

Business Information Management I (BIM)

CTE Cluster: Business Management & Administration

Course Description

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.

Course Objectives

1. To demonstrate proficiency in using various types of technical skills to address business applications.
2. To implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce and college.
3. To demonstrate proficiency in using in creating word-processing documents, develop a spreadsheet, formulate a database, and make electronic presentations using appropriate software.

Course Information

The scope and sequence of this course will be developed around the TEKS for this course. The TEKS for Business Information Management can be found at:

<http://ritter.tea.state.tx.us/rules/tac/chapter130/ch130d.html#130.114>.

Course Sequence

1 st Grading Period	Information Management Basics, Touch System Data Entry, Word Processing Applications and Internet Safety & Ethics
2 nd Grading Period	Spreadsheet Applications
3 rd Grading Period	Database Applications
4 th Grading Period	Presentation Applications, Desktop Publishing Applications & Web Design

Grading Policy

A minimum of 9 grades will be taken from the following areas each grading period. Semester tests count at 10% of semester grade.

Daily work/Participation 80%

Tests/Major Projects 20%

Supply List

Pencils or pens

Homework

Homework is due by the assigned date. Late work will be accepted with a ten-point penalty.

Make-Up Work

Students will have one extra day to turn in make-up work for each day absent. Students may have to make special arrangements to use the computer lab if a particular software is necessary for the assignment.

Tutorials

Wednesday 7:25 – 7:50 a.m.

Thursday 7:25 – 7:50 a.m.

Tuesday 3:45 – 4:15 p.m.

Google Classroom Code: The code will be given during class.

Contact Information

jole.wolf@tiogaids.net

940.202.2536

Conference: 3:00 – 3:45 p.m.

Rules

1. No food in the classroom.
2. Water in a clear container with a lid permitted.
3. Bring required supplies to class everyday.
4. Class begins immediately after the tardy bell. Be seated and ready to begin.
5. Students will not adjust chairs, thermostats, or anything else in the classroom unless directed to do so by the teacher.
6. All vandalism is prohibited.
7. Students must have a hall pass when leaving the room.
8. Your computer monitor must be viewable from the back of the room.
9. Be respectful of me and the other students.
10. Keep the classroom neat and clean. Pick up after yourself.
11. Class is not over until dismissed by the teacher.
12. Stay seated until dismissed.

Consequences

Consequences for disobeying classroom rules may be any of the following:

- ❖ Students may be required to complete additional assignments.
- ❖ Students may be required to attend detention.
- ❖ Students may have their computer privileges revoked. During revocation, any assignments requiring school computer use will result in a zero for that assignment.
- ❖ Students may be sent to the principal's office for additional disciplinary action.

Please keep absences to a minimum. Arranging make-up time in the lab can prove difficult.