

## **SYLLABUS**

### **Business Information Management I**

**Instructor:** Mr. Lopez

**Room:** B203

**Phone:** 956-271-1600 ext. 4141

**Email:** Use the contact me on school website



#### **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, 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:

- The objective for students is to successfully earn their Google Suite Certification
- To teach the fundamentals of Microsoft Office 365 Word
- To expose students to practical examples of using computers ethically and resourcefully.
- This Google Cloud certification in G Suite verifies proficiency in key features of the G Suite platform:
  - Drive
  - Gmail
  - Hangouts Meet
  - Docs
  - Sheets
  - Forms
  - Slides
- To develop an exercise-oriented approach that allows learning by doing.

#### **Text/Materials/Web:**

Material: All lesson material will be obtaining via Google Classroom

Other Online Sources: Typing.com, Newsela, and iCEV

Supplies: Access to your school email (username and password needed)

#### **Teaching Methods:**

1. Online Lectures: Online lectures will be conducted daily. Every student should be present in their appropriate google classroom. Class starts promptly at the given time and will be recorded. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: All assignments will be assigned via Google Classroom they will have due dates and time. You will be issued a numeric grade.
3. Exams: Exams will be given as a major grade. Short Exams will be tailored to prepare you for the G Suite Certification
4. Projects: Students will be required to complete group and individual projects online.
5. Participation: Student participation will be graded by the level of online participation and attendance.

## Grading:

### Semester Average:

<u>Assignment</u>		<u>Weight</u>
Daily Work		
Warm-up		
Participation		
Quizzes	—————→	40%
Tests		
Projects	—————→	60%

## Course Policies:

Missed Online Classes: All students are responsible to log into their appropriate online classes and visit the day they were out. All lessons will be posted. Any questions about an assignment email instructor.

Assignments: All online assignments will have a due date please make sure to adhere to the due date. You can get a visual of what is due by viewing your google calendar.

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.

Posting of Grades: All numerical grades will be posted on SKYWARD. Students and Parents are responsible for obtaining access to SKYWARD and checking it daily. Grades will also be posted in Google Classroom

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Week #	Week Of	Concepts Name	Notes
1	8/17/2020 – 8/21/2020	Routines and Procedures, Syllabus Classroom Rules and Procedures Google Classroom, Google Extensions, Google Meet, Kami, Virtual Job Shadow, Computer Basics	Typing.com, iCEV, Newsela, Google Platform, Google Activities
2	8/24/2020 – 8/28/2020	Google Drive, G Suite Skills List, Mail, Hangouts, Sheets, Create and Manage Drive Folders, Gmail,	Typing.com, iCEV, Google Platform, Google Activities
3	8/31/2020 – 9/04/2020	Google Docs Vocabulary, Paragraph Styles, Fonts, and styles, inserting images and links, changing styles, inserting images, tools and edit document text, share, and collaborate, downloading files in different formats.	Typing.com, iCEV, Google Platform, Google Activities
4	9/07/2020 – 9/11/2020	Google Sheets, duplicate sheets, add data, and format cells. Add data validation and how to sort data. Create filters and use filter views, use filters to count, add, and summarize data in a table. Sum functions, display data in a chart, use COUNTIF to generate numeric data with values.	Typing.com, iCEV, Google Platform, Google Activities
5	9/14/2020 – 9/18/2020	Google Sheets: copy sheets, use functions MIN, MAX, AND AVERAGE. Use Functions to Summarize data to calculate profit. Average Function to Analyze Sales Data. Add Conditional Formatting to Emphasize data, Insert links, images, forms, and drawing.	Typing.com, iCEV, Google Platform, Google Activities
6	9/21/2020 – 9/25/2020	Google Slides, copy and paste and linking slides. Working with text, adding transitions and animations, inserting, and editing images, insert and edit videos, work with lines and shapes. Inserting tables and creating diagrams	Typing.com, iCEV, Google Platform, Google Activities
7	9/28/2020 – 10/2/2020	Google Slides continued, working with charts, sharing your presentation, practicing Google Certification Practice Exam	Typing.com, iCEV, Google Platform, Google Activities
8	10/5/2020 – 10/9/2020	Google Slides continued, working with charts, sharing your presentation, practicing Google Certification Practice Exam	Typing.com, iCEV, Google Platform, Google Activities
9	10/12/2020 – 10/16/2020	TBD	Typing.com, iCEV, Google Platform, Google Activities

Notice This timeline is tentative and subject to changes.