

Business Information Management 1

Instructor: Ms. Morgan Burks, **Room:** A266

Conference: Black Days 2:40-4:10 **Tutorials:** Mon-Thurs 8:15-8:40, 4:15-4:40

E-mail: morgan.burks@hayscisd.net **Phone:** 512.268.8512 **ext** 44407

Course Description

Students will develop technology skills with applications to personal or business situations focusing on word processing, spreadsheets, databases, communications, presentation management, and emerging technologies. Pretty much: skills needed to work in an office!

Students will have the opportunity to take a certification exam on each component of the Microsoft Office Suite in order to prepare themselves to be successful in an office environment. Most businesses utilize Office Software daily and continually seek employees who have those skills.

*Also keep in mind that passing *any* certification exam will earn the student an honor cord to wear at graduation!

Units of Study

BIM 1	BIM 2
Microsoft Office 365 <ul style="list-style-type: none">• Word - word processing• Excel - spreadsheets• Powerpoint - presentations• Access - databases	Expert & Master Level Certification in Microsoft Office

Course Materials

- o Writing utensil (limited supply in class)
- o Earbuds

Schoology and Microsoft Office 365 will be utilized for all assignments, tests, quizzes and projects. GMetrix will be utilized to prepare for certification exams.

Course Grading, Make-Up Work, and Late Work

Grading	Percentage	Minimum (per 9wk period)
Daily Grades	40%	6
Major Grades	60%	3

Latework, re-do assignments, and re-tests

- Any assignments not completed and submitted may be given the grade of a zero
- Corrections made to an assessment do not constitute a reassessment.
- Students must participate in re-teaching prior to any assessment.
- Students may re-submit only one time per assignment / test

Student Initials: _____ Parent/ Guardian Initials: _____

- Major projects and midterm, final, and benchmark assessments are not eligible for resubmission
- Students may receive a maximum grade of 70 on all missing or re-submitted assignments and tests.

Academic Dishonesty will not be tolerated and District Policy will be strictly enforced. Giving another student a computer file or written work to turn in is considered cheating and will result in a zero for policy violation.

Tutoring

Additional tutoring time outside of normal school hours is available by request.

Classroom Rules & Expectations

1. Listen and follow directions. Daily directions will always be posted on the whiteboard.
2. Use headphones or earbuds while working in the lab.
3. Keep your hands and feet to yourself.
4. Respect all classroom equipment.
-If you don't own it, do not write, draw, destroy, or use it inappropriately.
5. Be on time and in class when the teacher closes the door.
6. Keep your area neat. Make sure to take all of your belongings and trash before heading to your next class.

***District Cell Phone Policy** will be enforced in class. There will be times when cell phones are not permitted to be used in class and there will be times when it's acceptable and appropriate to use your cell phone.

BIM Teachers at Hays CISD
 Derrick Perez - LHS
 Cristina Canete Quintero - HHS
 Morgan Burks - JHS
 Analisa Zuniga - LOA

Acknowledgement of Syllabus for Business Information Management 1 & Business Information Management 2. Due Date: Wednesday August 25, 2021

I have read the syllabus for Business Information Management 1 & 2, and Practicum. I understand what the class will cover and what will be expected of me as a student.

_____ Date _____
 Student Signature

_____ Date _____
 Parent Signature

Student Initials: _____ Parent/ Guardian Initials: _____