Business Information Management I
At-A-Glance - Lamar CISD

Ongoing Skills Imbedded All Year	Professional Standards/Employability Skills/Technical Skills		
	BIM I 1(A) The student will communicate effectively with others using oral and written skills. BIM I 1(B) The student will demonstrate collaboration skills through teamwork. BIM I 1(C) The student will demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace. BIM I 1(D) The student will demonstrate a positive, productive work ethic by performing assigned tasks as directed. BIM I 1(E) The student will comply with all applicable rules, laws, and regulations. BIM I 1(F) The student will demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal.		
Grading Period 1 **29 Days**	**Professional Standards/Employability**	**1 Day** **(ongoing)**	1A, 1B, 1C, 1D, 1E, 1F
	BIM I 1(A) The student will communicate effectively with others using oral and written skills. BIM I 1(B) The student will demonstrate collaboration skills through teamwork. BIM I 1(C) The student will demonstrate professionalism by conducting oneself in a manner appropriate for the 1profession and workplace. BIM I 1(D) The student will demonstrate a positive, productive work ethic by performing assigned tasks as directed. BIM I 1(E) The student will comply with all applicable rules, laws, and regulations. BIM I 1(F) The student will demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal.		
	Typing	**14 Days**	6B
	BIM I 6(B) The student will improve touch-system skills using the keyboard and keypad to input data.		
	Hardware/Software	**9 Days**	4A, 4B, 4C, 4D, 4E, 6C
	BIM I 4(A) The student will determine equipment and supplies needed. BIM I 4(B) The student will establish equipment and supplies maintenance systems. BIM I 4(C) The student will schedule equipment maintenance. BIM I 4(D) The student will use equipment and supplies maintenance procedures. BIM I 4(E) The student will use critical-thinking skills to troubleshoot equipment and software issues. BIM I 6(C) The student will use hardware and software needed to produce documents to address different computer applications.		
	Operating System Management	**5 Days**	5A, 5B, 5C, 3A, 3B
	BIM I 5(A) The student will move files in the computer operating system. BIM I 5(B) The student will create directories. BIM I 5(C) The student will save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software. BIM I 3(A) The student will identify the management information requirements and business needs of an organization. BIM I 3(B) The student will explain issues involved in designing and developing systems for different environments.		
Grading Period 2 **26 Days**	**Flyers**	**7 Days**	6A, 6D, 6F, 6G, 6I
	BIM I 6(A) The student will identify customary styles of business documents. BIM I 6(D) The student will demonstrate writing techniques generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources. BIM I 6(F) The student will edit a variety of written documents. BIM I 6(G) The student will insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document. BIM I 6(I) The student will use online word-processing technologies to create, edit, and share documents.		
	Research Paper	**7 Days**	6A, 6D, 6E, 6F, 6G, 6I
	BIM I 6(A) The student will identify customary styles of business documents. BIM I 6(D) The student will demonstrate writing techniques generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources. BIM I 6(E) The student will produce business documents, including business letters, resumes, research papers, and newsletters. BIM I 6(F) The student will edit a variety of written documents. BIM I 6(G) The student will insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document. BIM I 6(I) The student will use online word-processing technologies to create, edit, and share documents.		

	Tables	**6 Days**	6A, 6D, 6E, 6F, 6G, 6I
	BIM I 6(A) The student will identify customary styles of business documents. BIM I 6(D) The student will demonstrate writing techniques generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources. BIM I 6(E) The student will produce business documents, including business letters, resumes, research papers, and newsletters. BIM I 6(F) The student will edit a variety of written documents. BIM I 6(G) The student will insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document. BIM I 6(I) The student will use online word-processing technologies to create, edit, and share documents.		
	Resumes	**6 Days**	6A, 6D, 6E, 6F, 6G, 6I
	BIM I 6(A) The student will identify customary styles of business documents. BIM I 6(D) The student will demonstrate writing techniques generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources. BIM I 6(E) The student will produce business documents, including business letters, resumes, research papers, and newsletters. BIMI 6(F) The student will edit a variety of written documents. BIM I 6(G) The student will insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document. BIM I 6(I) The student will use online word-processing technologies to create, edit, and share documents.		
Grading Period 3 **25 Days**	**Cover Letter & Mail Merge**	**8 Days**	6A, 6D, 6H, 6I
	BIM I 6(A) The student will identify customary styles of business documents. BIM I 6(D) The student will demonstrate writing techniques generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources. BIM I 6(H) The student will prepare and distribute personalized correspondence using mail merge. BIM I 6(I) The student will use online word-processing technologies to create, edit, and share documents.		
	Newsletters	**8 Days**	6A, 6D, 6E, 6F, 6G
	BIM I 6(A) The student will identify customary styles of business documents. BIM I 6(D) The student will demonstrate writing techniques generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources. BIM I 6(E) The student will produce business documents, including business letters, resumes, research papers, and newsletters. BIM I 6(F) The student will edit a variety of written documents. BIM I 6(G) The student will insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document.		
	Information System Planning	**5 Days**	2A, 2B, 2C
	BIM I 2(A) The student will explain the strategic role of information systems and information communication technology within an organization. BIM I 2(B) The student will determine risks and rewards of developing a strategic role for information systems and information communication technology. BIM I 2(C) The student will integrate information systems planning with business planning.		
	Semester Review and Testing	**4 Days**	
Grading Period 4 **32 Days**	**Excel Introduction**	**10 Days**	11A, 11C, 11D
	BIM I 11(A) The student will perform mathematical processes, including percentages and decimals, order of operations principle, estimation, and prediction of patterns of data. BIM I 11(C) The student will create charts, graphs, and infographics using spreadsheet data. BIM I 11(D) The student will use online spreadsheet technologies to create, edit, and share documents.		
	Excel Charts & Currency	**7 Days**	11B
	BIM I 11(B) The student will 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.		
	Excel Intermediate Formulas	**6 Days**	11B
	BIM I 11(B) The student will 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.		
	Excel Profit/Loss, Tax	**4 Days**	11B

	BIM I 11(B) The student will 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.		
	Excel Invoices, Filters and Vlookup	**5 Days**	11B
	BIM I 11(B) The student will 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.		
Grading Period 5 **32 Days**	**Microsoft Office Specialist Word Certification Testing Preparation in G-Metrix**	**14 Days**	
	Microsoft Office Specialist Certification Practice Test in Word	**14 Days**	
	Microsoft Office Specialist Word Certification Testing	**4 Days**	
Grading Period 6 **29 Days**	**PPT Introduction**	**6 Days**	12A, 12B, 12C
	BIM I 12(A) The student will identify the guidelines for using graphics, fonts, and special effects in presentations. BIM I 12(B) The student will analyze the effectiveness of multimedia presentations. BIM I 12(C) The student will determine the appropriate technology to create and deliver an effective presentation.		
	PPT Advanced	**6 Days**	12A, 12B, 12C, 12D
	BIM I 12(A) The student will identify the guidelines for using graphics, fonts, and special effects in presentations. BIM I 12(B) The student will analyze the effectiveness of multimedia presentations. BIM I 12(C) The student will determine the appropriate technology to create and deliver an effective presentation. BIM I 12(D) The student will save documents in various formats such as template, video, and PDF to share or transport electronically.		
	PPT Presentations	**4 Days**	12E, 12F
	BIM I 12(E) The student will deliver an effective presentation. BIM I 12(F) The student will use online presentation management technologies to create, edit, transport, and share documents.		
	Desktop Publishing	**4 Days**	13A, 13B, 13C
	BIM I 13(A) The student will identify technologies available for desktop publishing. BIM I 13(B) The student will identify customary standards and styles of desktop publishing. BIM I 13(C) The student will create desktop publications importing text and graphics.		
	Integrate Software	**2 Days**	14A
	BIM I 14(A) The student will integrate multiple learned software applications to efficiently accomplish workplace tasks.		
	Access	**5 Days**	7A, 7B, 7C, 7D, 7E, 7F, 7G, 7H, 8A, 8B, 8C, 8D, 9A, 9B, 9C, 10A, 10B, 10C, 10D
	BIM I 7(A) The student will explain the principles of data analysis. BIM I 7(B) The student will explain the nature of tools that can be used to access information in the database system. BIM I 7(C) The student will choose appropriate software. BIM I 7(D) The student will define fields and type of data. BIM I 7(E) The student will create database structure. BIM I 7(F) The student will define relationships of tables. BIM I 7(G) The student will analyze company data requirements. BIM I 7(H) The student will design a database to meet business requirements. BIM I 8(A) The student will access information in the database system. BIM I 8(B) The student will build data in a data warehouse. BIM I 8(C) The student will enter and edit data into database tables and database forms for easy data entry. BIM I 8(D) The student will import and export databases.		

	BIM I 9(A) The student will retrieve data from tables and queries.	
	BIM I 9(B) The student will formulate queries.	
	BIM I 9(C) The student will create and print reports.	
	BIM I 10(A) The student will discuss the nature of data mining.	
	BIM I 10(B) The student will describe data mining tools.	
	BIM I 10(C) The student will demonstrate basic data mining techniques.	
	BIM I 10(D) The student will interpret data mining findings.	
	Semester Review & Testing	**2 Days**