

eDynamic Learning Course Title: Management 1a / 1b

State: TX
State Course Title: Business Information Management II
State Course Code: 130.137
State Standards: Business Management and Administration
Date of Standards: 2015

Standards	Course Title. (a or b), if applicable, e.g. Game Design 1a	Unit Name(s)	Lesson(s) Numbers
(1) The student demonstrates professional standards / employability skills as required by business and industry.			
(A) communicate effectively with others using oral and written skills;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3
(B) demonstrate collaboration skills through teamwork;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3
(C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 1
(D) demonstrate a positive, productive work ethic by performing assigned tasks as directed;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3
(E) comply with all applicable rules, laws, and regulations; and	Management 1b	Unit 7: Business Law	Lesson 2
(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.	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3
(2) The student coordinates information management and business management to aid in business planning.			
(A) explain the strategic role of information systems and information communication technology within an organization;	Management 1a	Unit 1: Introduction to Management and Organizations	Lessons 1-5
(B) determine risks and rewards of developing a strategic role for information systems and information communication technology; and	Management 1b	Unit 7: Business Law	Lessons 1-4
(C) integrate information systems planning with business planning.	Management 1a	Unit 4: Entrepreneurial Management	Lesson 5, Activity
(3) The student enhances usability of systems operations to support business strategies and operations.			
(A) identify the management information requirements and business needs of an organization; and	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 1
(B) explain issues involved in designing and developing systems for different environments.	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3

(4) The student analyzes available software packages for use in business settings.			
(A) determine equipment and supplies needed;	Management 1a	Unit 4: Entrepreneurial Management	Lesson 5, Activity
(B) establish equipment and supplies maintenance systems;	Management 1a	Unit 8: Managing the Business - A Case Study	Activity
(C) schedule equipment maintenance;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 5
(D) use equipment and supplies maintenance procedures; and	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 5
(E) use critical-thinking skills to troubleshoot equipment and software issues.	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3
(5) The student uses the computer's operating system to execute work responsibilities.			
(A) move files in the computer operating system;	Management 1a	Unit 6: Financial Management	Lesson 4
(B) create directories; and	Management 1b	Unit 4: Marketing	Lesson 1
(C) save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software.	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 5
(6) The student applies word-processing technology.			
(A) identify customary styles of business documents;	Management 1a	Unit 4: Entrepreneurial Management	Lesson 5, Activity
(B) improve touch-system skills using the keyboard and keypad to input data;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 3
(C) use hardware and software needed to produce documents to address different computer applications;	Management 1a	Unit 8: Managing the Business - A Case Study	Lesson 2
(D) demonstrate writing techniques by generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources;	Management 1a	Unit 8: Managing the Business - A Case Study	Activity
(E) produce business documents, including business letters, resumes, research papers, and newsletters;	Management 1a	Unit 6: Financial Management	Lesson 2
(F) edit a variety of written documents;	Management 1a	Unit 4: Entrepreneurial Management	Lesson 5, Activity
(G) insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document;	Management 1a	Unit 8: Managing the Business: A Case Study	Activity
(H) prepare and distribute personalized correspondence using mail merge; and	Management 1a	Unit 8: Managing the Business: A Case Study	Lessons 1, 2
(I) use online word-processing technologies to create, edit, and share documents.	Management 1a	Unit 4: Entrepreneurial Management	Lesson 5, Activity

(7) The student identifies database software to create databases that facilitate business decision making.			
(A) explain the principles of data analysis;	Management 1a	Unit 1: Introduction to Management and Organizations	Lessons 1-5
(B) explain the nature of tools that can be used to access information in the database system;	Management 1a	Unit 8: Managing the Business: A Case Study	Activity
(C) choose appropriate software;	Management 1a	Unit 8: Managing the Business: A Case Study	Activity
(D) define fields and type of data;	Management 1b	Unit 4: Marketing	Lessons 3, 4
(E) create database structure;	Management 1a	Unit 6: Financial Management	Lesson 4
(F) define relationships of tables;	Management 1a	Unit 6: Financial Management	Lesson 4
(G) analyze company data requirements; and	Management 1a	Unit 8: Managing the Business: A Case Study	Lessons 2, 3
(H) design a database to meet business requirements.	Management 1a	Unit 8: Managing the Business: A Case Study	Activity
(8) The student applies data entry techniques to enter information in databases.			
(A) access information in the database system;	Management 1a	Unit 8: Managing the Business: A Case Study	Activity
(B) build data in a data warehouse;	Management 1b	Unit 4: Marketing	Lessons 3, 4
(C) enter and edit data into database tables and database forms for easy data entry; and	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 4
(D) import and export databases.	Management 1a	Unit 6: Financial Management	Lesson 4
(9) The student uses commands to retrieve data and create reports from databases.			
(A) retrieve data from tables and queries;	Management 1b	Unit 7: Business Law	Lesson 4
(B) formulate queries; and	Management 1a	Unit 6: Financial Management	Lesson 4
(C) create and print reports.	Management 1b	Unit 4: Marketing	Lessons 3, 4
(10) The student applies data mining methods to acquire pertinent information for business decision making.			
(A) discuss the nature of data mining;	Management 1a	Unit 6: Financial Management	Lesson 4

(B) describe data mining tools;	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 5
(C) demonstrate basic data mining techniques; and	Management 1a	Unit 6: Financial Management	Lesson 4
(D) interpret data mining findings.	Management 1a	Unit 8: Managing the Business: A Case Study	Lessons 2, 3
(11) The student applies spreadsheet technology.			
(A) perform mathematical processes, including percentages and decimals, order of operations principle, estimation, and prediction of patterns of data;	Management 1b	Unit 4: Marketing	Lesson 1
(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;	Management 1a	Unit 6: Financial Management	Lesson 2
(C) create charts, graphs, and infographics using spreadsheet data; and (D) use online spreadsheet technologies to create, edit, and share documents.	Management 1a	Unit 1: Introduction to Management and Organizations	Lessons 1-5
(12) The student applies presentation management technology.			
(A) identify the guidelines for using graphics, fonts, and special effects in presentations;	Management 1a	Unit 6: Financial Management	Lesson 4
(B) analyze the effectiveness of multimedia presentations;	Management 1a	Unit 8: Managing the Business: A Case Study	Lessons 2, 3
(C) determine the appropriate technology to create and deliver an effective presentation;	Management 1b	Unit 7: Business Law	Lesson 4
(D) save documents in various formats such as template, video, and PDF to share or transport electronically;	Management 1b	Unit 7: Business Law	Lesson 1
(E) deliver an effective presentation; and	Management 1a	Unit 8: Managing the Business: A Case Study	Lessons 1, 2
(F) use online presentation management technologies to create, edit, transport, and share documents.	Management 1a	Unit 8: Managing the Business: A Case Study	Lesson 2
(13) The student applies desktop publishing technology.			
(A) identify technologies available for desktop publishing;	Management 1a	Unit 4: Entrepreneurial Management	Lesson 5, Activity
(B) identify customary standards and styles of desktop publishing; and	Management 1a	Unit 8: Managing the Business: A Case Study	Lessons 1, 2
(C) create desktop publications importing text and graphics.	Management 1a	Unit 1: Introduction to Management and Organizations	Lesson 4
(14) The student uses a variety of software applications. The student is expected to integrate multiple learned software applications to efficiently accomplish workplace tasks.	Management 1b	Unit 1: Management and Ethics Today	Lessons 1-4