Texas CTE

Business Information Management II

General requirements. This course is recommended for students in Grades 10-12. Prerequisite: Business Information Management I. Recommended Prerequisite: Touch System Data Entry. Recommended corequisite: Business Lab. Students shall be awarded one credit for successful completion of this course. BIM2.A

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Introduction. BIM2.B

1 Career and technical education instruction provides content aligned with challenging academic standards and relevant technical knowledge and skills for students to further their education and succeed in current or emerging professions. BIM2.B.1

2 The Business Management and Administration Career Cluster focuses on careers in planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. BIM2.B.1

3 In Business Information Management II, students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate multimedia software. BIM2.B.3

4 Students are encouraged to participate in extended learning experiences such as career and technical student organizations and other leadership or extracurricular organizations. BIM2.B.4

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5 **Statements that contain the word "including" reference content that must be mastered, while those that contain the phrase "such as" are intended as possible illustrative samples.** BIM2.B.5

Knowledge and skills BIM2.C

1 **The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:** BIM2.C.1

- a communicate effectively with others using oral and written skills; BIM2.C.1.A
- b demonstrate collaboration skills through teamwork; BIM2.C.1.B
- c demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace; BIM2.C.1.C
- d demonstrate a positive, productive work ethic by performing assigned tasks as directed; BIM2.C.1.D
- e show integrity by choosing the ethical course of action and comply with all applicable rules, laws, and regulations; BIM2.C.1.E
- 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. BIM2.C.1.F

2 **The student demonstrates project management processes to conduct a business project using emerging technologies. The student is expected to:** BIM2.C.2

- a initiate a project; BIM2.C.2.A
- b plan a project; BIM2.C.2.B
- c execute a project; BIM2.C.2.
- d monitor and control a project; BIM2.C.2.D
- e close a business project. BIM2.C.2.E

3 **The student demonstrates the use of the concepts, strategies, and systems for obtaining and conveying ideas and information to enhance communication in a diverse workplace. The student is expected to:** BIM2.C.3

- a employ verbal and active listening skills when obtaining and conveying information; BIM2.C.3.A
- b record information needed to present a report on a given topic and use items such as tables of contents, indexes, tabs, footnotes, endnotes, captions, and/or building blocks; BIM2.C.3.B
- c write business correspondence using advanced word processing features such as templates and forms; mail merge, including letters, labels, and envelopes; and document protection and security that convey information effectively using correct grammar, spelling, punctuation, and capitalization; BIM2.C.3.C
- d use online word processing technologies to create, edit, and share documents; BIM2.C.3.D
- e communicate with relevant parties such as coworkers and customers by interpreting verbal and nonverbal behaviors; BIM2.C.3.E

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f apply strategies for communicating about issues in dealing with a diverse workforce such as sexual harassment and cultural differences; BIM2.C.3.F

g demonstrate the ability to communicate and resolve conflicts within a diverse workforce. BIM2.C.3.G

4 **The student creates, evaluates, and uses information resources to accomplish specific occupational tasks. The student is expected to:** BIM2.C.4

a create and interpret items such as tables, charts, infographics, and figures to accomplish specific occupational tasks; BIM2.C.4.A

b use resources such as informational texts, Internet websites, and technical materials to review and apply information sources for occupational tasks; BIM2.C.4.B

c evaluate the reliability of information from sources such as informational texts, Internet websites, and technical materials and resources; BIM2.C.4.C

d reference sources of information. BIM2.C.4.D

5 **The student develops and delivers formal and informal presentations using appropriate media to engage and inform audiences. The student is expected to:** BIM2.C.5

a prepare oral presentations to provide information for specific purposes and audiences; BIM2.C.5.A

b identify support materials that will enhance an oral presentation; BIM2.C.5.B

c prepare support materials that will enhance an oral presentation; BIM2.C.5.C

d deliver an oral presentation that sustains listeners' attention; BIM2.C.5.D

e align presentation strategies to the intended audience; BIM2.C.5.E

f implement multimedia strategies for presentations; BIM2.C.5.F

g use online presentation management technologies to create, edit, transport, and share documents. BIM2.C.5.G

6 **The student demonstrates public relations skills to increase internal and external customer satisfaction. The student is expected to communicate effectively when developing positive customer relationships.** BIM2.C.6

7 **The student designs solutions to mathematical business problems using advanced spreadsheet technologies. The student is expected to:** BIM2.C.7

a recognize and apply spreadsheet items such as lookup tables, what-if and built-in functions, macros, and advanced charts, graphs, and functions; BIM2.C.7.A

b create and interpret financial statements such as comparisons and projections, predictions and forecasts, trend analyses, and charts and graphs. BIM2.C.7.B

8 **The student follows procedures of advanced data management. The student is expected to:** BIM2.C.8

a design a database to solve business problems; BIM2.C.8.A

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b use advanced functions of database management such as updating queries, creating formulas, using built-in formulas, and creating custom format reports. BIM2.C.8.B

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9 The student documents technical knowledge and skills. The student is expected to: BIM2.C.9

a prepare a professional electronic portfolio that includes information such as: BIM2.C.9.A

i attainment of technical skill competencies; BIM2.C.9.A.I

ii licensures or certifications; BIM2.C.9.A.II

iii recognitions, awards, and scholarships; BIM2.C.9.A.III

iv extended learning experiences such as community service and active participation in career and technical student organizations and professional organizations; BIM2.C.9.A.IV

v sample letter of application; BIM2.C.9.A.V

vi abstract of key points of accomplishments; BIM2.C.9.A.VI

vii resume; BIM2.C.9.A.VII

viii samples of work; BIM2.C.9.A.VIII

ix evaluation from a teacher; BIM2.C.9.A.IX

b present the portfolio to interested stakeholders. BIM2.C.9.B