



To the Student:

After your registration is complete, you may take the Credit by Examination for BUSIM 1A. (If you are taking the print exam, your proctor must be approved.)

ABOUT THE EXAM

The examination for the first semester of Business Information Management consists of 80 multiple choice questions and 4 short answer questions. The exam is based on the Texas Essential Knowledge and Skills (TEKS) for this subject. The full list of TEKS is included in this document (it is also available online at the [Texas Education Agency website](#)). The TEKS outline specific topics covered in the exam, as well as more general areas of knowledge and levels of critical thinking. Use the TEKS to focus your study in preparation for the exam. TEKS covered in this semester are indicated by a checkmark; the exam will focus on the checkmarked TEKS, but may touch on any of the full list.

The examination will take place under supervision, and the recommended time limit is three hours. You may not use any notes or books. A percentage score from the examination will be reported to the official at your school.

A list of key concepts is included in this document to focus your studies. It is important to prepare adequately. Since questions are not taken from any one source, you can prepare by reviewing any of the state-adopted textbooks that are used at your school.

Good luck on your examination!

BUSIM 1A Key Concepts

Before taking this exam, the student should be able to do the following:

- define information system;
- explain its importance in a business;
- determine what kind of equipment is used in an information system;
- determine what kind of supplies are used to keep it going;
- define what data mining is and how it is used;
- identify the basic types of business information systems and discuss who uses them, how they are used, and what kinds of benefits they deliver;
- explain why the word processor is ideal for producing a variety of different documents;
- use the word processor to enter and modify text;
- insert symbols into a document;
- understand automatic spelling, the thesaurus, and grammar checking;
- find and replace text and special characters in a document;
- demonstrate techniques for selecting, copying, and moving text;
- apply character and paragraph formats;
- apply page formats, such as margins and headers and footers;
- print preview and print a document;
- create hyperlinks to a Web page and to an e-mail address;
- identify and create different types of documents using a word processor, such as Writer of OpenOffice;
- apply styles to text;
- create and format a table;
- divide a document into sections;
- create a table of contents for a report;
- create different headers and footers for a document that is divided into sections;
- create diagrams and organization charts;
- format a document into columns;
- describe tasks a spreadsheet would be used for;
- enter and edit data in a worksheet;
- demonstrate techniques for selecting cells;

- preview and set print options for a worksheet;
- use formulas to perform calculations;
- understand relative and absolute cell references;
- add a picture or graphics to a worksheet;
- apply cell formatting, such as cell borders, patterns, and color;
- apply conditional formatting to help make the spreadsheet data easier to evaluate;
- create and use templates;
- determine how changing data impacts results by asking “What If” questions;
- use the SUM, AVERAGE, MAX, MIN, and ROUND functions;
- organize data using multiple sheets in a workbook;
- change the print orientation and margins of a worksheet;
- identify common error values;
- use the IF function;
- use the PMT function;
- explain how a chart can enhance and simplify the understanding of numerical data in a worksheet;
- create pie, bar, and line charts and understand which type of chart should be used to convey certain types of information;
- apply chart formatting;
- identify various other types of charts that can be created;
- copy part of a word processing file and insert it into another word processing file;
- copy and insert spreadsheet data into a word processor document;
- copy part of a spreadsheet and place it into another spreadsheet file;
- copy of chart object found in a spreadsheet and place it in a word processing file; and
- create a mail-merge document using a word processing file and a spreadsheet file.

**Texas Essential Knowledge and Skills
BUSIM 1A – Business Information Management,
First Semester**

TTU: BUSIM 1A CBE, v.2.0	
TEKS: §130.114. Business Information Management I	
TEKS Requirement (Secondary)	TEKS Covered
§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.	
<i>Source: The provisions of this §130.114 adopted to be effective August 23, 2010, 34 TexReg 5923.</i>	