

Syllabus

PLATO Course Business Information Management, Semester B

Course Overview

This one-semester course is intended as a practical, hands-on guide to help you understand the basic computer skills required during your college education and when pursuing a career. This course has 18 lessons organized into four units, plus four Unit Activities. Each lesson contains one or more Lesson Activities.

Additionally, there is a Course Activity that you will work on throughout the duration of the course. This activity is a long-term project spread over the length of the course. The due date for the activity is to be determined by the course instructor.

This course covers the use of presentation software for preparing, enhancing, and delivering business slideshows. It also covers how databases are used to store data and improve the decision-making capabilities of business organizations. Additionally, the course covers the principles of website design and project management in business organizations.

You will submit the Unit Activity documents to your teacher, and you will grade your work in the Lesson Activities by comparing them with the given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit, respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

Course Goals

This course will help you meet the following goals:

- Explain the use of presentation software to create, enhance, customize, and deliver slideshows.
- Explain the use of databases to store data and generate queries and reports.
- Explain the role of data warehouses and data mining in business intelligence.
- Explain the principles and process of designing a business website.
- Explain the principle of managing projects in business organizations.
- Identify leadership qualities to manage a successful team and resolve team conflicts.

General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations on a computer.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

For a complete list of the general skills required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Credit Value

PLATO Course Business Information Management, Semester B is a 0.5-credit course.

Course Materials

- Notebook
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent
- Microsoft PowerPoint or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class. Also, the course instructor will determine the due dates for the Course Activities, which are long-term projects over the length of the course.

Unit 1: Working with a Presentation Program

Summary

In this unit, you will learn to use a presentation program to create a slideshow. You will also familiarize yourself with the different options to enhance and deliver a multimedia presentation.

Day	Activity/Objective	Type
1 day: 1	Syllabus and Plato Student Orientation <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
Extended Project	Planning Career Paths in Business Information Management	Course Activity
3 days: 2–4	Creating a Basic Presentation <i>Explain the process of creating a basic presentation.</i>	Lesson
3 days: 5–7	Exploring a Presentation Program <i>Explain the working environment in presentation software.</i>	Lesson
3 days: 8–10	Enhancing a Presentation <i>Explain how to enhance a presentation by adding dynamic graphics and animations.</i>	Lesson
3 days: 11–13	Delivering Multimedia Presentations <i>Explain the process of finalizing and delivering a presentation.</i>	Lesson
1 day: 14	Para Jumble	Game
4 days: 15–18	Unit Activity/ Threaded Discussion —Unit 1	Unit Activity
1 day: 19	Post-test—Unit 1	Assessment

Unit 2: Working with Databases

Summary

In this unit, you will learn about the role of databases in a business environment. You will also learn to create a database and generate queries and reports. Additionally, you will learn how data warehouses and data mining are used for improved decision making in a business environment.

Day	Activity/Objective	Type
4 days: 20–23	Introduction to Databases <i>Describe the role of databases in a business environment.</i>	Lesson
4 days: 24–27	Creating a Database <i>Explain the steps to create and sort data in a database.</i>	Lesson
4 days: 28–31	Generating Queries and Reports <i>Describe relationships, queries, and reports in a database application.</i>	Lesson
4 days: 32–35	Data Warehouse <i>Explain the importance of data warehouses in business environment.</i>	Lesson
4 days: 36–39	Data Mining and Business Intelligence <i>Explain how data mining facilitates improved decision making in a business environment.</i>	Lesson
1 day: 40	Space Jumble	Game
4 days: 41–44	Unit Activity/Threaded Discussion—Unit 2	Unit Activity
1 day: 45	Post-test—Unit 2	Assessment

Unit 3: Web Page Design

Summary

In this unit, you will familiarize yourself with the process of developing a website. You will learn about the principles of web page design and identify the tools and languages required for designing web pages. You will also learn the role of storyboarding techniques and markup languages, such as HTML, in developing a website.

Day	Activity/Objective	Type
3 days: 46–48	Website Development Process <i>Describe the process of website development.</i>	Lesson
3 days: 49–51	Principles of Web Page Design <i>Explain the principles of web page design.</i>	Lesson
4 days: 52–55	Web Development Tools and Languages <i>Identify web development tools and languages used for developing web pages.</i>	Lesson
3 days: 56–58	Storyboarding Techniques <i>Explain the concept of storyboarding a web page.</i>	Lesson
4 days: 59–62	Creating a Web Page Using HTML <i>Explain the basic structure of a document that codes a web page, and create web pages using HTML.</i>	Lesson
1 day: 63	Thwack-a-Mole	Game
4 days: 64–67	Unit Activity/Threaded Discussion—Unit 3	Unit Activity
1 day: 68	Post-test—Unit 3	Assessment

Unit 4: Project Management

Summary

In this unit, you will learn about the importance of project management in a business organization. You will also learn to initiate and manage a business project. Additionally, you will learn to develop successful teams through effective leadership skills and conflict resolution techniques.

Day	Activity/Objective	Type
4 days: 69–72	Starting a Business Project <i>Identify and explain the requirements to start a business project.</i>	Lesson
4 days: 73–76	Managing a Business Project <i>Explain the key aspects of managing a business project.</i>	Lesson
3 days: 77–79	Teamwork and Leadership <i>Explain the role of leadership skills in building a successful team.</i>	Lesson
3 days: 80–82	Managing Diversity and Team Conflict <i>Explain conflict-resolution techniques and diversity management.</i>	Lesson
1 day: 83	Para Jumble	Game
4 days: 84–87	Unit Activity/Threaded Discussion—Unit 4	Unit Activity
1 day: 88	Post-test—Unit 4	Assessment
1 day: 89	Semester Review	
1 day: 90	End-of-Semester Test	Assessment