SYLLABUS
Business Information Management I
Instructor: Mrs. Yolanda A. Flores
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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, 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 Microsoft Office 365 Word
- To teach the fundamentals of Google Suite
- 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: o Drive o Gmail o Hangouts Meet o Docs o Sheets o Forms o 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:

Assignment		Weight
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

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	Jan. 11-15	1	Routines and Procedures Syllabus Classroom Rules and Procedures Google class Dress for Success	Typing.com WPM Test 1
1	Jan. 11-15	1	Components of a Computer Station Parts of Computer/Inputs, Outputs, Storage Devices Evolution of Technology Now and Then	Typing.com iCEV
2	Jan. 18-22	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	Jan. 25-29	2	Functions of MS Word Lesson 1 Getting Started	Typing.com Jasperactive/G-Metrix
3	Jan. 25-29	2	Tables, Graphics, hyperlinks, header, and footers Lesson 2 Manipulation of Text	Typing.com Jasperactive/G-Metrix 9/6 1st Progress Report
4	Feb. 1-5	2	Proofreading and revising grammar Lesson 3 Formatting Text and Paragraphs Lesson 4 Formatting Documents to print	Jasperactive/G-Metrix
5	Feb. 8-12	2	Formatting text & graphics Lesson 5 Distributing documents	Typing.com Jasperactive/G-Metrix
6	Feb. 15-19	3	Business Letters and Memos/Word Expert Lesson 6 Using tables	Typing.com Jasperactive/G-Metrix
7	Feb. 22-26	3	Cover Letters and Resumes/Word Expert Lesson 7 Working with Illustrations	Jasperactive/G-Metrix 9/27 2nd Progress Report
8	Mar. 1-5		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
9	Mar. 8-12		Reports ,Emails and online Technologies Lesson 8 Working with references / Make-up on Jasperactive	**MOS Word 2019 Certification Exam**
10	Mar. 15-19		SPRING BREAK	

Notice This timeline is tentative and subject to changes.

Week #	Week Of	Concepts Name	Notes

			MOS Word 2019 Certification Exam
11	Mar. 22-26	Reports ,Emails and online Technologies Lesson 8 Working with references / Make-up on Jasperactive	
12	Mar. 29-Apr. 2	Google Drive, G Suite Skills List, Mail, Hangouts, Sheets, Create and Manage Drive Google Platform,	Typing.com, iCEV, Folders, Gmail, Google Activities
13	Apr. 5-9	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
14	Apr. 12-16	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
15	Apr. 19-23	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
16	Apr. 26-30	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
17	May 3-7	Google Slides continued, working with charts, sharing your presentation, practicing Google Certification Practice Exam	Typing.com, iCEV, Google Platform, Google Activities
18	May 10-14	Google Slides continued, working with charts, sharing your presentation, practicing Google Certification Practice Exam	Typing.com, iCEV, Google Platform, Google Activities
19-20	May 19-28	TBD	Typing.com, iCEV, Google Platform, Google Activities

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