SYLLABUS - Business Information Management I - 4th & 5th

Instructor: Irene Morin

Room: 305

Phone: 956-580-5300 Ext. 1129

Conference: 3rd Block

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 no 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 2019, Microsoft PowerPoint 2019, Microsoft Excel 2019, and Microsoft Access 2019.
- Students are encouraged to obtain Microsoft Office Specialist Certifications in MS Word and PowerPoint Specialist.
- To expose students to practical examples of using computers ethically and resourcefully.
- 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 Microsoft Office 2019 so they can become more productive.
- To develop an exercise-oriented approach that allows learning by doing.

Text/Materials/Web:
Curriculum: The Shelly Cashman Series Collection, Microsoft® Office 365 & Office 2019, 1st Edition, SAM MindTap, G-Metrix and iCev

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

Other Online Sources: Typing.com

Required Class Materials:
1 package of anti-bacterial wipes

5 black or blue pens (inexpensive)

5 red pens

5 pencils (inexpensive)

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.

Attendance and Exams and Assignments:
1. Students are expected to attend class, 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.
2. 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.

Make-up Work:
1. Students with an EXCUSED ABSENCE from school (including off-campus suspension) will have the opportunity to make up missed work at the rate of one day for one day missed, with a maximum of five days. Students will receive a zero for any major or minor assignment not made up within the allotted time.
2. Students with an UNEXCUSED ABSENCE may not make up missed work; however, if the unexcused absence is determined to be caused by an extenuating circumstance, makeup work may be allowed. The grade for the makeup work will be no higher than a 70.

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

Grading:

<u>**Semester Average:**</u>

Assignment	Weight
Google Classroom Assignments	
Daily Work Warm-up	
Participation	
Quizzes	40%
Dress for Success**	
Tests	
Projects	60%
Presentation	

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.

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.

Class Expectations:
This class will be operated in the manner of a professional learning environment. This environment includes
1. BE ON TIME - You must be in your seat, logged into your computer, and prepared to work at the tardy bell. ALL Doors will remain locked (Student must take pass when leaving class), Back Door SHOULD NOT BE OPEN at any time.
2. BE RESPECTFUL
   a. Demonstrate RESPECT to your classmates and teachers and their property.
   b. Professional behavior and language is expected at all times.
   c. Treat your computer with care. If you encounter problems with your computer, please report it to me immediately so I can submit a work order.

3. ==ABSOLUTELY no food or drink in the computer lab.==
4. No caps or hoodies!
5. Only use the internet with the teacher's permission and follow the Internet safety guidelines.
6. All assignments will be due no later than the due date assigned by the teacher.   Notify teacher if you will be out (due date may change if excused absence)
7. BEGINNING OF CLASS PERIOD -
   a. Leave your cell phone in "Parking Lot".
   b. Take your seat
   c. Log in to your computer
   d. Begin with our daily bell ringer. (This should be before the bell rings).
8. END OF CLASS PERIOD/CLASS DISMISSAL -
   a. Remain seated; the bell doesn't dismiss you I DO!! DO NOT STAND BY THE DOOR
   b. Workstation area must be clean and chairs must be pushed in!!
   c. Save your work and LOG OFF

Cell Phone Policy:

NO Personal electronic devices including Cell phones and headphones. Devices must be **turned off and stored away.** Please make note of the following new cell phone policy.

Cell phones must be stored in the classroom "Parking Lot". If a cell phone is not stored away make note of the following consequences.

- 1st Offense - Documented warning
- 2nd Offense - $15 Fine and 24 hour return
- 3rd Offense - $20 Fine and 48 hour return
- 4th Offense and subsequent offenses - $25 fine and 48 hour return.

Bathroom/Hall Pass Policy:

Only one student at a time is allowed to use the restroom.

- Students are not allowed to take their cell phone to the restroom
- Student's temporary absence from the classroom must not exceed 5 minutes. Students will sign-out and sign-in upon leaving and returning from the restroom. Exceeding the 5-minute time limit, may result in the loss of Hall Pass privileges.
- Hall pass may NOT be used for the first or the last 10 minutes of the class period.

CTE Non-discrimination Statement

Here is the statement to add to all publications: It is the policy of Sharyland ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities and provides equal access to the Boy Scouts and other designated youth groups 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 Escolar de Sharyland no discriminar en sus programas, servicios o actividades vocacionales y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados por motivos de raza, color, origen nacional, sexo o impedimento, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Week #	Week of	Unit #	Unit/Concept Name	Notes
1	Aug. 21-25	1	Routines and Procedures Syllabus Classroom Rules and Procedures Google class All About Me Dress for Success	Typing.com WPM Test 1 DFS Presentations
2	Aug. 28- Sept. 1	1-2	Into to Computers Internal Components Storage Devices Computer Security Software Application	Typing.com WAC iCEV
3	Sept. 4-8	2	Employability Skills Maintaining Employment Work Responsibility Communication Skills Work Habits Time Management	TBA Meet the Teacher WAC iCev 3-Week Progress Report
4	Sept. 11- 15	3	SAM Word Module 1 Creating and Modifying Flyer	Typing.com WAC SAM MindTap/G-Metrix
5	Sept. 18-22	3	SAM Word Module 2 & 3 Creating a Research Paper & Business Letter	Typing.com WAC SAM MindTap/G-Metrix
6	Sept. 25-29	3-4	SAM Word Module 4 & 5 Creating a Multipage Document & Resume and Sharing Documents	Typing.com WAC SAM MindTap/G-Metrix
7	Oct. 2-6	4	SAM Word Module 5 & 6 Creating a Resume and Sharing Documents & Using Mail Merge	Typing.com WAC SAM MindTap/G-Metrix
8	Oct. 9-13	4	SAM Word Module 6, 7 & 8 Using Mail Merge, Creating a Newsletter & Using Collaborating, Integration, and Charts	Typing.com WAC SAM MindTap/G-Metrix
9	Oct. 16-20	4	SAM Word Module 8&9 Word 2019 Resume Project Using Collaborating, Integration, and Charts & Creating a Reference Document	Typing.com WAC SAM MindTap/G-Metrix
10	Oct. 23-27	4	SAM Word Module 9& 10	Typing.com

Week #	Week of	Unit #	Unit/Concept Name	Notes
			Creating a Reference Document & Creating an Online Form	WAC SAM MindTap/G-Metrix
11	Oct. 30-Nov. 3	4	SAM Word Module 11 & Word 2019 Certification Exam Enhancing an Online Form & Using and using Macros	Typing.com WAC SAM MindTap/G-Metrix Certiport
12	Nov. 6-10	5	SAM OS Module 1-9 Windows 10 and File Folder Management Customizing and Maintaining Software Packages and Advanced Searching Techniques Windows Microsoft Edge, Security and Networking	Typing.com WAC SAM MindTap/G-Metrix
13	Nov. 13-17	6	SAM PPT Module 1-3 Creating and Editing Presentations with Pictures & Enhancing Presentations with Shapes and SmartArt & Inserting WordArt , Charts and Table	Typing.com WAC SAM MindTap/G-Metrix
	Nov. 20-24		Thanksgiving Break	
14	Nov. 27-Dec. 1	6	SAM PPT Module 4-6 Customizing Slide Master and Presentations & Collaborating and Adding Animations & Formatting Tables and Charts	Typing.com WAC SAM MindTap/G-Metrix
15	Dec. 4-8	6	SAM PPT Module 6-8 & PPT 2019 Certification Exam Formatting Tables and Charts & Enhancing Media and SmartArt & Creating Photo Albums and Delivering Presentations	Typing.com WAC SAM MindTap/G-Metrix Certiport
16	Dec. 11-15	7	SAM Excel Module 1-11	Typing.com WAC SAM MindTap/G-Metrix
17-18	Dec. 18-22	7	SAM Access Module 1-9	Typing.com WAC SAM MindTap/G-Metrix

Notice: This timeline is tentative and subject to changes.

Student Name (Print) _____ *Student Signature* _____

*Parent Signature*_____ *Date* _____