

SYLLABUS

BIM 1

Instructor: Diana Alcala

Room: 300

Phone: 956-580-5300 ext. 1428

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

Conference: 8:00 - 9:20

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 Objective:

The objectives of this offering are to:

- To teach the fundamentals of, Word Processing, Data Software, Spreadsheet Technology and Presentation Technology
- 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.
- Learn and create e-portfolios by creating, resumes, cover letters, college applications, references etc.

Grading:

<u>Assignment</u>	<u>Semester Average:</u>	<u>Weight</u>
Daily Work Warm-up Quizzes	—————→	40%
Tests Projects	—————→	60%

Attendance, Exams and Assignments: Students are expected to attend class (attended google meets scheduled by teacher), participate in class discussions, and complete all labs, assignments, and activities. If you must miss a class for any reason, you are responsible for making up the work and collecting any notes/assignments that you missed. Makeup exams and assignments will be accepted at the instructor's discretion. On the first day that you return to class, it is your responsibility to check with the instructor.

Classroom Expectations: This class will be operated in the manner of a professional learning environment. This environment includes:

1. No food or drink in the computer lab.
2. All electronic devices must be off and stored away unless permission is granted by the teacher. (devices will be taken up)
3. Remain in your seat during class.
4. Respect your classmates, teachers and their property.
5. Professional behavior and language is expected at all times.
6. All assignments will be due no later than the due date assigned by the teacher.

After each class, save your work, log off, clean off your work area and push in your chair.

Student Name (Print) _____ Student Signature _____

Parent Signature _____