

Standard ID	Standard Text	Edgenuity Lesson Name
130.136.	Business Information Management I (One Credit), Adopted 2015	
130.136.1.	The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	
130.136.1.A.	communicate effectively with others using oral and written skills;	Appropriate Email Use Communication Skills Diversity in the Workplace Positive Personal Qualities in the Workplace
130.136.1.B.	demonstrate collaboration skills through teamwork;	Teamwork and Collaboration
130.136.1.C.	demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace;	Appropriate Email Use Diversity in the Workplace Organizational Responsibilities Positive Personal Qualities in the Workplace Positive Work Ethic Teamwork and Collaboration
130.136.1.D.	demonstrate a positive, productive work ethic by performing assigned tasks as directed;	Appropriate Email Use Positive Work Ethic Project Management Skills Teamwork and Collaboration
130.136.1.E.	comply with all applicable rules, laws, and regulations; and	IT Legal and Ethical Issues Organizational Responsibilities Positive Work Ethic
130.136.1.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.	Project Management Skills
130.136.2.	The student coordinates information management and business management to aid in business planning. The student is expected to:	
130.136.2.A.	explain the strategic role of information systems and information communication technology within an organization;	Computing Basics Information Technology Wireless IT

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130.136.2.B.	determine risks and rewards of developing a strategic role for information systems and information communication technology; and	Information Technology
130.136.2.C.	integrate information systems planning with business planning.	Organizations Upgrade Computer Hardware
130.136.3.	The student enhances usability of systems operations to support business strategies and operations. The student is expected to:	
130.136.3.A.	identify the management information requirements and business needs of an organization; and	Organizations Upgrade Computer Hardware
130.136.3.B.	explain issues involved in designing and developing systems for different environments.	Software Development
130.136.4.	The student analyzes available software packages for use in business settings. The student is expected to:	
130.136.4.A.	determine equipment and supplies needed;	Hardware Input and Output Upgrade Computer Hardware
130.136.4.B.	establish equipment and supplies maintenance systems;	System Maintenance Upgrade Computer Hardware
130.136.4.C.	schedule equipment maintenance;	System Maintenance Upgrade Computer Hardware
130.136.4.D.	use equipment and supplies maintenance procedures; and	Software Overview System Maintenance Upgrade Computer Hardware
130.136.4.E.	use critical-thinking skills to troubleshoot equipment and software issues.	Software Development System Maintenance
130.136.5.	The student uses the computer's operating system to execute work responsibilities. The student is expected to:	
130.136.5.A.	move files in the computer operating system;	File Management Tools
130.136.5.B.	create directories; and	File Management

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130.136.5.C.	save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software.	Introduction to Word Managing Word Documents Preparing to Print
130.136.6.	The student applies word-processing technology. The student is expected to:	
130.136.6.A.	identify customary styles of business documents;	Create a Business Card and a Flyer Create and Format a Letter Format a Research Paper Managing Word Documents
130.136.6.B.	improve touch-system skills using the keyboard and keypad to input data;	Adding Graphics Create a Business Card and a Flyer Create and Format a Letter Format a Research Paper Managing Documents Using Tables and Charts
130.136.6.C.	use hardware and software needed to produce documents to address different computer applications;	Create a Business Card and a Flyer Managing Word Documents Preparing to Print
130.136.6.D.	demonstrate writing techniques by generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources;	Format a Research Paper
130.136.6.E.	produce business documents, including business letters, resumes, research papers, and newsletters;	Create a Business Card and a Flyer Create and Format a Letter Format a Research Paper Portfolio Activity: Writing a Résumé
130.136.6.F.	edit a variety of written documents;	Adding and Managing Tables Adding Graphics Create a Business Card and a Flyer Create and Format a Letter Format a Research Paper

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130.136.6.F.	edit a variety of written documents; ( <i>Cont'd</i> )	Managing Documents Managing Word Documents Using Tables and Charts
130.136.6.G.	insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document;	Adding and Managing Tables Adding Graphics Controlling Page Presentation Create a Business Card and a Flyer Format a Research Paper Managing Documents Using Tables and Charts
130.136.6.H.	prepare and distribute personalized correspondence using mail merge; and	Letters, Envelopes, and Labels
130.136.6.I.	use online word-processing technologies to create, edit, and share documents.	Introduction to Word
130.136.7.	The student identifies database software to create databases that facilitate business decision making. The student is expected to:	
130.136.7.A.	explain the principles of data analysis;	Introduction to Access
130.136.7.B.	explain the nature of tools that can be used to access information in the database system;	Getting Started with Access Introduction to Access
130.136.7.C.	choose appropriate software;	Export Data Introduction to Access
130.136.7.D.	define fields and type of data;	Designing a Relational Database Getting Started with Access Implementing Advanced Form Design Using Advanced Reporting Techniques Using Data Validation Using Forms Working with Table Data

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130.136.7.E.	create database structure;	Designing a Relational Database Getting Started with Access Joining Tables Organizing a Database for Efficiency Working with Table Data
130.136.7.F.	define relationships of tables;	Designing a Relational Database Joining Tables Organizing a Database for Efficiency Using Data Validation Using Forms
130.136.7.G.	analyze company data requirements; and	Designing a Relational Database Export Data Using Data Validation
130.136.7.H.	design a database to meet business requirements.	Designing a Relational Database Organizing a Database for Efficiency Working with Table Data
130.136.8.	The student applies data entry techniques to enter information in databases. The student is expected to:	
130.136.8.A.	access information in the database system;	Export Data Implementing Advanced Form Design Printing and Formatting Reports Querying a Database Sharing Data across Applications Using Forms Working with Table Data
130.136.8.B.	build data in a data warehouse;	
130.136.8.C.	enter and edit data into database tables and database forms for easy data entry; and	Using Forms Working with Table Data
130.136.8.D.	import and export databases.	Export Data Sharing Data across Applications

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130.136.9.	The student uses commands to retrieve data and create reports from databases. The student is expected to:	
130.136.9.A.	retrieve data from tables and queries;	Export Data Printing and Formatting Reports Querying a Database
130.136.9.B.	formulate queries; and	Implementing Advanced Form Design Printing and Formatting Reports Querying a Database
130.136.9.C.	create and print reports.	Export Data Generating Reports Implementing Advanced Form Design Printing and Formatting Reports Using Advanced Reporting Techniques
130.136.10.	The student applies data mining methods to acquire pertinent information for business decision making. The student is expected to:	
130.136.10.A.	discuss the nature of data mining;	Market Information Management
130.136.10.B.	describe data mining tools;	Market Information Management
130.136.10.C.	demonstrate basic data mining techniques; and	Export Data Market Information Management Printing and Formatting Reports
130.136.10.D.	interpret data mining findings.	
130.136.11.	The student applies spreadsheet technology. The student is expected to:	
130.136.11.A.	perform mathematical processes, including percentages and decimals, order of operations principle, estimation, and prediction of patterns of data;	Forecasting Data Introduction to Functions Performing Calculations Visualizing Data with Charts Working with Functions Working with Lists

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130.136.11.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;	Advanced Formatting Analyzing Data Managing Workbook Properties Performing Calculations Visualizing Data with Charts Working with Functions Working with Lists
130.136.11.C.	create charts, graphs, and infographics using spreadsheet data; and	Visualizing Data with Charts
130.136.11.D.	use online spreadsheet technologies to create, edit, and share documents.	Introduction to Excel
130.136.12.	The student applies presentation management technology. The student is expected to:	
130.136.12.A.	identify the guidelines for using graphics, fonts, and special effects in presentations;	Adding Graphical Elements to Your Presentation Modifying Objects in Your Presentation Preparing to Deliver Your Presentation
130.136.12.B.	analyze the effectiveness of multimedia presentations;	Working with Media and Animations
130.136.12.C.	determine the appropriate technology to create and deliver an effective presentation;	Customizing a Slide Show Developing a PowerPoint Presentation Preparing to Deliver Your Presentation Securing and Distributing a Presentation
130.136.12.D.	save documents in various formats such as template, video, and PDF to share or transport electronically;	Collaborating on a Presentation Modifying Objects in Your Presentation Preparing to Deliver Your Presentation Securing and Distributing a Presentation
130.136.12.E.	deliver an effective presentation; and	Preparing to Deliver Your Presentation
130.136.12.F.	use online presentation management technologies to create, edit, transport, and share documents.	Collaborating on a Presentation Getting Started with PowerPoint Introduction to PowerPoint

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130.136.13.	The student applies desktop publishing technology. The student is expected to:	
130.136.13.A.	identify technologies available for desktop publishing;	Create a Business Card and a Flyer
130.136.13.B.	identify customary standards and styles of desktop publishing; and	Create a Business Card and a Flyer
130.136.13.C.	create desktop publications importing text and graphics.	Create a Business Card and a Flyer
130.136.14.	The student uses a variety of software applications. The student is expected to integrate multiple learned software applications to efficiently accomplish workplace tasks.	Adding Graphics Create a Business Card and a Flyer Create and Format a Letter Export Data Format a Research Paper Implementing Advanced Form Design Introduction to Word Managing Documents Modifying Objects in Your Presentation Performing Calculations Portfolio Activity: Writing a Résumé Printing and Formatting Reports Securing and Distributing a Presentation Sharing Data across Applications Uploading Your Work Using Data Validation Using Tables and Charts Visualizing Data with Charts Working with Functions Working with Table Data