

Business Information Management II

At-A-Glance - Lamar CISD

Professional Standards/Employability Skills/Technical Skills			
Ongoing Skills Imbedded All Year	<p>BIM II 1(A) The student will communicate effectively with others using oral and written skills. BIM II 1(B) The student will demonstrate collaboration skills through teamwork. BIM II 1(C) The student will demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace. BIM II 1(D) The student will demonstrate a positive, productive work ethic by performing assigned tasks as directed. BIM II 1(E) The student will show integrity by choosing the ethical course of action and comply with all applicable rules, laws, and regulations. BIM II 1(F) The student will 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. BIM II 6(A) The student will demonstrate public relations skills to increase internal and external customer satisfaction. The student will communicate effectively when developing positive customer relationships. BIM II 9(A) The student will prepare a professional electronic portfolio that include information such as: BIM II 9(Ai) The student will include attainment of technical skill competencies. BIM II 9(Aii) The student will include licensures or certification. BIM II 9(Aiii) The student will include recognitions, awards, and scholarships. BIM II 9(Aiv) The student will include extended learning experiences such as community service and active participation in career and technical student organizations and professional organizations. BIM II 9(Avi) The student will include abstract of key points of accomplishments. BIM II 2(A) The student will initiate a project. BIM II 3(A) The student will employ verbal and active listening skills when obtaining and conveying information.</p>		
	Verbal/Nonverbal Communication	2 Days (ongoing)	6A
	BIM II 6(A) The student will demonstrate public relations skills to increase internal and external customer satisfaction. The student will communicate effectively when developing positive customer relationships.		
	Portfolio	3 Days	9A, 9Ai, 9Aii, 9Aiii, 9Aiiii, 9Aiv, 9Avi
	<p>BIM II 9(A) The student will prepare a professional electronic portfolio that include information such as: BIM II 9(Ai) The student will include attainment of technical skill competencies. BIM II 9(Aii) The student will include licensures or certification. BIM II 9(Aiii) The student will include recognitions, awards, and scholarships. BIM II 9(Aiv) The student will include extended learning experiences such as community service and active participation in career and technical student organizations and professional organizations. BIM II 9(Avi) The student will include abstract of key points of accomplishments.</p>		
	Project	2 Days	2A, 3A
	<p>BIM II 2(A) The student will initiate a project. BIM II 3(A) The student will employ verbal and active listening skills when obtaining and conveying information.</p>		
	Co-Worker Communication	10 Days	3D, 3E, 3F, 3G
	<p>BIM II 3(D) The student will use online word processing technologies to create, edit, and share documents. BIM II 3(E) The student will communicate with relevant parties such as coworkers and customers by interpreting verbal and nonverbal behaviors. BIM II 3(F) The student will apply strategies for communicating about issues in dealing with a diverse workforce such as sexual harassment and cultural differences. BIM II 3(G) The student will demonstrate the ability to communicate and resolve conflicts within a diverse workforce.</p>		
	Written Correspondence	11 Days	6A, 6D, 6F, 6G, 6I
<p>BIM I 6(A) The student will identify customary styles of business documents. BIM I 6(D) The student will demonstrate writing techniques generating ideas and gathering information relevant to the topic and purpose while maintaining accurate records of outside sources. BIM I 6(F) The student will edit a variety of written documents. BIM I 6(G) The student will insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document. BIM I 6(I) The student will use online word-processing technologies to create, edit, and share documents.</p>			
Grading Period 1 28 Days	Team Project	7 Days	2B, 2C, 2D, 2E
	<p>BIM II 2(B) The student will plan a project. BIM II 2(C) The student will execute a project. BIM II 2(D) The student will monitor and control a project. BIM II 2(E) The student will close a business project.</p>		

Grading Period 2 25 Days	Information Sources	2 Days	4A, 4B, 4C, 4D
	BIM II 4(A) The student will use create and interpret items such as tables, charts, infographics, and figures to accomplish specific occupational tasks. BIM II 4(B) The student will use resources such as informational texts, Internet websites, and technical materials to review and apply information sources for occupational tasks. BIM II 4(C) The student will evaluate the reliability of information from sources such as informational texts, Internet websites, and technical materials and resources. BIM II 4(D) The student will reference sources of information.		
	Written Correspondence	6 Days	3B, 3C
	BIM II 3(B) The student will record information needed to present a report on a given topic and use items such as tables of contents, indexes, tabs, footnotes, endnotes, captions, and/or building blocks. BIM II 3(C) The student will write business correspondence using advanced word processing features such as templates and forms; mail merge, including letters, labels, and envelopes; and document protection and security that conveys information effectively using correct grammar, spelling, punctuation, and capitalization.		
	Job Portfolio	10 Days	9A, 9Av, 9Avii, 9Aix
BIM II 9(A) The student will prepare a professional electronic portfolio that include information such as: BIM II 9(Av) The student will prepare a sample letter of application. BIM II 9(Avii) The student will prepare a resumé. BIM II 9(Aix) The student will include an evaluation from a teacher.			
Grading Period 3 25 Days	Public Relations	7 Days	6
	BIM I 6 The student demonstrates public relations skills to increase internal and external customer satisfaction. The student is expected to communicate effectively when developing positive customer relationship styles of business documents.		
	Advanced Data Management	8 Days	8A, 8B
	BIM II 8(A) The student will design a database to solve business problems. BIM II 8(B) The student will use advanced functions of database management such as updating queries, creating formulas, using built-in formulas, and creating custom format reports.		
	Project 2 Presentations	6 Days	5A, 5B, 5C, 5D, 5E, 5F
BIM II 5(A) The student will prepare oral presentations to provide information for specific purposes and audiences. BIM II 5(B) The student will identify support materials that will enhance an oral presentation. BIM II 5(C) The student will prepare support materials that will enhance an oral presentation. BIM II 5(D) The student will deliver an oral presentation that sustains listeners' attention. BIM II 5(E) The student will align presentation strategies to the intended audience. BIM II 5(F) The student will implement multimedia strategies for presentations. BIM II 5(F) The student will use online presentation management technologies to create, edit, transport, and share documents.			
Semester Review and Testing	4 Days		
Grading Period 4 33 Days	Excel Formulas	15 Days	7A, 7B
	BIM II 7(A) The student will recognize and apply spreadsheet items such as lookup tables, what-if and built-in functions, macros, and advanced charts, graphs, and functions. BIM II 7(B) The student will create and interpret financial statements such as comparisons and projections, predictions and forecasts, trend analyses, and charts and graphs.		
	Advanced Spreadsheet Technologies	10 Days	7A, 7B
	BIM II 7(A) The student will recognize and apply spreadsheet items such as lookup tables, what-if and built-in functions, macros, and advanced charts, graphs, and functions. BIM II 7(B) The student will create and interpret financial statements such as comparisons and projections, predictions and forecasts, trend analyses, and charts and graphs.		
	Team Project 3	8 Days	2A, 2B, 2C, 2D, 2E
BIM II 2(A) The student will initiate a project. BIM II 2(B) The student will plan a project. BIM II 2(C) The student will execute a project. BIM II 2(D) The student will monitor and control a project. BIM II 2(E) The student will close a business project.			

Grading Period 5 34 Days	Microsoft Office Specialist Excel & PPT Certification Testing Preparation in G-Metrix	15 Days	
	Microsoft Office Specialist Certification Practice Test in Excel & PPT	15 Days	
	Microsoft Office Specialist Excel & PPT Certification Testing	4 Days	
Grading Period 6 28 Days	Portfolio Creation	10 Days	9A, 9Avii, 9Aiv, 9Aviii
	BIM II 9(A) The student will prepare a professional electronic portfolio that include information such as: BIM II 9(Aii) The student will include licensures or certifications. BIM II 9(Aiv) The student will include extended learning experiences such as community service and active participation in career and technical student organizations and professional organizations. BIM II 9(Aviii) The student will include samples of work.		
	Portfolio Sample Work	4 Days	9A, 9Aviii
	BIM II 9(A) The student will prepare a professional electronic portfolio that include information such as: BIM II 9(Aviii) The student will prepare samples of work.		
	Project 4 Presentation	6 Days	5A, 5B, 5C, 5D, 5E, 5F, 5G
	BIM II 5(A) The student will prepare oral presentations to provide information for specific purposes and audiences. BIM II 5(B) The student will identify support materials that will enhance an oral presentation. BIM II 5(C) The student will prepare support materials that will enhance an oral presentation. BIM II 5(D) The student will deliver an oral presentation that sustains listeners' attention. BIM II 5(E) The student will align presentation strategies to the intended audience. BIM II 5(F) The student will implement multimedia strategies for presentations. BIM II 5(G) The student will use online presentation management technologies to create, edit, transport, and share documents.		
	Present Portfolios	5 Days	9A, 9Avi, 9Aii, 9Aviii, 9B
	BIM II 9(A) The student will prepare a professional electronic portfolio that include information such as: BIM II 9(Ai) The student will include attainment of technical skill competencies. BIM II 9(Aii) The student will include licensures or certifications. BIM II 9(Aiii) The student will include samples of work. BIM II 9(B) The student will present the portfolio to interested stakeholders.		
Semester Review & Testing	3 Days		