



### **To the Student:**

After your registration is complete and your proctor has been approved, you may take the Credit by Examination for BUSIM 1B.

### **ABOUT THE EXAM**

The examination for the second 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 1B Key Concepts**

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

- explain the purpose of a presentation;
- plan a presentation;
- add and delete slides, and change the order of slides;
- display a presentation in different ways;
- change the design of a presentation using a design template;
- apply a different color scheme to a presentation;
- add footers to slides;
- apply formatting and add a picture to a slide;
- create and print speaker notes;
- add animation and slide transitions;
- add a chart from a spreadsheet file to a slide;
- add sound or movie clips to a slide;
- create hyperlinks to a Web page and to an e-mail address;
- explain a variety of ways to deliver a presentation;
- save a presentation in HTML format;
- print a presentation in different ways;
- describe a relational database and its structure;
- define fields and records;
- select a primary key;
- create a table and a form;
- enter records using forms or table view;
- sort, update, and delete records;
- modify a table and a form;
- preview and print records;
- create and use select queries;
- create a range query;
- create and use complex queries;
- use fields and wildcards in query criteria;

- define relationships;
- create a report;
- add summary values to a report;
- modify a report;
- create a calculated field;
- print and distribute a report;
- copy database data to a spreadsheet or to a word processing document;
- create form letters and mailing labels from database data;
- import a spreadsheet worksheet to a database table;
- the definition of a project and its attributes;
- the key constraints within which a project must be managed;
- how a project is "born;"
- the life of a project;
- the steps involved in the project management process;
- the implications of global project management;
- the benefits of project management;
- define what a business plan is and why it is needed;
- list the basic components of a business plan; and
- create the needed documents that go into the business plan.

**Texas Essential Knowledge and Skills  
BUSIM 1B – Business Information Management,  
Second Semester**

TTU: BUSIM 1B CBE, v.3.0	
TEKS: §130.114. Business Information Management I	
TEKS Requirement (Secondary)	TEKS Covered
<b>§130.114. Business Information Management I (One to Two Credits).</b>	
<b>(a) General requirements.</b> This course is recommended for students in Grades 9-12. Recommended prerequisite: Touch Systems Data Entry.	
<b>(b) Introduction.</b> 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.	
<b>(c) Knowledge and skills.</b>	
(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>	