

## CFISD Business Information Management I (BIM I)

### Scope and Sequence

**Course Description:**

BIM I prepares students to apply personal, interpersonal, and technology skills in other content area, the workplace, and post-secondary education. The applications utilized in this course will include word processing, spreadsheets, multimedia presentations, databases, Internet research, and a look at emerging technologies. While an emphasis will be placed on simulations related to business, finance, and marketing, this introductory technology course is appropriate for students whose career interests fall within any of the 16 career clusters. (1 Credit)

- Grades 8 - 12
- Recommended prerequisite: Touch System Data Entry (required for 8th graders)
- Microsoft Office Expert-Word and Microsoft Office ExpertExcel certifications each satisfy the requirement to earn a performance acknowledgement.
- Students earning Word Expert, Excel Expert, Powerpoint, and Access certifications also earn the Microsoft Office Specialist-Master certification, which satisfies requirement to earn an additional performance acknowledgement.
- Lab supplies or fee may be required

**TEKS**

Cluster: Business Management and Administration

Endorsement: Business & Industry

- Meets advanced course requirement (Y/N): N
- Meets foundation requirement for math, science, fine arts, English, LOTE (Y/N-area): N

Industry Certification/Credentials: Microsoft Office Specialist (WORD, POWERPOINT, ACCESS, EXCEL)

Instructional Units	Pacing
<p>1<sup>st</sup> Semester</p> <ul style="list-style-type: none"> <li>• Windows &amp; File Management</li> <li>• Computer Operating Systems, Ethics</li> <li>• Information Systems/Communication Technology/Cyber Safety                             <ul style="list-style-type: none"> <li>• Movie Maker (optional)</li> <li>• Word Processing                                     <ul style="list-style-type: none"> <li>Word Business Documents – letters, tables, resume</li> <li>Word Research Papers</li> <li>Word Mail Merge</li> <li>Word Application Project (ex: Camp)</li> <li>Certification test on Word</li> </ul> </li> <li>• Adobe Acrobat Portfolio (optional)</li> <li>• Software Integration Project (ex: Apartment)</li> <li>• Access Databases                                     <ul style="list-style-type: none"> <li>Filters</li> <li>Queries</li> <li>Reports</li> <li>Database Application Project</li> </ul> </li> </ul> </li> </ul>	<p>1<sup>st</sup> grading pd</p> <p>2<sup>nd</sup> grading pd</p>

Revised for Fall, 2018

<p>2<sup>nd</sup> Semester</p> <ul style="list-style-type: none"><li>• Excel<ul style="list-style-type: none"><li>Formulas &amp; Functions</li><li>IF, PMT Functions</li><li>Spreadsheet Application Project</li><li>Certification test on Excel</li></ul></li><li>• Presentation Software PowerPoint skills<ul style="list-style-type: none"><li>Research project (ex. Fortune 500 Co)</li></ul></li><li>• Basic Web Design</li><li>• Software Integration Project (optional)<ul style="list-style-type: none"><li>Ex. Skateboarding, Go-Venture, Webpage)</li></ul></li></ul> <p>TEKS Test – Excel and PowerPoint</p>	<p>3<sup>rd</sup> grading pd</p> <p>4<sup>th</sup> grading pd</p>
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Primary Instructional Materials: Office 2016-Shelly Cashman Series ISBN-9781337751698 online;  
SAM.cengage.com