

Business Information Management I Syllabus

Course Description/Goals:

In the Business Information Management I course students develop technical skills creating word-processing documents, spreadsheets, presentations, and using email client/personal information manager using Microsoft Office software. Students will be expected to complete Microsoft Certification exams throughout the course.

Course TEKS/Objectives:

In Foundations of Business Communication and Technologies (TEKS), 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.

[Chapter 127.245 Foundations of Business Communication and Technologies TEKS](#)

Course Outline:

Semester 1	Semester 2
<ul style="list-style-type: none"> -Microsoft PowerPoint – Getting Started -Microsoft PowerPoint - Working With Text -Microsoft PowerPoint - Working with Slides -Microsoft PowerPoint - Inserting Objects -Microsoft PowerPoint - Enhancing Presentations -Microsoft PowerPoint - Preparing the Slide Show -Microsoft Office Specialist - PowerPoint Certification Exam -Microsoft Word - Getting Started -Microsoft Word - Working with Text -Microsoft Word - Formatting Documents -Microsoft Word - Organizing Text -Microsoft Word - Graphic Objects 	<ul style="list-style-type: none"> - Microsoft Word - Working with Documents - Microsoft Word - Using Advanced Word Features - Microsoft Office Specialist - Word Certification Exam - Microsoft Excel - Getting Started - Microsoft Excel - Formatting Worksheets - Microsoft Excel - Formulas and Functions - Microsoft Excel - Inserting Elements - Microsoft Excel - Advanced Excel Features - Microsoft Office Specialist - Excel Certification Exam