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, <u>and</u> 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

<u>TEKS</u>

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
1st Semester	
• Windows & File Management	1st grading pd
• Computer Operating Systems, Ethics	
• Information Systems/Communication Technology/Cyber Safety	
• Movie Maker (optional)	
• Word Processing	
Word Business Documents – letters, tables, resume	
Word Research Papers	
Word Mail Merge	
Word Application Project (ex: Camp)	
Certification test on Word	
• Adobe Acrobat Portfolio (optional)	2nd grading pd
• Software Integration Project (ex: Apartment)	
• Access Databases	
Filters	
Queries	
Reports	
Database Application Project	

Revised for Fall, 2020

2nd Semester
 	
• Excel
    Formulas & Functions
    IF, PMT Functions
    Spreadsheet Application Project
    Certification test on Excel
• Presentation Software PowerPoint skills
    Research project (ex. Fortune 500 Co)
• Basic Web Design
• Software Integration Project (optional)
    Ex. Skateboarding, Go-Venture, Webpage)
 	
TEKS Test – Excel and PowerPoint
	3rd grading pd
	
	4th grading pd

Primary Instructional Materials: Office 2019/365-Shelly Cashman Series **ISBN-9781337751698** online; SAM.cengage.com