

Information Management II

Course Duration: Full Year

Category: Career & Technical Education, Electives, High School

Prerequisite: Information Management I

Assessment: Pre-Test, Lesson Practice, Unit Exams, Mid-Term Exam, Final Exam

Language: English

Course Overview

Acellus Information Management II builds on previous instruction to give students management and study skills and for postsecondary education and beyond. Students will learn the basics of workplace communication, become familiar with financial statements, learn to structure business documents, and gain an understanding of how businesses function. Students will learn about economics, business legalities, and be given training on skills such as oral presentation and timed writing. From writing a resume to managing employees, this course will enable students to strengthen their business skills and prepare them to gain further knowledge through the study of business related college majors and careers. Acellus Information Management II is A-G approved through the University of California.

Scope and Sequence

Unit 1 – Managing Written Communication

In this unit students learn how to structure professional business letters and memos. Students understand how to structure headings, content, and closing remarks in an impressive and straightforward manner. Students develop general study skills by writing an essay requiring a thesis statement, documented proof and evidence from assigned documents, and a convincing conclusion. Students learn how they can improve reader comprehension by using active language, highlighting key points, and staying focused on the main message. Students comprehend the importance of clear communication when working with others. Formative and summative assessment is performed throughout this and all units in this course through quizzes, unit exams, and teacher-supervised activities.

Unit 2 – Preparing and Analyzing Financial Documents

This unit allows students to become familiar with important types of financial documents. Students continue to develop expository writing and analytical thinking skills through timed reading and writing assignments. Students analyze the meaning of terms such as assets, liabilities, equity, and financial position. Students learn to read income statements, cash flow statements, and understand what information can be gained from these statements. Students evaluate net profit, divided payments, changes in value, and the impact these have on finances. Insurance is also discussed along with common insurable risks. Students learn the purpose of budgeting and how such planning can positively affect finances. At the end of this unit, students are assessed to ensure they have learned the material before moving on.

Unit 3 – Using Design to Create Effective Business Documents

This unit delves into document design and how to effectively design a business document. Students recognize that there are templates available for use when writing documents. Students will use analytical thinking and build general study skills in debate prep activity including identifying debate arguments from assigned reading materials and writing down talking points. Students discuss newsletter publications, column reports, and business publications such as memorandums, transactions and, letters. Students analyze different methods of designing these types of work-related documents. Students understand that these documents should use clear communication and should always be checked for spelling. Students are taught that the appearance of these documents should be pleasing and easy to understand, yet professional.

Unit 4 – Analyzing Information Efficiently and Effectively

During this unit students explore concepts associated with sorting through data in order to find the information that is actually important. Students will develop analytical reading and writing skills through timed exercises requiring them to study several documents and then to compose a written response. Students practice analyzing data and assessing for whom the information is meant and what it is meant to communicate. Students evaluate the benefits of staying informed through technology. Students analyze academic and career applications using statistics and documentation. Students respond to prompts on the impact education has on careers and how the skills and information they gain at academic institutions will affect them later on. At the end of the unit, students are assessed with an exam.

Unit 5 – Becoming an Entrepreneur

In this unit students study the process of starting a business, starting with an organized plan and then going into details such as selecting a location, raising capital, obtaining a license, and finding a source of quality resources. Students will take part in analytical thinking exercises that will require them to choose and then defend a position on related topics. Students will evaluate the skills involved with running a business and managing employees. Students understand the costs involved when trying to operate a business including insurance. The requirements of leadership are also discussed such as the probability of working long hours, the necessity of learning to budget, and the need to have patience with employees. Students recognize that becoming an entrepreneur is a serious decision, but an achievable route if they are willing to commit.

Unit 6 – Enhancing Visuals to Communicate Effectively

This unit expands on using visual communication to convey messages more clearly. Students analyze the use of graphics and multimedia to attract the attention of audiences. Students will also assess the validity, compare and contrast, evaluate relative importance, and analyze the significance of assigned research documents to develop analytical thinking skills. Types of advertising are compared so that students understand when and how to use them effectively. Students realize the benefits of advertising and how advertisements impact public relations. Students learn to study their audience's perceptions and use this information to create successful and profitable advertisements for their business. At the end of this unit, students are assessed to ensure they have learned the material.

Unit 7 – Understanding Our World

This unit encourages students to think about the global effects their business causes. Students analyze strategies on working with multiple nations, as well as their local community. Students consider the benefits of using local resources. The health of the environment is also discussed. Students evaluate the impact of recycling, energy conservation, correct use of natural resources, and how businesses must lead their communities in maintaining these standards. Students learn to evaluate media messages to find their meaning and weigh the impact these messages have worldwide. Students understand the importance of global business and communication. They also examine the necessity of considering long-term effects of actions committed today.

Unit 8 – Preparing for the Workplace

This unit expands on what preparations must take place prior to entering the workplace. Students learn what should be included in a career portfolio and how to properly compose a resume, both on paper and digitally. Students understand what to expect in a job interview and how to behave in order to make the correct impression. Employment forms are also discussed such as agreement forms, verification letters, tax forms, and compliance forms. Students will take part in analytical thinking exercises that will require them to choose and then defend a position on related topics. Students realize the importance of confidence and professionalism when entering the workplace. Students analyze the process of finding a job and finding success in the workplace through polishing their skills and improving their communication and confidence.

Unit 9 – Being an Effective Employee

In this unit students discuss how to be effective in the workplace and students continue to engage in activity to develop speaking and listening skills. Students use analytical thinking and general study skills to identify debate arguments from assigned reading materials. Students understand the process of establishing stability in a new job through building relationships with coworkers and managers, communicating clearly, and earning credibility. Students identify the importance of self-evaluation and self-improvement when trying to grow a career. Students

discuss professional development and how investing time in this area will affect future job opportunities and improve the likelihood of promotion. As with each unit, this unit includes assessment activities throughout.

Unit 10 – Real-World Applications

This unit covers certain skills that are crucial in business. Students learn the importance of timed writing and see examples of when this skill might be used in the workplace. Students understand that this involves working to a deadline and what pressures are involved in this. Students become familiar with a keyboard layout and are given tips on keystroke patterns and hand placement to increase their overall typing skills. Students evaluate how this knowledge will affect them professionally and save valuable time later on. Students understand that practicing these skills will benefit their future careers.

Unit 11 – Assessing Advanced Information Management Skills

In this unit students discuss business management skills and critical thinking involved with running an organization. Students analyze how global connections affect business through resources, the labor force, and government involvement. Different types of ownership are compared and contrasted such as sole proprietorships, general partnerships, limited partnerships, corporations, LLCs, and trusts. Students become familiar with the current market and discuss important factors such as consumers, value of produce, cost of productions and future-casting. Students understand the impact ethics have on business and the importance of avoiding unethical practices when managing a business.

Unit 12 – Economic Systems and the U.S. Economy

In this unit students compare and contrast economic systems such as traditional, command, market, and mixed. Students also analyze business cycles and the factors that affect these cycles. Student learn about the factors of profit including competition, strength of demand, advertising, and pricing. Students understand how to draw a demand curve and find the equilibrium price. Also discussed are the impact of imports and exports and the importance of world trade. Students evaluate how politics, technology, and policies affect world trade. Students learn the risk and benefits associated with the stock market and the purpose of shares and dividends. Students understand how all these factors impact the economy.

Unit 13 – Understanding Legalities of Business

This unit covers the legalities involved in business. Students learn about labor unions and the impact of salary, safety, benefits, and profits. Students analyze the law of diminishing returns and the concept of division of labor. Students discuss the impact government has on business through contract enforcement, consumer and employee protection, environmental protection, and taxation. Students are made familiar with business statements of finance such as payroll, cash inflow, cash payments, stock, balance sheets, and taxes. Students understand that businesses have certain legal responsibilities regarding their products and employees and must abide by particular laws.

Unit 14 – Personal Financial Ability

This unit delves into personal financial requirements. Students analyze individual income tax forms including W-4, W-2, and 1040 as well as federal, state, and local taxes in general. Students also review bank statements and how mortgages and loans can affect personal financial situations. Students understand how and why to balance checking accounts and keep track of all financial transactions. Students realize the impact savings will have on their future. Encryption is discussed and the value of online safety due to society's high use of technology. Students evaluate the importance of financial literacy and how this knowledge will empower and protect them in later years.

Unit 15 – Understanding Business Communication

This unit discusses certain skills and specific knowledge that will aid students in the workplace, enabling them to be more efficient and professional. Students will take part in analytical thinking exercises to choose and then defend a position on related topics. Students understand the importance of simple abilities such as using a keyboard and proofreading. Students comprehend that formatting documents correctly and professionally could have a large impact on their careers. Students learn how to structure a business letter properly as well as format a business report and business outline. Students understand the need to meet deadlines, focus their writing, and organize their information. Students evaluate the importance of these and other skills when trying to communicate in the workplace.

Unit 16 – Using Media and Technology in the Workplace

This unit expands on the effective use of media and technology in gathering information. Students understand the importance of keeping up-to-date on news and research by using books, newspapers, magazines, or the internet. Students learn to discover whether information is reliable by checking the source, author, publisher, and intended audience. Students discuss how this information and technology might be used to find potential customers and network with other businesses. Students evaluate the purpose of staying connected and informed.

Unit 17 – Oral Business Presentation Skills

In this unit students learn about different methods of public speaking and when they should be used. Students learn how to prepare before giving a speech or presentation by identifying their audience, their message, and a strategy to keep audience attention. Students analyze the use of multimedia in presentations and when this tool is appropriate to use. Students understand the necessity of making eye contact with listeners and using body language to convey a message of confidence. Students discuss the benefits of studying related material before public speaking and realize that practice will affect how they perform in these situations.

Unit 18 – Personal Communication Skills

This unit discusses the impact personal communication has on your professional image. Students comprehend that use of social media is public and can be viewed by business associates. Students analyze the use of communication in the workplace and how to appropriately communicate good or bad news as well as how to communicate when feeling stress. Students realize that business email is not personal and should be kept professional. Students understand the importance of proofreading and how catching their own mistakes will improve their reputation as being competent and qualified. Students evaluate the impact professional communication has on careers.