

## 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 teacher.

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 teacher may modify the schedule to meet the specific needs of your class. Also, the course teacher will determine the due dates for the Course Activities, which are long-term projects over the length of the course.

## Course Components and Grading Rubric

The table gives a breakdown of the weight for each component in the course. Weight represents the percentage of the total score coming from each activity.

| Course Components  | Count     | Weight      |
|--|-----------|-------------|
| <b>Pretest.</b> <i>Pretests are optional assessments, typically designed for credit recovery use. If a student shows mastery of a lesson's objective, the student may be automatically exempted from that lesson in the upcoming unit. Typically, teachers do not choose to employ exemptive pretests for first-time credit courses. Pretests are not included as a component of the student's final grade.</i>  | 4         | 0%          |
| <b>Module.</b> <i>Each module in this course contains an interactive tutorial and an associated mastery test. Tutorials may include one or more Lesson Activities that constitute tasks associated with the tutorial. The module score comes from a student's score on the mastery test.</i>   | 18        | 20%         |
| <b>Discussion.</b> <i>Online discussions allow for higher-order thinking about terminal objectives. An online threaded discussion mirrors the educational experience of a classroom discussion. Teachers can initiate a discussion by asking a complex, open-ended question. Students can engage in the discussion by responding both to the question and to the thoughts of others. Each unit in a course has one predefined discussion topic; teachers may add more discussion topics.</i> | 4         | 20%         |
| <b>Unit Activity.</b> <i>Unit Activities are at the end a unit and constitute one or more small tasks. Their purpose is to deepen understanding of key unit concepts and tie them together. Each Unit Activity includes a simple rubric. The teacher versions include both a rubric and modeled sample answers. Unit Activities are teacher graded.</i>  | 4         | 15%         |
| <b>Posttest.</b> <i>The posttest appears at the end of the unit and mirrors the pretest in structure, content, and complexity.</i>   | 4         | 20%         |
| <b>Course Activity.</b> <i>Course Activities are similar to Unit Activities in scope but may be found at any point in the course, either to prepare the student for new learning or to act as a performance-based activity required for a learning objective. Like Unit Activities, Course Activities include simple rubrics, and sample answers are available for teachers. Course Activities are teacher graded.</i>   | 1         | 5%          |
| <b>End of Semester Test.</b> <i>The end of semester test (EOS) appears at the end of the course. Students are delivered a few items from every tutorial in the course in order to assess the major course objectives.</i>  | 1         | 20%         |
| <b>Total</b>   | <b>36</b> | <b>100%</b> |

\*Teachers may manually adjust these weights if desired, per district grading requirements.

## 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.

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

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

| <b>Day</b>       | <b>Activity/Objective</b>   | <b>Type</b>   |
|------------------|---|---------------|
| 3 days:<br>46–48 | <b>Website Development Process</b><br><i>Describe the process of website development.</i>   | Lesson        |
| 3 days:<br>49–51 | <b>Principles of Web Page Design</b><br><i>Explain the principles of web page design.</i>   | Lesson        |
| 4 days:<br>52–55 | <b>Web Development Tools and Languages</b><br><i>Identify web development tools and languages used for developing web pages.</i>                  | Lesson        |
| 3 days:<br>56–58 | <b>Storyboarding Techniques</b><br><i>Explain the concept of storyboarding a web page.</i>  | Lesson        |
| 4 days:<br>59–62 | <b>Creating a Web Page Using HTML</b><br><i>Explain the basic structure of a document that codes a web page, and create web pages using HTML.</i> | Lesson        |
| 1 day:<br>63     | <b>Thwack-a-Mole</b>  | Game          |
| 4 days:<br>64–67 | <b>Unit Activity/Threaded Discussion—Unit 3</b>   | Unit Activity |
| 1 day:<br>68     | <b>Post-test—Unit 3</b>   | 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:<br>69–72 | <b>Starting a Business Project</b><br><i>Identify and explain the requirements to start a business project.</i>        | Lesson        |
| 4 days:<br>73–76 | <b>Managing a Business Project</b><br><i>Explain the key aspects of managing a business project.</i>                   | Lesson        |
| 3 days:<br>77–79 | <b>Teamwork and Leadership</b><br><i>Explain the role of leadership skills in building a successful team.</i>          | Lesson        |
| 3 days:<br>80–82 | <b>Managing Diversity and Team Conflict</b><br><i>Explain conflict-resolution techniques and diversity management.</i> | Lesson        |
| 1 day:<br>83     | <b>Para Jumble</b>   | Game          |
| 4 days:<br>84–87 | <b>Unit Activity/Threaded Discussion—Unit 4</b>  | Unit Activity |
| 1 day:<br>88     | <b>Post-test—Unit 4</b>  | Assessment    |
| 1 day:<br>89     | <b>Semester Review</b>   |               |
| 1 day:<br>90     | <b>End-of-Semester Test</b>  | Assessment    |

### Course Map

You will achieve course level objectives by completing each lesson's instruction, assignments, and assessments. For a detailed look at how the materials meet these objectives, review the [course map for Semester B](#).