2	Use hardware and software needed to produce documents to address different computer applications. (6.C.i-ii)	Pearson Text and Online Resources	Microsoft Word, Google Docs
3	3	Demonstrate writing techniques by generating ideas and gathering information relevant to the topic and purpose, while maintaining accurate records of outside sources. (6.D.i-iv)	Pearson Text and Online Resources	Microsoft Word, Google Docs
3	4	Produce business documents, including business letters, resumes, research papers, and newsletters. (6.E.i,iii,iv)	Pearson Text and Online Resources	Microsoft Word, Google Docs



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3	5	Edit a variety of written documents, insert and edit objects into a document, prepare and distribute personalized correspondence using mail merge, and use online word-processing technologies. (6.F.i, 6.G.i-ii, 6.H.i-ii, 6.I.i-iii)	Pearson Text and Online Resources	Microsoft Word, Google Docs
3	6	Save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software. (5.C.i)	Pearson Text and Online Resources	Microsoft Word, Google Docs
3	7	Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)	Edotyping.com Word Google Docs	Continuing to work through lessons on hand positions and increasing speed and accuracy
3	8	Have all students take the CertiPrep/OPAC Word Practice tests, and those that get 800+ (in CertiPrep) or show readiness (on OPAC) will take the CertiPort/OPAC Exam.	GMetrix Exams or OPAC	All students should take the GMetrix/OPAC practice exams and those that score 800+ (GMetrix) or show readiness (OPAC) should take the Certiport/OPAC Certification Exam.
4	1	Identify technologies available for desktop publishing. (13.A.i)	Pearson Text and Online Resources	MS Publisher, MS Word, Google Drawings



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**Additional Resources:** Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Publisher, Microsoft PowerPoint; *CareerCruising.com, ELearn, Scanner, Google Classroom, Google Applications.*

4	2	Identify customary standards and styles of desktop publishing. (13.B.i-ii)	Pearson Text and Online Resources	MS Publisher, MS Word, Google Drawings
4	3	Create desktop publications importing text and graphics. (13.C.i-ii)	Pearson Text and Online Resources	MS Publisher, MS Word, Google Drawings
4	4	Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)	Edotyping.com Word Google Docs	Continuing to work through lessons on hand positions and increasing speed and accuracy, start adding timed writings.
4	5	Have all students take the CertiPrep/OPAC Word Practice tests, and those that get 800+ (in CertiPrep) or show readiness (on OPAC) will take the CertiPort/OPAC Exam.	GMetrix Exams or OPAC	All students should take the GMetrix/OPAC practice exams and those that score 800+ (GMetrix) or show readiness (OPAC) should take the Certiport/OPAC Certification Exam.
5	1	Perform mathematical processes, including percentages and decimals, order or operations principle, estimation, and prediction of patterns of data. (11.A.i-v)	Pearson Text and Online Resources	Microsoft Excel, Google Sheets



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Additional Resources: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Publisher, Microsoft PowerPoint; *CareerCruising.com, ELearn, Scanner, Google Classroom, Google Applications.*

5	2	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. (11.B.i-ii)	Pearson Text and Online Resources	Microsoft Excel, Google Sheets
5	3	Create charts, graphs, and infographics using spreadsheet data. (11.C.i-iii)	Pearson Text and Online Resources	Microsoft Excel, Google Sheets
5	4	Use online spreadsheet technologies to create, edit, and share documents. (11.D.i-iii)	Pearson Text and Online Resources	Microsoft Excel, Google Sheets
5	5	Able to formulate and produce solutions to a variety of business problems. (11b)	Pearson Text and Online Resources	Microsoft Excel, Google Sheets
5	6	Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)	Edotyping.com Word Google Docs	Continuing to work through lessons on hand positions and increasing speed and accuracy, start adding timed writings.



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Additional Resources: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Publisher, Microsoft PowerPoint; *CareerCruising.com, ELearn, Scanner, Google Classroom, Google Applications.*

5	7	Have all students take the CertiPrep/OPAC Excel Practice tests and those that get 800+ (CertiPrep) or show readiness (OPAC) will take the CertiPort/OPAC Exam.	GMetrix Exams or OPAC	All students should take the CertiPrep/OPAC practice exams and those that score 800+ (CertiPrep) or show readiness (OPAC) should take the Certiport/OPAC Certification Exam.
6	1	Explain the principles of data analysis. (7.A.i)	Pearson Text and Online Resources	Microsoft Access
6	2	Explain the nature of tools that can be used to access information in the database system and choose appropriate software. (7.B.i, 7.C.i)	Pearson Text and Online Resources	Microsoft Access
6	3	Identifies database software to create databases that facilitate business decision making. (7.A.i, 7.B.i, 7.C.i, 7.D.I-ii, 7.E.i, 7.F.i, 7.G.i, 7.H.i)	Pearson Text and Online Resources	Microsoft Access
6	4	Applies data entry techniques to enter information in databases. (8.A.i, 8.B.i, 8.C.i-iii, 8.D.i-ii)	Pearson Text and Online Resources	Microsoft Access



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Additional Resources: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Publisher, Microsoft PowerPoint; *CareerCruising.com, ELearn, Scanner, Google Classroom, Google Applications.*

6	5	Uses commands to retrieve data and create reports from databases. (9.A.i-ii, 9.B.i, 9.C.i-ii)	Pearson Text and Online Resources	Microsoft Access
6	6	Applies data mining methods to acquire pertinent information for business decision making. (10.A.i, 10.B.i, 10.C.i, 10.D.i)	Pearson Text and Online Resources	Microsoft Access
6	7	Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)	Edotyping.com Word Google Docs	Continuing to work through lessons on hand positions and increasing speed and accuracy, start adding timed writings.
6	8	Have all students take the CertiPrep/OPAC Access Practice tests and those that get 800+ (CertiPrep) or show readiness (OPAC) will take the CertiPort/OPAC Exam.	GMetrix Exams or OPAC	All students should take the CertiPrep/OPAC practice exams and those that score 800+ (CertiPrep) or show readiness (OPAC) should take the Certiport/OPAC Certification Exam.
7	1	Identify the guidelines for using graphics, fonts, and special effects in presentations. (12.A.i-iii)	Pearson Text and Online Resources	Microsoft PowerPoint, Google Slides





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Additional Resources: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Publisher, Microsoft PowerPoint; *CareerCruising.com, ELearn, Scanner, Google Classroom, Google Applications.*

7	2	Analyze the effectiveness of multimedia presentations. (12.B.i)	Pearson Text and Online Resources	Microsoft PowerPoint, Google Slides
7	3	Determine the appropriate technology to create and deliver an effective presentation. (12.C.I-ii)	Pearson Text and Online Resources	Microsoft PowerPoint, Google Slides
7	4	Save documents in various formats such as a template, video, and PDF to share or transport electronically. (12.D.i)	Pearson Text and Online Resources	Microsoft PowerPoint, Google Slides
7	5	Deliver an effective presentation. (12.E.i)	Pearson Text and Online Resources	Microsoft PowerPoint, Google Slides
7	6	Use online presentation management technologies to create, edit, transport, and share documents. (12.F.i-iv)	Pearson Text and Online Resources	Microsoft PowerPoint, Google Slides



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7	7	Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)	Edotyping.com Word Google Docs	Continuing to work through lessons on hand positions and increasing speed and accuracy, start adding timed writings.
7	8	Have all students take the CertiPrep/OPAC PowerPoint Practice tests and those that get 800+ (CertiPrep) or show readiness (OPAC) will take the CertiPort/OPAC Exam.	GMetrix Exams or OPAC	All students should take the CertiPrep/OPAC practice exams and those that score 800+ (CertiPrep) or show readiness (OPAC) should take the Certiport/OPAC Certification Exam.
8	1	Expected to integrate multiple learned software applications to efficiently accomplish workplace tasks. (14.A.i)	Various Assessment Tools, Formats, and Areas	Various Assessment Tools, Formats, and Areas
8	2	Integrate information systems planning with business planning. (2.C.i)	Various Assessment Tools, Formats, and Areas	Various Assessment Tools, Formats, and Areas
8	3	Enhance usability of systems operations to support business strategies and operations. (3.A.i-ii, 3.B.i-ii)	Various Assessment Tools, Formats, and Areas	Various Assessment Tools, Formats, and Areas



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Additional Resources: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Publisher, Microsoft PowerPoint; *CareerCruising.com, ELearn, Scanner, Google Classroom, Google Applications.*

8	4	Analyze available software packages for use in business settings. (4.A.i-ii, 4.B.i-ii, 4.C.i, 4.D.i-ii, 4.E.i-ii)	Various Assessment Tools, Formats, and Areas	Various Assessment Tools, Formats, and Areas
8	5	Use hardware and software needed to produce documents to address different computer applications. (6.C.i-ii)	Various Assessment Tools, Formats, and Areas	Various Assessment Tools, Formats, and Areas
8	6	Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)	Edotyping.com Word Google Docs	Continuing to work through lessons on hand positions and increasing speed and accuracy, start adding timed writings.



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