



BUSINESS INFORMATION MANAGEMENT I

BIM I - SYLLABUS

Teacher: Ms. Nancy Valeria Barboza
Room: 405 (400 Building)
Email: nbarboza@sharylandisd.org
Phone: 580-5300 Ext 1183

Schedule:	8:00--9:30	1st Block	BIM I
	9:37--11:07	2nd Block	BIM I
	11:14--12:44	3rd Block	Conference
	12:49--1:24	Lunch B	
	1:31--2:21	4th Block	BIM I (50 min. year long)
	2:28--3:58	5th Block	Global Business/Banking and Finance

Course Description: BIM (Business Information Management) is a one-credit computer course. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce and/or postsecondary education. Students apply technical skills to address business applications of emerging technologies.

Course credit: BIM I is a full term course (2 semesters). Students will receive 1 credit towards the Technology Application course graduation requirement.

Tutoring is available in my room after school Tuesday's and Wednesday's from 4:00 PM to 5:00 PM, or by appointment. You are responsible for making arrangements to come in after school and make-up missing work due to absences.

Software:

- Windows XP
- Microsoft Office Suite 2013
 - Word
 - Excel
 - Access
 - PowerPoint
- Microsoft Internet Explorer
- Google Chrome
- Microtype by South-Western Publishing

Textbooks:

- Century 21 Texas Edition Keyboarding & Word Processing
- Microcomputer Applications: Business, Career, Personal & School

CALENDAR

1st Semester –

- Course Orientation
- Safety
- Keyboarding
 - Letter Key Technique
 - Keyboarding Skill
 - Numeric Keypad
- Introduction to Microsoft Office
- Introductory Microsoft Word
 - Word Basics and Editing
 - Helpful Word Features
 - Formatting Text & Paragraphs
 - Producing Business Documents
 - Desktop Publishing
 - Reports

2nd Semester –

- Introductory Microsoft Excel
 - Excel Basics
 - Organizing a Spreadsheet
 - Calculation & Formulas
 - Function Formulas
 - Charts
 - Integrate with Word
- Introductory Microsoft Access
 - Access Basics
 - Finding and Ordering Data
 - Creating Forms and Reports
 - Mail Merge
- Introductory Microsoft PowerPoint
 - PowerPoint Basics
 - Enhancing a PowerPoint Presentation
 - Working with Visual Elements
- Using the Internet
 - Acceptable Use Policy
 - Research Methods
 - Electronic Mail

<h2>Grading Policy</h2>

SEMESTER AVERAGE

<u>Assignment</u>		<u>Weight</u>
Daily Work		
Warm-up		
Quizzes	—————→	40%
Portfolio (Binder)		
Dress for Success**		
Tests		
Projects	—————→	60%
Portfolio (Binder)		

****Extra Credit** (one 100 per week)

- Dress for Success (according to DFS guidelines)

FINAL EXAMS

1st Semester Exam = Comprehensive Exam

2nd Semester Exam = Comprehensive Exam

Statement for Academic Dishonesty: *Academic integrity is fundamental to the activities and principles of our school. No student shall cheat or copy the work of another. Plagiarism, the use of another person's original ideas or writings as one's own without giving credit to the true author, will be considered cheating, and the student will be subject to academic discipline that may include loss of credit for the work in question.*

