



Business Information Management I (Proc 17)

PRE-TEST/POST-TEST TEKS BLUEPRINT

Pre-Test/Post-Test Development Overview

TEKS Addressed Selection Process

The Texas Essential Knowledge & Skills (TEKS) included in the course pre-test and post-test were selected for their direct relevance to the course content. This selection process was guided by the goal of assessing learners' understanding of specific topics and skills that are integral to the course. As a result, TEKS related to general employability skills or broader topics were often excluded. This focus ensures that the assessments accurately measure students' mastery of the subject matter, allowing educators to gain a clear insight into areas where students excel or may need additional support. By concentrating on content-specific TEKS, the tests provide a more precise evaluation of the students' knowledge and understanding of the core material.

Test Question Development Process

The questions created for the pre-test and post-test were designed using psychometric principles to ensure they are of high quality and fairness. This approach helps to accurately assess student understanding. These principles guide the development of questions to be reliable, valid, and free from bias, ensuring that they effectively measure the knowledge and skills the students are expected to acquire in the course.

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Knowledge & Skills Statement	Student Expectation	iCEV Lesson Title
(2) The student coordinates information management and business management to aid in business planning. The student is expected to:	(B) determine risks and rewards of developing a strategic role for information systems and information communication technology	Workplace Technology
(3) 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	Workplace Technology
(3) The student enhances usability of systems operations to support business strategies and operations. The student is expected to:	(B) explain issues involved in designing and developing systems for different environments	Introduction to Computers
(4) The student analyzes available software packages for use in business settings. The student is expected to:	(A) determine equipment and supplied needed	Operating Systems & Networking
(4) The student analyzes available software packages for use in business settings. The student is expected to:	(C) schedule equipment maintenance	Operating & Systems Networking
(4) The student analyzes available software packages for use in business settings. The student is expected to:	(D) use equipment and supplies maintenance procedures	Introduction to Computers
(4) The student analyzes available software packages for use in business settings. The student is expected to:	(E) use critical-thinking skills to troubleshoot equipment and software issues	Introduction to Computers
(5) 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	Windows® 10 Operating Systems 2019 Basics (OR) Operating Systems & Networking
(5) The student uses the computer's operating system to execute work responsibilities. The student is expected to:	(B) create directories	Windows® 10 Operating Systems 2019 Basics (OR) Operating Systems & Networking
(5) The student uses the computer's operating system to execute work responsibilities. The student is expected to:	(C) save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software	Microsoft® Word Basics
(6) The student applies word-processing technology. The student is expected to:	(A) identify customary styles of business documents	Business Letters & Memos
(6) The student applies word-processing technology. The student is expected to:	(B) improve touch-system skills using the keyboard and keypad to input data	Keyboarding Basics
(6) The student applies word-processing technology. The student is expected to:	(C) use hardware and software needed to produce documents to address different computer applications	Introduction to Computers
(6) The student applies word-processing technology. The student is expected to:	(D) demonstrate writing techniques by generating ideas and gathering information relevant to the topic and purpose, while maintaining accurate records of outside sources	Written Communication Practices
(6) The student applies word-processing technology. The student is expected to:	(E) produce business documents, including business letters, resumes, research papers, and newsletters	Business Letters & Memos
(6) The student applies word-processing technology. The student is expected to:	(F) edit a variety of written documents	Microsoft® Word Basics
(6) The student applies word-processing technology. The student is expected to:	(G) insert and edit objects such as table, graphics, hyperlinks, headers, and footers into a document	Microsoft® Word Basics
(6) The student applies word-processing technology. The student is expected to:	(H) prepare and distribute personalized correspondence using mail merge	Microsoft® Word Basics
(6) The student applies word-processing technology. The student is expected to:	(I) use online word-processing technologies to create, edit, and share documents	Workplace Technology
(7) 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	Microsoft® Access Basics
(7) The student identifies database software to create databases that facilitate business decision making. The student is expected to:	(B) Explain the nature of tools that can be used to access information in the database system	Microsoft® Access Basics
(7) The student identifies database software to create databases that facilitate business decision making. The student is expected to:	(C) choose appropriate software	Microsoft® Access Basics
(7) The student identifies database software to create databases that facilitate business decision making. The student is expected to:	(D) define fields and type of data	Microsoft® Access Basics
(7) The student identifies database software to create databases that facilitate business decision making. The student is expected to:	(E) create database structure	Microsoft® Access Basics

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(7) The student identifies database software to create databases that facilitate business decision making. The student is expected to:	(F) define relationships of tables	Microsoft® Access Basics
(7) The student identifies database software to create databases that facilitate business decision making. The student is expected to:	(G) analyze company data requirements	Microsoft® Access Basics
(7) The student identifies database software to create databases that facilitate business decision making. The student is expected to:	(H) design a database to meet business requirements	Microsoft® Access Basics
(8) The student applies data entry techniques to enter information in databases. The student is expected to:	(A) access information in the database system	Microsoft® Access Basics
(8) The student applies data entry techniques to enter information in databases. The student is expected to:	(C) enter and edit data into database tables and database forms for easy data entry	Microsoft® Access Basics
(8) The student applies data entry techniques to enter information in databases. The student is expected to:	(D) import and export databases	Microsoft® Access Basics
(9) The student uses commands to retrieve data and create reports from databases. The student is expected to:	(A) retrieve data from tables and queries	Microsoft® Access Basics
(9) The student uses commands to retrieve data and create reports from databases. The student is expected to:	(B) formulate queries	Microsoft® Access Basics
(9) The student uses commands to retrieve data and create reports from databases. The student is expected to:	(C) create and print reports	Microsoft® Access Basics
(10) 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	Data Mining Basics
(10) The student applies data mining methods to acquire pertinent information for business decision making. The student is expected to:	(B) describe data mining tools	Data Mining Basics
(10) The student applies data mining methods to acquire pertinent information for business decision making. The student is expected to:	(C) demonstrate basic data mining techniques	Data Mining Basics
(11) The student applies spreadsheet technology. The student is expected to:	(A) perform mathematical processes, including percentages and decimals, order of operations principle, estimation, and prediction of patterns of data	Microsoft® Excel Basics
(11) The student applies spreadsheet technology. The student is expected to:	(B) formulate and produce solutions to a variety of business problems such as budgets, payroll, inventory, invoices, balance sheets, profit-loss statements, and conversion of foreign currencies	Microsoft® Excel Basics
(11) The student applies spreadsheet technology. The student is expected to:	(C) create charts, graphs, and infographics using spreadsheet data	Microsoft® Excel Basics
(11) The student applies spreadsheet technology. The student is expected to:	(D) use online spreadsheet technologies to create, edit, and share documents	Workplace Technology
(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	Microsoft® PowerPoint® Basics
(12) The student applies presentation management technology. The student is expected to:	(B) analyze the effectiveness of multimedia presentations	Presentation Strategies & Tactics
(12) The student applies presentation management technology. The student is expected to:	(C) determine the appropriate technology to create and deliver an effective presentation	Microsoft® PowerPoint® Basics
(12) The student applies presentation management technology. The student is expected to:	(D) save documents in various formats such as template, video, and PDF to share or transport electronically	Microsoft® PowerPoint® Basics
(12) The student applies presentation management technology. The student is expected to:	(E) deliver an effective presentation	Presentation Strategies & Tactics
(12) The student applies presentation management technology. The student is expected to:	(F) use online presentation management technologies to create, edit, transport, and share documents	Workplace Technology
(13) The student applies desktop publishing technology. The student is expected to:	(A) identify technologies available for desktop publishing	Microsoft® Publisher Basics

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(13) The student applies desktop publishing technology. The student is expected to:	(B) identify customary standards and styles of desktop publishing	Microsoft® Publisher Basics
(13) The student applies desktop publishing technology. The student is expected to:	(C) create desktop publications importing text and graphics	Microsoft® Publisher Basics
(14) The student uses a variety of software applications. The student is expected to integrate multiple learned software applications to efficiently accomplish workplace tasks	(A) integrate multiple learned software applications to efficiently accomplish workplace tasks	Workplace Technology