inserting section breaks, creating templates, selecting styles, applying auto formatting, using borders and shading, defining page setup, converting document formats, searching files, addressing envelopes, creating labels, using mail merge, and customizing the desktop by using toolbars, menus, and shortcut keys; and

(B) apply layout and design concepts in desktop publishing, including graphics, fonts, text boxes, frames, and tables.

(8) The student develops the technology and social skills necessary to work in an office environment. The student is expected to:

(A) create and present a visual and oral report using text and graphics;

(B) prepare and distribute personalized correspondence using mail merge and electronic mail;

(C) relate the social ramifications of computer applications to privacy, values, and ethics;

(D) enhance overall office productivity by responsible use of computer systems;

(E) develop human-relation skills for working in a team environment; and

(F) participate in student leadership activities.

Source: The provisions of this §130.113 adopted to be effective August 23, 2010, 34 TexReg 5923.

§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.