Texas CTE

Computer Applications: Business Information Management I

General requirements. This course is recommended for students in Grades 9-12. Recommended prerequisite: Touch Systems Data Entry. Recommended corequisite: Business Lab. Students shall be awarded one credit for successful completion of this course. (A)	(a) General requirements. This course is recommended for students in Grades 9-12. Recommended prerequisite: Touch Systems Data Entry. Recommended corequisite: Business Lab. Students shall be awarded one credit for successful completion of this course. (A)
Introduction.	(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. (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. (B)(2)
	(3) In Business Information Management I, 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 post-secondary 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. (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. (B)(4)

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

Knowledge and skills (C)

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

(A) communicate effectively with others using oral and written skills; (1)(A)

(B) demonstrate collaboration skills through teamwork; (1)(B)

(C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace; (1)(C)

(D) demonstrate a positive, productive work ethic by performing assigned tasks as directed; (1)(D)

(E) comply with all applicable rules, laws, and regulations; and (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. (1)(F)

(2) **The student coordinates information management and business management to aid in business planning. The student is expected to:** (2)

(A) explain the strategic role of information systems and information communication technology within an organization; (2)(A)

(B) determine risks and rewards of developing a strategic role for information systems and information communication technology; and (2)(B)

(C) integrate information systems planning with business planning. (2)(B)

(3) **The student enhances usability of systems operations to support business strategies and operations. The student is expected to:** (3)

(A) identify the management information requirements and business needs of an organization; and (3)(A)

(B) explain issues involved in designing and developing systems for different environments. (3)(B)

(4) **The student analyzes available software packages for use in business settings. The student is expected to:** (4)

(A) determine equipment and supplies needed; (4)(A)

(B) establish equipment and supplies maintenance systems; (4)(B)

(C) schedule equipment maintenance; (4)(C)

(D) use equipment and supplies maintenance procedures; and (4)(D)

(E) use critical-thinking skills to troubleshoot equipment and software issues. (4)(E)

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(5) The student uses the computer's operating system to execute work responsibilities. The student is expected to: (5)

(A) move files in the computer operating system; (5)(A)

(B) create directories; and (5)(B)

(C) save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software. (5)(C)

(6) The student applies word-processing technology. The student is expected to: (6)

(A) identify customary styles of business documents; (6)(A)

(B) improve touch-system skills using the keyboard and keypad to input data; (6)(B)

(C) use hardware and software needed to produce documents to address different computer applications; (6)(C)

(D) demonstrate writing techniques by generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources; (6)(D)

(E) produce business documents, including business letters, resumes, research papers, and newsletters; (6)(E)

(F) edit a variety of written documents; (6)(F)

(G) insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document; (6)(G)

(H) prepare and distribute personalized correspondence using mail merge; and (6)(H)

(I) use online word-processing technologies to create, edit, and share documents. (6)(I)

(7) The student identifies database software to create databases that facilitate business decision making. The student is expected to: (7)

(A) explain the principles of data analysis; (7)

(B) explain the nature of tools that can be used to access information in the database system; (7)(A)

(C) choose appropriate software; (7)(B)

(D) define fields and type of data; (7)(C)

(E) create database structure; (7)(D)

(F) define relationships of tables; (7)(E)

(G) analyze company data requirements; and (7)(F)

(H) design a database to meet business requirements. (7)(G)

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The student applies data entry techniques to enter information in databases. The student is expected to: (8)

(A) access information in the database system; (8)(A)

(B) build data in a data warehouse; (8)(B)

(C) enter and edit data into database tables and database forms for easy data entry; and (8)(C)

(D) import and export databases. (8)(D)

(9) The student uses commands to retrieve data and create reports from databases. The student is expected to: (9)

(A) retrieve data from tables and queries; (9)(A)

(B) formulate queries; and (9)(B)

(C) create and print reports. (9)(C)

(10) The student applies data mining methods to acquire pertinent information for business decision making. The student is expected to: (10)

(A) discuss the nature of data mining; (10)(A)

(B) describe data mining tools; (10)(B)

(C) demonstrate basic data mining techniques; and (10)(C)

(D) interpret data mining findings. (10)(D)

(11) The student applies spreadsheet technology. The student is expected to: (11)

(A) perform mathematical processes, including percentages and decimals, order of operations principle, estimation, and prediction of patterns of data; (11)(A)

(B) 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)

(C) create charts, graphs, and infographics using spreadsheet data; and (11)(C)

(D) use online spreadsheet technologies to create, edit, and share documents. (11)(D)

(12) The student applies presentation management technology. The student is expected to: (12)

(A) identify the guidelines for using graphics, fonts, and special effects in presentations; (12)(A)

(B) analyze the effectiveness of multimedia presentations; (12)(B)

(C) determine the appropriate technology to create and deliver an effective presentation; (12)(C)

(D) save documents in various formats such as template, video, and PDF to share or transport electronically; (12)(D)

(E) deliver an effective presentation; and (12)(E)

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(F) use online presentation management technologies to create, edit, transport, and share documents. (12)(F)

(13) The student applies desktop publishing technology. The student is expected to: (13)

(A) identify technologies available for desktop publishing; (13)(A)

(B) identify customary standards and styles of desktop publishing; and (13)(B)

(C) create desktop publications importing text and graphics (13)(C)

(14) The student uses a variety of software applications. The student is expected to integrate multiple learned software applications to efficiently accomplish workplace tasks.