



## Business Information Management I (ITSC 1309) Course Syllabus

Seagraves High School Fall, 2025

Denesa Free

[denesa.free@seagravesisd.com](mailto:denesa.free@seagravesisd.com)

Conference 3:05 to 3:50

### Course Description:

In Business Information Management I, 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, and create word-processing documents using the Microsoft Office Suite.

### Grading Criteria:

- Class work/daily work (posted in Google Classroom): 75%
- Assessments (unit exams, tests, quizzes): 25%
- Late Work: One day late = ten point reduction  
Two days late = twenty point reduction  
Three days late = no credit

### Computer Lab:

Students are expected to treat the equipment in the computer lab with care. No food or drinks are allowed in the lab. No cell phones. Students will be assigned to a computer. As a student you are ONLY allowed access to your assigned computer using your school user name and password. Nothing may be downloaded to any machine in the lab without instructor's approval. DO NOT PLAY GAMES! We are here to learn and develop our skills!

### Expectations:

There are certain behaviors you should adopt and display consistently throughout the year. They are designed to support you in your classes and help you achieve success. Expectations include:

- Be respectful, be responsible.
- Attendance/Punctuality – Please get to class on time. Students should be in their seat from bell to bell. Tardies will be noted, and lunch detention will be assigned after the second tardy in the six-week grading period.
- Cellphones/Electronic Devices – Personal devices are not allowed to be used in the classroom. Keep them powered off and in your backpack!
- Dress for Success – Follow the school's dress code policy.
- Hall Passes – There will be no passes the first and last ten minutes of class. You need a pass to be outside of class.
- Academic Honesty Policy – Students are expected to hold themselves to high standards of integrity and academic dishonesty will not be tolerated in any form. Academic dishonesty includes but is not limited to: copying another individual's work and passing it off as your own (plagiarism), allowing another individual to copy your work, distributing or utilizing an answer key that has been shared electronically.



# Curriculum Guide

Lesson		Skills	
Part 1: Document Basics			
1.1	Getting Started	Navigating Word	■ Create a blank document ■ Explore Backstage View ■ Identify tabs and groups ■ Change document views ■ Close Word
1.2	Oh, the Places You'll Save!	Exploring Places to Save Work	■ Create a folder ■ Log into OneDrive ■ Sync to OneDrive
1.3	Start of the Year Goals	Creating Your First Document	■ Customize views by using zoom settings ■ Save a document ■ Close a document
1.4	Start of the Year Goals 2	Retrieving a Document	■ Open and revise an existing document ■ Turn off AutoSave ■ Print a document ■ Modify print settings ■ Use Save As ■ Save documents in alternative file formats
1.5	Believe Me Ideas	Sharing a Document	■ Share documents electronically
1.6	How to Get There	Editing Basics	■ Cut, copy, and paste text
1.7	What Kind of Learner Am I?	Customizing the Quick Access Toolbar	■ Use Undo and Redo ■ Customize the Quick Access toolbar ■ Use the Tab key to indent text
1.8	You Are So Smart	Getting Help and Information	■ Use Search ■ Insert a cover page ■ Locate and remove hidden properties and personal information ■ Modify basic document properties
1.9	My Action Plan	Working with PDF File Types	■ Open a PDF in Word for Editing
Part 2: Formatting Text			
2.1	Decades of Slang	Formatting Text	■ Apply font formatting ■ Clear formatting
2.2	Top 10 Formulas	Enhancing and Formatting Text	■ Format paragraphs as numbered lists ■ Apply font formatting ■ Insert symbols and special characters
2.3	Back to School BBQ	Formatting Text with Effects	■ Apply text effects ■ Apply a text highlight color ■ Apply formatting by using Format Painter
2.4	What's Cooking	Enhancing Proofreading Skills	■ Replace text by using AutoCorrect ■ Remove a word from AutoCorrect ■ Show and hide formatting symbols and hidden text



### Part 3: Formatting Paragraphs & Editing Text

3.1	Spirit Team Promo	Changing Paragraph Line Spacing	■ Set line and paragraph spacing and indentation ■ Show and hide formatting symbols
3.2	Homecoming Weekend Invitation	Applying Text Alignment	■ Use a soft return ■ Use a hard return ■ Change text alignment ■ Add borders
3.3	There's an App for That	Using Indents and Paragraph Spacing	■ Set line and paragraph spacing and indentation
3.4	I'm So Bored!	Creating Lists	■ Format paragraphs as numbered or bulleted lists ■ Increase and decrease list levels ■ Set starting number values ■ Restart list numbering ■ Change bullet characters and number formats ■ Define custom bullet characters
3.5	Top Vacation Spots	Working with Numbered Lists	■ Define custom number formats ■ Increase and decrease list levels ■ Restart and continue list numbering
3.6	A-Z Guide for School Success	Applying Background Shading and Sorting Text	■ Sort paragraph text ■ Shade background of text
3.7	Letter to an Incoming Freshman	Using Find and Replace	■ Find and replace text ■ Find and replace text formatting
3.8	Something Like That	Proofing Your Document	■ Use the Editor ■ Use the Thesaurus ■ Use Word Count ■ Use Character Count
3.9	Kids Who Code Meeting Minutes	Applying Text Styles	■ Apply built-in styles to text ■ Create and save a style
3.10	Kids Who Code Meeting Minutes 2	Applying Hyperlinks to Text	■ Use the Style Inspector ■ Insert hyperlinks ■ Apply style sets
3.11	Travel Help	Translating Text	■ Translate a selection ■ Translate an entire document ■ Insert translation results into a document

**Part 4: Working with Tables**

<b>4.1</b>	<b>Midterm Exam Schedule</b>	<i>Using Table Basics</i>	■ Create a table by specifying rows and columns ■ Change cell alignment ■ Resize rows and columns
<b>4.2</b>	<b>Midterm Exam Schedule 2</b>	<i>Working with Rows, Columns, and Cells</i>	■ Vertically center a table on a page ■ Insert and delete rows, columns, and cells ■ Merge and split cells
<b>4.3</b>	<b>City Life</b>	<i>Formatting Tables</i>	■ Shade cells, rows, and columns ■ Apply borders ■ Configure cell margins and spacing ■ Resize tables
<b>4.4</b>	<b>City Life 2</b>	<i>Enhancing Tables with Styles</i>	■ Apply table styles ■ Modify table styles
<b>4.5</b>	<b>MLB All-Time Home Run Leaders</b>	<i>Working with Data in a Table</i>	■ Sort table data ■ Change text direction in a table
<b>4.6</b>	<b>Let's Make a Date</b>	<i>Using Quick Tables</i>	■ Use Quick Tables ■ Use AutoFit to resize tables
<b>4.7</b>	<b>Career and Technical Education</b>	<i>Modifying a Table</i>	■ Configure a repeating row header ■ Split tables
<b>4.8</b>	<b>Shopping List</b>	<i>Performing Calculations in a Table</i>	■ Calculate the sum of a column or row ■ Find the average of a column or row ■ Determine the product of a row ■ Format the results of a formula ■ Toggle field codes ■ Update a formula
<b>4.9</b>	<b>School Fundraiser</b>	<i>Working with Excel in Your Document</i>	■ Insert a table as an Excel spreadsheet ■ Use SUM, AVERAGE, MIN, and MAX functions ■ Change number format in a spreadsheet ■ Use Fill options
<b>4.10</b>	<b>Career Exploration</b>	<i>Inserting Objects</i>	■ Insert text from a file or external source

**Part 5: Working with Tabs**

<b>5.1</b>	<b>Guidance Counselor Caseloads</b>	<i>Using Tab Basics</i>	■ View the Ruler ■ Use the default tab
<b>5.2</b>	<b>Hot Jobs</b>	<i>Converting Text to Tables</i>	■ Set tabs using the ruler ■ Convert text to tables
<b>5.3</b>	<b>Kid Millionaires</b>	<i>Setting Custom Tabs</i>	■ Set tabs using the dialog box ■ Use dot leaders
<b>5.4</b>	<b>Shopping List 2</b>	<i>Converting Tables to Text</i>	■ Convert tables to text
<b>5.5</b>	<b>Honors Night Program</b>	<i>Changing Tab Alignment</i>	■ Clear tabs



## Part 6: Working with Columns and Page Setup

<b>6.1</b>	<b>ID Theft</b>	<i>Formatting Text into Columns</i>	■ Format text in multiple columns ■ Set up document pages
<b>6.2</b>	<b>Password Power</b>	<i>Using Column Breaks</i>	■ Set up document pages ■ Insert column breaks
<b>6.3</b>	<b>Top Performers</b>	<i>Enhancing the Appearance of the Page</i>	■ Set up document pages ■ Configure page background elements ■ Insert section breaks ■ Change page setup options for a section
<b>6.4</b>	<b>ID Theft 2</b>	<i>Adding a Cover Page to a Document</i>	■ Insert a cover page ■ Configure page background elements
<b>6.5</b>	<b>Password Power 2</b>	<i>Enhancing Document Columns</i>	■ Apply hyphenation ■ Adjust column width

## Part 7: Using Headers, Footers & References

<b>7.1</b>	<b>Student Council Letterhead</b>	<i>Using Headers and Footers</i>	■ Insert and modify headers and footers
<b>7.2</b>	<b>Classroom Rules</b>	<i>Formatting Headers and Footers</i>	■ Insert and modify headers and footers ■ Insert page breaks ■ Insert a signature line
<b>7.3</b>	<b>ID Theft 3</b>	<i>Advanced Headers and Footers</i>	■ Insert and modify headers and footers ■ Change page setup options for a section
<b>7.4</b>	<b>Job Descriptions</b>	<i>Working with Bookmarks</i>	■ Link to locations within documents ■ Move to specific locations and objects in documents
<b>7.5</b>	<b>Protect Yourself</b>	<i>Working with a Table of Contents</i>	■ Insert tables of contents ■ Update a table of contents
<b>7.6</b>	<b>Protect Yourself 2</b>	<i>Working with Citations</i>	■ Create and modify bibliography citation sources ■ Insert citations for bibliographies ■ Insert bibliographies ■ Customize tables of contents
<b>7.7</b>	<b>Risks and Rewards of Social Media</b>	<i>Working with a Table of Figures</i>	■ Insert figure and table captions ■ Modify caption properties ■ Modify styles ■ Insert and update a table of figures
<b>7.8</b>	<b>Waiver and Release Form</b>	<i>Working with Footnotes and Endnotes</i>	■ Insert footnotes and endnotes ■ Modify footnote and endnote properties
<b>7.9</b>	<b>Needs vs. Wants</b>	<i>Navigating a Document Efficiently</i>	■ Split the window ■ Search for text ■ Move to specific locations or objects in documents



**Part 8: Working with Graphics and Visual Elements**

<b>8.1</b>	<b>High School Musical Auditions Flyer</b>	<i>Inserting and Working with Pictures</i>	■ Insert pictures ■ Wrap text around objects ■ Format graphic elements ■ Position objects
<b>8.2</b>	<b>Letterhead with Picture</b>	<i>Formatting Picture Styles</i>	■ Apply picture styles ■ Format graphic elements
<b>8.3</b>	<b>Start Saving</b>	<i>Combining Pictures with Text</i>	■ Wrap text around objects ■ Position objects ■ Apply document themes
<b>8.4</b>	<b>Life Cycle of a Butterfly</b>	<i>Using Shapes</i>	■ Insert SmartArt graphics ■ Add and modify SmartArt graphic content ■ Format SmartArt graphics ■ Insert shapes ■ Format graphic elements ■ Align objects ■ Group objects
<b>8.5</b>	<b>Visual Resume</b>	<i>Working with Graphic Elements</i>	■ Use WordArt ■ Insert text boxes ■ Use alignment guides ■ Distribute objects ■ Format graphic elements
<b>8.6</b>	<b>Playing Chess</b>	<i>Inserting an Online Video</i>	■ Insert an online video ■ Crop a picture ■ Format graphic elements
<b>8.7</b>	<b>YouTube Stats and Facts</b>	<i>Inserting a Screenshot</i>	■ Insert screenshots and screen clippings
<b>8.8</b>	<b>Slater Farms</b>	<i>Enhancing Pictures</i>	■ Insert pictures ■ Apply artistic effects ■ Apply picture effects ■ Remove picture backgrounds
<b>8.9</b>	<b>Slater Farms 2</b>	<i>Working with Accessibility and Compatibility Issues</i>	■ Change text to WordArt ■ Locate and correct accessibility issues ■ Add alternative text to objects ■ Locate and correct compatibility issues
<b>8.10</b>	<b>Your New Best Friend</b>	<i>Inspecting Documents for Issues</i>	■ Show and hide formatting symbols and hidden text ■ Locate and remove hidden properties and personal information ■ Locate and correct compatibility issues
<b>8.11</b>	<b>Home Office Design</b>	<i>Working with 3D Models</i>	■ Insert 3D models ■ Format 3D models ■ Format graphic elements
<b>8.12</b>	<b>Customer Loyalty Card</b>	<i>Formatting SmartArt Graphics</i>	■ Add and modify text in text boxes ■ Add and modify text in shapes ■ Add and modify SmartArt graphic content ■ Format graphic elements
<b>8.13</b>	<b>Thank You Card</b>	<i>Using Digital Ink</i>	■ Set up document pages ■ Draw using digital ink ■ Use Ink to Shape
<b>8.14</b>	<b>It's Your Birthday</b>	<i>Using Templates</i>	■ Create a document using a template