I. COURSE DESCRIPTION

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

II. PREREQUISITE

Suggested prerequisite: Keyboarding proficiency.

III. COURSE MATERIALS

Computer with internet access.

IV. COURSE OBJECTIVES

§130.114. Business Information Management I (One to Two Credits).

(a) General requirements. This course is recommended for students in Grades 9-12. Recommended prerequisite: Touch Systems Data Entry.

(b) Introduction. 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 postsecondary 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.

(c) Knowledge and skills.

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

   (A) explain the strategic role of information systems and information communication technology within an organization;
   (B) determine risks and rewards of developing a strategic role for information systems and information communication technology; and
   (C) integrate information systems planning with business planning.

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

   (A) identify the management information requirements and business needs of an organization; and
   (B) explain issues involved in designing and developing systems for different environments.

(3) The student analyzes available software packages for use in business settings. The student is expected to:
(A) determine equipment and supplies needed;
(B) establish equipment and supplies maintenance systems;
(C) schedule equipment maintenance;
(D) use equipment and supplies maintenance procedures; and
(E) operate a scanner.

(4) The student uses the computer's operating system to execute work responsibilities. The student is expected to:
(A) move files in the computer operating system; and
(B) create directories.

(5) The student applies word-processing technology. The student is expected to:
(A) identify customary styles of business documents;
(B) improve touch-system skills using the keyboard and keypad to input data;
(C) use hardware and software flexibility needed to produce documents to address different computer applications; and
(D) demonstrate writing techniques generating ideas and gathering information relevant to the topic and purpose, maintaining accurate records of outside sources.

(6) The student identifies database software to create databases that facilitate business decision making. The student is expected to:
(A) explain the principles of data analysis;
(B) explain the nature of tools that can be used to access information in the database system;
(C) choose appropriate software;
(D) define fields and type of data;
(E) enter database structure;
(F) define relationships of tables;
(G) analyze company's data requirements;
(H) design a database to meet business requirements; and
(I) identify database trends.

(7) The student applies data entry techniques to enter information in databases. The student is expected to:
(A) access information in the database system;
(B) build data in a data warehouse;
(C) create a meaningful data set;
(D) enter data into databases, tables, and forms;
(E) edit data in databases, tables, and forms;
(F) create an interface user form for easier entry of data; and
(G) import and export databases.

(8) The student uses commands to retrieve data and create reports from databases. The student is expected to:
(A) retrieve data from tables and queries;
(B) formulate queries;
(C) create and print reports; and
(D) manipulate data in the database management system.

(9) The student applies data mining methods to acquire pertinent information for business decision making. The student is expected to:
(A) discuss the nature of data mining;
(B) describe data mining tools and techniques;
(C) discuss the importance of ethics in data mining;
(D) demonstrate basic data mining techniques; and
(E) interpret data mining findings.

(10) The student uses project management processes to plan a business project. The student is expected to:
(A) initiate a business project;
(B) design a business project; and
(C) participate in leadership and career development activities.
(11) The student applies spreadsheet technology. The student is expected to:
   (A) perform mathematical processes, including:
      (i) addition, subtraction, multiplication, and division;
      (ii) percentages and decimals;
      (iii) order of operations principle;
      (iv) estimation; and
      (v) prediction of patterns of data; and
   (B) formulate and produce solutions to a variety of business problems, including:
      (i) budget, personal, and business;
      (ii) payroll;
      (iii) inventory;
      (iv) invoices;
      (v) balance sheets;
      (vi) profit-loss statements;
      (vii) income tax preparation;
      (viii) charts and graphs; and
      (ix) conversion of foreign currencies.

(12) The student applies presentation management technology. The student is expected to:
   (A) identify the guidelines for using graphics, fonts, and special effects in presentations;
   (B) analyze the effectiveness of multimedia presentations; and
   (C) determine the appropriate technology to create and deliver an effective presentation.

Source: The provisions of this §130.114 adopted to be effective August 23, 2010, 34 TexReg 5923.

V. SCANS COMPETENCIES
   Working with Information—Acquire/evaluate; Process information with computers.
   Applying Systems Knowledge—Understands systems; Monitor/correct system performance; Design/improve systems.
   Using Technology—Select equipment and tools; Maintain/troubleshoot technologies.
   Demonstrating Thinking Skills—Decision making.
   Exhibiting Personal Qualities—Sociability; Integrity

VI. EVALUATION
   If a student is absent, it will be their responsibility to make up any missed assignments.
   (It is your responsibility to notify the instructor immediately if you miss, or know that you are going to miss, a test.) A zero will be given as the grade for assignments never received or for tests not taken. The student’s final grade will be based on the following:

| Daily Work | 20% |
| Projects   | 35% |
| Tests      | 45% |

Note: Each semester, a student’s average is comprised of an average of the three grading periods (usually 5 or 6 weeks) and the semester exam. The final course average will be an average of the final exam and the 2 semester averages.

Grades are assigned based on the following scale:
   A = 90-100      B=80-89      C=70-79      F=69 or less
VII. **HOLIDAYS**
There will be no classes on the following dates:

- **Thanksgiving Holiday** November 23-27, 2015
- **Christmas Break** December 21, 2015 – January 4, 2016
- **Martin Luther King Jr. Day** January 18, 2016
- **Spring Break** March 7 – 11, 2016
- **Good Friday** March 25, 2016
- **Student/Staff Holiday** April 18, 2016
- **Memorial Day Holiday** May 30, 2016

VIII. **CLASSROOM POLICY**
Food, drink (including water bottles), and smoking are not allowed in classrooms. All food and drinks will be confiscated in the classroom. Children or guests are not permitted in the labs or classrooms at any time. **Please silence and put cell phones away when you are in the classroom.**

IX. **ATTENDANCE POLICY**
Students are expected to attend class regularly. **If a student accumulates more than 6 absences during the semester, the student’s final average will be recorded with a 5 point attendance deduction.**

X. **INSTITUTION POLICIES**

In order to be successful, students must attend and participate in enrolled courses.

Academic Progress: Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check [www.richlandcollege.edu/admissions/process.php](http://www.richlandcollege.edu/admissions/process.php) for more details.

XI. **COURSE OUTLINE/SCHEDULE**
The schedule below is an overview of the topics to be covered. All topics will be covered in self-paced modules. It may be necessary to spend more or less time on some of these topics depending on the level of difficulty. The instructor may assign additional projects if more practice is needed.

**If a student is absent, it is his/her responsibility to make up all missed class activities and assignments, including any not appearing on the following schedule.**
<table>
<thead>
<tr>
<th>BIM TOPICS</th>
<th>Power Point: Creating a Professional Oral &amp; Visual Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Introductions &amp; Student Profile Syllabus Review</td>
<td>Power Point: Slide Design, Layouts, Special Effects, &amp; Custom Animation</td>
</tr>
<tr>
<td>Word: Resumes and Calendars</td>
<td>Power Point: Import/Edit Graphics</td>
</tr>
<tr>
<td>Word: Dream House Project – Autoshares, Formatting, &amp; Grouping</td>
<td>Power Point: Import Sound</td>
</tr>
</tbody>
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**WORD TEST**

| Excel: Spreadsheet with Formulas | Publisher: Create/Edit Greeting Card |
| Excel: Create Charts | Publisher: Create/Edit Brochure |
| Excel: Budget Reports | Publisher: Create/Edit Newsletter |
| Publisher: Create/Edit Resume |

**EXCEL TEST**

**PUBLISHER TEST**

| Integration Project: Create Your Own Company Project |
| Final Exam |