**SYLLABUS**

**Business Information Management I**

**Instructor:** **Diana Alcala**

**Room: 300**

**Phone: 956-580-5300 ext. 1428**

**Tutoring: Tuesdays and Thursdays 7:30-8:00 am**

**Conference: 8:05-9:36 am**



**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, create-word processing documents, develop a spreadsheet, formulate a database and make an electronic presentation using appropriate software. No experience with a computer is assumed, and not mathematics beyond the high school freshman level is required.**

**Course Outcomes:**

The objectives of this offering are to:

* To teach the fundamentals of, Microsoft Word 2016, Microsoft PowerPoint 2016, Microsoft Excel 2016, and Microsoft Access 2016
* To expose students to practical examples of the computer as a useful tool
* To acquaint students with the proper procedures to create documents, presentations, worksheets, and databases suitable for coursework, professional purposes, and personal use
* To help students discover the underlying functionality of Office 2016 so they can become more productive
* To develop an exercise-oriented approach that allows learning by doing

**Text/Materials/Web:**

Text: *Microsoft Office 2016: Introductory* (

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

Online Materials: [www.icev.com](http://www.icev.com), [www.japseractive](http://www.japseractive). [www.gmetrix.com](http://www.gmetrix.com)

**Teaching Methods:**

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: End of chapter activities and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
3. Quizzes: Occasional unannounced quizzes will be given to help ensure students keep up with assigned material.
4. Exams:Exams will be given as a major grade after every unit.
5. Projects: Students will be required to complete group and individual projects.
6. Participation: Student participation will be graded by the level of class participation and attendance.

**Grading:**

**Semester Average:**

 Assignment Weight

 Daily Work

 Warm-up

 Quizzes 40%

 Tests

 Projects 60%

**Exames:**  1st. Mid-Term Exam– Comprehensive Exam

 2nd. Term Exam – Comprehensive Exam

**Extra Credit:** Classroom Supplies: 5 points each item (will apply to any daily assignment max. 25 pts)

* Kleenex, Sanitizer, Clorox wipes, napkins, pens, pencils, Ziploc bags, plates …
* Dress For Success (Wednesdays Only) 100 grade per week (applied as an extra credit grade)

**Course Policies:**

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his conference period in person or email.

Assignments: All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

Posting of Grades: All grades will be posted on SKYWARD. Students and Parents are responsible for obtaining access to SKYWARD and checking it on a daily basis.

Tutoring: Tutoring will be available on Tuesdays and Thursdays from 4-4:30pm upon request.

Disclaimer: It is the policy of Sharyland ISD not to discriminate on the basis of race, color, national orinig, sex or handicap in its vocaitoinal programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma del distrito de Sharyland ISD no discriminar por motivos de raza, color, origen nacional, sexo o impedimiento en sus programs servicios o actividades vocacionales, tal como lo requiere el Titulo VI de la Ley de Deprechos Civiles de 1964, segun enmienda, el Titulo IX de las Emmiendas en la Educacion de 1972, y la Seccion 504 de la ley de Rehabilitacion de 1973, segun enmienda.

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| **Unit #** | **Unit Name/Concept** | **Notes**  |
|  | Routines and Procedures | Syllabus, Classroom Rules and Procedures, Google Classroom, Dress for Success, Remind |
| 1 | Components of a Computer Station/Application for Personnel, Education and Business Use | Parts of Computer/Input, Output, Storage Devices, Evolution of Technology, Typing.com |
| 2 | Intro to Word  | MS. Word 2016, iCEV, Jasperactive, G-Metrix, MOS |
| 3 | Word Core and Word Expert | MS. Word 2016, iCEV, Jasperactive, G-Metrix, MOS |
| 4 | Presentation  | MS PowerPoint 2016, iCEV, Jasperactive, G-Metrix, MOS |
| 5 | Excel | MS Excel 2016, Excel IT!, iCEV, Jasperactive, G-Metrix, MOS |
| 6 | Database | MS Access 2016, Access IT!, iCEV, Jasperactive, G-Metrix, MOS  |