

SYLLABUS

Business Information Management I

Instructor: Alex Lopez

Room: 203

Phone: 956-271-1600 ext. 4141

Course Description:

This course provides an overview of microcomputer applications including Microsoft Office 2013, Microsoft Word 2013, Microsoft Excel 2013, Microsoft Access 2013, and Microsoft PowerPoint 2013. 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 2013, Microsoft PowerPoint 2013, Microsoft Excel 2013, and Microsoft Access 2013
- 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 2013 so they can become more productive
- To develop an exercise-oriented approach that allows learning by doing

Text/Materials/Web:

Text: *Microsoft Office 2013: Introductory* (978-1-285-16602-5)

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

Online Materials: www.icev.com

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.

Grading:

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

Course Policies:

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his conference period in person or email.

Assignments: All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty.

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.

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.

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

Disclaimer:

Week #	Week Of	Unit #	Unit/Concept Name
1	AUG 28 - SEPT 1		Intro./DFS/BPA Rules/Expectations Google Classroom
2	SEPT 4 - 8		Email Setup Typing.com Comp. Basics & History/ Defaults
3	SEPT 11 - 15		Intro to Word Processing
4	SEPT 18 - 22		Letters E-mails /Memos/Reports
5	SEPT 25 - 29		Word Processing G-Metrix
6	OCT 2 - 6		Intro to PowerPoint
7	OCT 9 - 13		PowerPoint Software PP Careers
8	OCT 16 - 20		Mid-Term Review

Week #	Week Of	Unit #	Unit/Concept Name
1	OCT 23 - 27		PowerPoint G-Metrix Intro to Excel
2	OCT 30 - NOV 3		Continue Excel Spreadsheets
3	NOV 6 - 10		Excel G-Metrix
4	NOV 13 - 17		Intro to Database
Holiday Week	NOV 20 - 24		Thanksgiving Holidays
5	NOV 27 - DEC 1		Continue Database
6	DEC 4 - 8		Database G-Metrix
7	DEC 11 - DEC 15		MOS Certification
8	DEC 18 - 22		Review Final