

Business Information Management*

<p><u>1st Six Weeks - Units of Study</u></p> <p>Information Management Basics & Touch Systems Data Entry Review</p> <ul style="list-style-type: none"> • Set up accounts on www.CareerCruising.com for career and education research • Identify terminology • Identify input, output, and storage devices • identify different computer classifications • identify major hardware components • Improve keyboarding skills • Demonstrate proper file management • Understand file extensions and their purpose 	<p><u>2nd Six Weeks - Units of Study</u></p> <p>Word Processing</p> <ul style="list-style-type: none"> • Identify terminology • Create, format, and edit a variety of business documents using word processing software • Identify styles of business documents • Demonstrate proficiency with Microsoft Office Word 	<p><u>3rd Six Weeks - Units of Study</u></p> <p>Spreadsheet Basics</p> <ul style="list-style-type: none"> • identify terminology • format and organize numerical content to perform mathematical processes • use both student-created formulas and preprogrammed functions to produce documents • Create and analyze spreadsheets • Edit a variety of spreadsheets • Demonstrate proficiency with Microsoft Office Excel
<p><u>4th Six Weeks - Units of Study</u></p> <p>Prepare Databases</p> <ul style="list-style-type: none"> • identify terminology • explain principles of data analysis • define fields and type of data • enter database structure • define relationships of tables • design a database • demonstrate database skills utilizing Microsoft Office Access <p>Data Mining</p> <ul style="list-style-type: none"> • discuss, describe, and demonstrate data mining tools and techniques 	<p><u>5th Six Weeks - Units of Study</u></p> <p>Designing Multimedia Presentations</p> <ul style="list-style-type: none"> • identify terminology • create, save, edit, and produce presentations • demonstrate proficiency with Microsoft Office PowerPoint 	<p><u>6th Six Weeks - Units of Study</u></p> <p>Desktop Publishing</p> <ul style="list-style-type: none"> • identify terminology • identify and describe design principles • identify and describe types and styles of typeface used for publications such as serif and sans serif • Create and analyze spreadsheets • Produce DTP documents incorporating both text and graphics • Demonstrate proficiency with Microsoft Office Publisher

**This syllabus is tentative and may change at the discretion of the teacher.*