



**Goals and Objectives for Business Information Management - §130.136
Semester 1**

GOALS

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 application of emerging technologies, create word-processing documents, develop a spreadsheet, formulate a database, and make an electronic presentation using appropriate software. Students are encouraged to participate in extended learning experiences such as career and technical student organizations and other leadership or extracurricular organizations.

OBJECTIVES

Unit 1 – Career Exploration and Soft Skills (3 weeks)

- Objective 1: Career development exploration. (6.E.ii)
- Objective 2: Communicate effectively with others using oral and written skills. (1.A.i-ii)
- Objective 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)
- Objective 4: Demonstrate a positive, productive work ethic by performing assigned tasks as directed. (1.D.i)
- Objective 5: Comply with all applicable rules, laws, and regulations. (1.E.i-iii)
- Objective 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)
- Objective 7: Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)

Unit 2 – Computer Basics and Communication Technology (3 weeks)

- Objective 1: Explain the strategic role of information systems and information communications technology within an organization. (2.A.i-ii)
- Objective 2: Determine risks and rewards of developing a strategic role in information systems and information communication technology. (2.B.i-iv)
- Objective 3: Move files in the computer operating system and create directories. (5.A.i, 5.B.i)
- Objective 4: Able to create and move files and directories in the computer operating system. (5.A.i, 5.B.i)
- Objective 5: Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)

Unit 3 – Word Processing (MS Word and Google Docs) (8 weeks)

- Objective 1: Identify customary styles of business documents. (6.A.i)
- Objective 2: Use hardware and software needed to produce documents to address different computer applications. (6.C.i-ii)
- Objective 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)
- Objective 4: Produce business documents, including business letters, resumes, research papers, and newsletters. (6.E.i,iii,iv)
- Objective 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)
- Objective 6: Save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software. (5.C.i)
- Objective 7: Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)
- Objective 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.

Unit 4 – Desktop Publishing – (MS Publisher, Google Drawings) (2 weeks)

- Objective 1: Identify technologies available for desktop publishing. (13.A.i)
- Objective 2: Identify customary standards and styles of desktop publishing. (13.B.i-ii)
- Objective 3: Create desktop publications importing text and graphics. (13.C.i-ii)
- Objective 4: Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)
- Objective 5: Have all students take the CertiPrep/OPAC Desktop Publishing Practice tests and those that get 800+ (in CertiPrep) or show readiness (on OPAC) will take the CertiPort/OPAC Exam.



**Goals and Objectives for Business Information Management - §130.136
Semester 2**

GOALS

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 application of emerging technologies, create word-processing documents, develop a spreadsheet, formulate a database, and make an electronic presentation using appropriate software. Students are encouraged to participate in extended learning experiences such as career and technical student organizations and other leadership or extracurricular organizations.

OBJECTIVES

Unit 5 – Spreadsheet – (MS Excel, Google Sheets) (8 weeks)

- Objective 1: Perform mathematical processes, including percentages and decimals, order of operations principle, estimation, and prediction of patterns of data. (11.A.i-v)
- Objective 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)
- Objective 3: Create charts, graphs, and infographics using spreadsheet data. (11.C.i-iii)
- Objective 4: Use online spreadsheet technologies to create, edit, and share documents. (11.D.i-iii)
- Objective 5: Able to formulate and produce solutions to a variety of business problems. (11.B.i-ii)
- Objective 6: Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)
- Objective 7: Have all students take the CertiPrep/OPAC Excel Practice tests and those that get 800+ (in CertiPrep) or show readiness (on OPAC) will take the CertiPort/OPAC Exam.

Unit 6 – Database – (MS Access) (4 weeks)

- Objective 1: Explain the principles of data analysis. (7.A.i)
- Objective 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)
- Objective 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)
- Objective 4: Applies data entry techniques to enter information in databases. (8.A.i, 8.B.i, 8.C.i-iii, 8.D.i-ii)
- Objective 5: Uses commands to retrieve data and create reports from databases. (9.A.i-ii, 9.B.i, 9.C.i-ii)
- Objective 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)
- Objective 7: Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)
- Objective 8: Have all students take the CertiPrep/OPAC Access Practice tests and those that get 800+ (in CertiPrep) or show readiness (on OPAC) will take the CertiPort/OPAC Exam.

Unit 7 – Electronic Presentation – (MS PowerPoint, Google Slides) (5 weeks)

- Objective 1: Identify the guidelines for using graphics, fonts, and special effects in presentations. (12.A.i-iii)
- Objective 2: Analyze the effectiveness of multimedia presentations. (12.B.i)
- Objective 3: Determine the appropriate technology to create and deliver an effective presentation. (12.C.i-ii)
- Objective 4: Save documents in various formats such as a template, video, and PDF to share or transport electronically. (12.D.i)
- Objective 5: Deliver an effective presentation. (12.E.i)
- Objective 6: Use online presentation management technologies to create, edit, transport, and share documents. (12.F.i-iv)
- Objective 7: Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)
- Objective 8: Have all students take the CertiPrep/OPAC PowerPoint Practice tests, and those that get 800+ (in CertiPrep) or show readiness (on OPAC) will take the CertiPort/OPAC Exam.

Unit 8 – Cumulative Business Assessment (2 weeks)

- Objective 1: Expected to integrate multiple learned software applications to efficiently accomplish workplace tasks. (14.A.i)
- Objective 2: Integrate information systems planning with business planning. (2.C.i)
- Objective 3: Enhance usability of systems operations to support business strategies and operations. (3.A.i-ii, 3.B.i-ii)
- Objective 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)
- Objective 5: Use hardware and software needed to produce documents to address different computer applications. (6.C.i-ii)
- Objective 6: Improve touch-system skills using the keyboard and keypad to input data. (6.B.i-ii)