**SYLLABUS**

**Business Information Management I**

**Instructor:** Aaron Alvarado

**Room: 200**

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**Course Description:**

This course provides an overview of microcomputer applications including Microsoft Office 2016, Microsoft Word 2016, Microsoft Excel 2016, Microsoft Access 2016, and Microsoft PowerPoint 2016. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required.

**Course Outcomes:**

The objectives of this course are to:

* To successfully complete the ***Microsoft Office Expert Certification in either (Word & Excel)***
* To addition, teach the fundamentals of, Microsoft Word 2016, Microsoft PowerPoint 2016, Microsoft Excel 2016, and Microsoft Access 2016.
* 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

**Text/Materials/Web:**

* 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 we will cover a spectrum of relevant topics current event topics.
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:**

**Semester Average:**

Assignment Weight

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. Make sure to check your google classroom and calendar for assignments.

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: TBD

Disclaimer: