

Module Correlation Chart

TEKS

§120.23. Business Computer Information Systems I (One-Half to One Credit).

- (A) General requirements. The prerequisite for this course is Keyboarding, one-half credit or equivalent, as described in §120.26(a) of this title (relating to Keyboarding (One-Half to One Credit)). This course is recommended for students in Grades 9-10.
- (B) Introduction. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce and/or postsecondary education. Students apply technical skills to address business applications of emerging technologies.
- (C) Knowledge and skills.

Texas Essential Knowledge and Skills (TEKS)		Modules
(1) The student develops skills for success in the workplace. The student is expected to:		
(A)	locate and interpret written information;	
(B)	incorporate supplementary resources and references;	
(C)	demonstrate active listening through oral and written feedback;	
(D)	demonstrate productive work habits and attitudes, for example, dependability and punctuality; and	
(E)	organize ideas logically and sequentially.	
(2) The student selects appropriate technology to address business needs. The student is expected to:		
(A)	identify and explain the functions of various types of technology, hardware, and software used in business;	
(B)	explore functions of emerging technologies; and	
(C)	list available hardware and software most appropriate for specific tasks.	
(3) The student applies word processing technology. The student is expected to:		
(A)	identify customary styles of business documents;	
(B)	improve the touch-system skill using the keyboard and keypad to input data;	
(C)	utilize hardware and software flexibility needed to produce documents to address different computer applications;	
(D)	demonstrate basic writing techniques;	

(E)	edit a variety of written documents; and	
(F)	produce business documents, including:	
(i)	business letters;	
(ii)	business reports, integrating charts, and graphics;	
(iii)	research papers;	
(iv)	statistical data tables;	
(v)	newsletters; and	
(vi)	resumes.	
(4)	The student applies spreadsheet technology. The student is expected to:	
(A)	perform correct 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, such as:	
(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.	
(5)	The student applies database technology. The student is expected to:	
(A)	differentiate the nature and interrelationships of fields, records, and files in databases;	
(B)	perform data management procedures, including:	

(i)	locate, sort, and organize data;	
(ii)	search and query data;	
(iii)	retrieve data; and	
(iv)	export and import data; and	
(C)	produce and analyze business reports.	
(6)	The student exchanges information via telecommunications technology with appropriate supervision. The student is expected to:	
(A)	identify and describe the different components of the telecommunications industry;	
(B)	send and receive information using electronic methods, such as mail, image transfer, remote bulletin board access, access of on-line information services, and emerging technologies;	
(C)	evaluate telecommunications methods for specific business needs, including:	
(i)	cost (locally, nationally, and internationally);	
(ii)	convenience; and	
(iii)	availability; and	
(D)	model acceptable telecommunications ethics and etiquette and follow guidelines and laws.	
(7)	The student applies desktop publishing technology. The student is expected to:	
(A)	identify technologies available for desktop publishing;	
(B)	identify customary standards and styles of desktop publishing;	
(C)	create desktop publications importing text and graphics; and	
(D)	create an instructional manual.	
(8)	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.	
(9)	The student identifies the concepts of a computer network. The student is expected to:	
(A)	describe the components necessary to establish a network;	
(B)	describe the factors influencing the selection of a networking system; and	
(C)	compare the resources available on various types of networks.	

(10) The student analyzes computer operating systems and emerging technologies. The student is expected to:	
(A) describe various types of operating systems, environments, and utilities;	
(B) compare the functions and features of different operating systems, environments, and utilities; and	
(C) demonstrate operating system commands.	

Source: The provisions of this §120.23 adopted to be effective September 1, 1998, 22 TexReg 4985.