SYLLABUS

Business Information Management I

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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 2016, Microsoft PowerPoint 2016, Microsoft Excel 2016, and Microsoft Access 2016.
- Students are encouraged to obtain Microsoft Office Specialist Certifications in MS Word Core, MS Word Expert, PowerPoint, and Excel Core.
- 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 2016 so they can become more productive.
- To develop an exercise-oriented approach that allows learning by doing.

Text/Materials/Web:

Curriculum: iCEV, Jasperactive, and G-Metrix
Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.
Other Online Sources: Typing.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:

Semester Average:

Assignment		Weight
Daily Work Warm-up Participation 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 and upon request.

Mobile Devices Policy: All student devices will only be allowed in class for an educational purpose. Otherwise, devices should be in the charging station, powered off, or placed on silent, and stored out of sight. The teacher will notify you when you will use any mobile device for class work.

Disclaimer: 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 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 de Sharyland ISD no discriminar por motivos de raza, color, origen nacional, sexo o impedimiento, en sus programas, servicios o actividades vocacionales, tal como lo require el Título VI de la Ley de Deprechos Civiles de 1964, según enmienda; el Título IX de las Emmiendas 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. 19-21	1	Routines and Procedures Syllabus Classroom Rules and Procedures Google class Dress for Success	Typing.com WPM Test 1
1	Aug. 22-23	1	Components of a Computer Station Parts of Computer/Inputs, Outputs, Storage Devices Evolution of Technology Now and Then	Typing.com iCEV
2	Aug. 26-30	1	Applications For Personnel, Education and Business Use Keyboarding Rules, and Guidelines, Vocabulary Home Rows/Upper/ Lower Keys Typing Assessment, Keyboard Vocabulary	1/24 Meet the Teacher Jasperactive/G-Metrix 3-Week Progress Report
3	Sept. 2-4	2	Functions of MS Word Lesson 1 Getting Started	Typing.com Jasperactive/G-Metrix
3	Sept. 5-9	2	Tables, Graphics, hyperlinks, header, and footers Lesson 2 Manipulation of Text	Typing.com Jasperactive/G-Metrix 9/6 1st Progress Report
4	Sept. 10-16	2	Proofreading and revising grammar Lesson 3 Formatting Text and Paragraphs Lesson 4 Formatting Documents to print	Jasperactive/G-Metrix
5	Sept. 17-19	2	Formatting text & graphics Lesson 5 Distributing documents	Typing.com Jasperactive/G-Metrix
6	Sept. 20-26	3	Business Letters and Memos/Word Expert Lesson 6 Using tables	Typing.com Jasperactive/G-Metrix
7	Sept. 27-Oct. 4	3	Cover Letters and Resumes/Word Expert Lesson 7 Working with Illustrations	Jasperactive/G-Metrix 9/27 2nd Progress Report

Notice: This timeline is tentative and subject to changes.

Week #	Week Of	Unit #	Unit/Concept Name	Notes
8	Oct. 7-10	3	Reports ,Emails and online Technologies Lesson 8 Working with references / Make up on Jasperactive	Typing.com Jasperactive/G-Metrix MID Term 10/11 1st Semester Grading Period
9	Oct. 15-22	4	Effective Multimedia Presentation Powerpoint/ Word Expert Lesson 1 Getting Started Lesson 2 Working with Slides Lesson 3 working with Text	Typing.com Jasperactive/G-Metrix
10	Oct. 23-28	4	Use of Graphics, Fonts, And special Effects Lesson 4 Working with Charts and Tables Lesson 5 Adding Multimedia Elements	Typing.com Jasperactive/G-Metrix
11	Oct. 29- Nov. 1	4	Delivery of MS Powerpoint Presentation By Integrating Oral Communication Lesson 6 Enhancing Presentations Lesson 7 Preparing the Slide Show Lesson 8 Sharing Presentations	Typing.com Jasperactive/G-Metrix 11/1 1st Progress Report
12/13	Nov. 4 - 14	5	Excel Workbooks and worksheets Lesson 1 Introducing Excel Lesson 2 Constructing cell data Lesson 3 Using Formulas	Typing.com Jasperactive/G-Metrix
14/15	Nov. 15 – Dec. 3	5	Excel Formulas and Functions Lesson 4 Formatting Worksheet Lesson 5 Viewing & Printing Workbooks Lesson 6 Working with Charts & Graphics	Typing.com Jasperactive/G-Metrix 11/22 2nd Progress Report
16	Dec. 4 - 13	5	Excel Charts, Graphs and Infographics in a spreadsheet Lesson 7 Organizing Data Lesson 8 Using Data Tools	Typing.com Jasperactive/G-Metrix
17	Dec. 16-20	6&7	Access /Mos Certification /Final	Typing.com Jasperactive/G-Metrix Final Exam

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