

Huron Area Technical Center
1160 South Van Dyke Road
Bad Axe, Michigan 48413
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PROGRAM SYLLABUS

Program: *Information Management Systems*

National Career

Cluster: *Business, Management & Administration*

Instructor: Mrs. Kimberlee Schadd

Credentials: Bachelor's Degree in Business Teacher Education
Master's Degree in Administration
Vocationally Certified in Office Occupations
Microsoft Office User Specialist Certified in Word (expert),
Excel (expert), PowerPoint, Access, and Outlook

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Huron Area Technical Center Mission and Student Exit Outcomes

The Huron Area Technical Center accepts the challenge to provide each individual and business access to career and technical education, which meets the changing needs of our global society.

It is our vision that all students will leave with the following skills:

- Personal Management Skills
- Specific Occupational Skills
- Technology Skills
- Employability and Career Development Skills
- Systems Thinking/Problem Solving Skills
- Life Long Learning Skills
- Workplace Communication Skills

CREDIT AVAILABLE

Elective High School Credit: Recommended by HATC and awarded by sending school.

Program Mission and Purpose

The purpose of the Information Management Systems program is to provide students with the essential skills to enter, compete, and advance in the workplace through pertinent and challenging educational experiences.

Program Description

The Information Management Systems (IMS) program provides students with the essential skills to succeed in today's technology-based careers. Students learn basic skills including but not limited to document processing, filing, telephone management, mailing procedures, internet usage, computer operating systems, and computer applications which include word processing, database management, spreadsheet preparation, web page and graphic design, and desktop publishing. IMS skills can lead to such careers as accounting, medical, legal, and/or computer office specialists or graphic and web page designers.

Course Outline and Timeline (Map)

Please see attached database.

Program Exit Outcomes

Students will:

1. Demonstrate **Personal Management Skills** needed for information management systems professions
 - Work collaboratively, ethically, effectively, and safely in educational experiences with colleagues
 - Use conflict management skills with coworkers
 - Produce quality work in quantity to meet commonly accepted business standards
 - Demonstrate work habits/employability skills to enter, advance, and compete in the workplace
 - Engage in inquiry and reflection to improve information management systems practices

2. Perform **Specific Occupational Skills**
 - Effectively and efficiently perform occupational skills in the workplace to commonly accepted business standards
 - Demonstrate occupational knowledge and skills to criteria set in the program
 - Use academic skills of math, language arts (communication), science and social studies as required to complete occupational tasks

3. Perform **Technology Skills**
 - Acquire, organize, analyze, and present information using technology
 - Use technology in a responsible, ethical manner to accomplish personal, academic, and career related goals
 - Use technology to research and solve problems
 - Use technology to complete materials for business communications
 - Use technology to write an career/educational plan

4. Demonstrate **Employability and Career Development Skills**
 - Develop lifelong learning skills that lead to ongoing career development and success in higher education
 - Use personal assessment information to decide on a career plan
 - Use technology to prepare for a career and further education
 - Use Employability skills (job seeking skills such as job application, resume, interview, portfolio) to obtain a job
 - Behave professionally and exhibit positive attitude at all times

5. Use **Systems Thinking**
 - Apply knowledge of systems and quality tools for continuous improvement
 - Use systems thinking to solve specific occupational problems
 - Understand systems thinking operating within information management systems
 - Use problem-solving tools appropriate to the workplace (such as charts, graphs, bone diagrams, Gantt charts, affinity diagrams, etc.)

6. Demonstrate **Life-Long Learning Skills**
 - Use technology as a tool and a resource while continuing to learn
 - Use career development and preparation skills to focus on personal next steps in the learning process
 - Use knowledge of personal learning styles to increase learning potential and ability
 - Transfer knowledge and skills to new situations

7. Use Effective **Workplace Communication Skills**
 - Communicate to commonly accepted business standards (read, write, speak, listen)
 - Follow written and oral directions
 - Discern difference between factual information and opinion

Recommendations for Student Success

Because the majority of the work in this program is completed on computers, students should be in attendance every day and be motivated to work with technology. Students with a positive attitude and professional work ethic will excel in this program. Some recommended pre-requisite skills for IMS include: basic English/grammar skills including but not limited to composition and sentence structure; basic math skills including but not limited to operations with whole numbers, decimals, and percentages using electronic calculators; touch-type keyboarding skills; word processing using the computer; and basic database knowledge.

Articulation Available to Students

Articulation for college credit is available through Baker College, Delta College, Davenport University, Ferris State University, and St. Clair University.

Work Based Learning Opportunities

First year IMS students may have the opportunity to participate in job shadowing in a program related career. Second year IMS students may experience non-paid, short-term career exploration or on-the-job training in a program related career.

Student Responsibilities/Unique Program Features

Students will take the responsibility of behaving in a professional manner and taking ownership of their education. They should come to class every day prepared to work on their individual job titles; however, they must also be willing to participate in group activities when necessary. Proper care is to be taken with equipment and Internet rules and regulations must be strictly followed. IMS emphasizes a professional learning community where everyone is supportive of each other and learns together. Students may participate in Delta College's Business Division Skill Day and/or Business Professionals of America. Certification is also available as "Microsoft Office User Specialist" in the areas of Word, PowerPoint, Excel, Access, and Outlook.

Program Specific Grading

Please refer to the Student Handbook for HATC Grading Policies.

Program Attendance Information

Please refer to the Student Handbook for HATC Attendance Policies.

*This program aligns with the National Career Cluster of Business, Management and Administration
And the State of Michigan Career Employability Standards.*