

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 2019, Microsoft PowerPoint 2019, Microsoft Excel 2019, and Microsoft Access 2019.
- Students are encouraged to obtain Microsoft Office Specialist Certifications in MS Word and PowerPoint Specialist.
- 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 2019 so they can become more productive.
- To develop an exercise-oriented approach that allows learning by doing.

Text/Materials/Web:

Curriculum: The Shelly Cashman Series Collection, Microsoft® Office 365 & Office 2019, 1st Edition, SAM MindTap, G-Metrix and iCev

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:

<u>Assignment</u>	<u>Semester Average:</u>	<u>Weight</u>
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 Mondays and Wednesdays 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 impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requiere el Título VI de la Ley de Derechos 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. 21-25	1	Routines and Procedures Syllabus Classroom Rules and Procedures Google class All About Me Dress for Success	Typing.com WPM Test 1 DFS Presentations
2	Aug. 28- Sept. 1	1-2	Into to Computers Internal Components Storage Devices Computer Security Software Application	Typing.com WAC iCEV
3	Sept. 4-8	2	Employability Skills Maintaining Employment Work Responsibility Communication Skills Work Habits Time Management	TBA Meet the Teacher WAC iCev 3-Week Progress Report
4	Sept. 11- 15	3	SAM Word Module 1 Creating and Modifying Flyer	Typing.com WAC SAM MindTap/G-Metrix
5	Sept. 18-22	3	SAM Word Module 2 & 3 Creating a Research Paper & Business Letter	Typing.com WAC SAM MindTap/G-Metrix
6	Sept. 25-29	3-4	SAM Word Module 4 & 5 Creating a Multipage Document & Resume and Sharing Documents	Typing.com WAC SAM MindTap/G-Metrix
7	Oct. 2-6	4	SAM Word Module 5 & 6 Creating a Resume and Sharing Documents & Using Mail Merge	Typing.com WAC SAM MindTap/G-Metrix
8	Oct. 9-13	4	SAM Word Module 6, 7 & 8 Using Mail Merge, Creating a Newsletter & Using Collaborating, Integration, and Charts	Typing.com WAC SAM MindTap/G-Metrix
9	Oct. 16-20	4	SAM Word Module 8&9 Word 2019 Resume Project Using Collaborating, Integration, and Charts & Creating a Reference Document	Typing.com WAC SAM MindTap/G-Metrix
10	Oct. 23-27	4	SAM Word Module 9& 10 Creating a Reference Document &	Typing.com WAC

Week #	Week of	Unit #	Unit/Concept Name	Notes
			Creating an Online Form	SAM MindTap/G-Metrix
11	Oct. 30-Nov. 3	4	SAM Word Module 11 & Word 2019 Certification Exam Enhancing an Online Form & Using and using Macros	Typing.com WAC SAM MindTap/G-Metrix Certiport
12	Nov. 6-10	5	SAM OS Module 1-9 Windows 10 and File Folder Management Customizing and Maintaining Software Packages and Advanced Searching Techniques Windows Microsoft Edge, Security and Networking	Typing.com WAC SAM MindTap/G-Metrix
13	Nov. 13-17	6	SAM PPT Module 1-3 Creating and Editing Presentations with Pictures & Enhancing Presentations with Shapes and SmartArt & Inserting WordArt , Charts and Table	Typing.com WAC SAM MindTap/G-Metrix
	Nov. 20-24		Thanksgiving Break	
14	Nov. 27-Dec. 1	6	SAM PPT Module 4-6 Customizing Slide Master and Presentations & Collaborating and Adding Animations & Formatting Tables and Charts	Typing.com WAC SAM MindTap/G-Metrix
15	Dec. 4-8	6	SAM PPT Module 6-8 & PPT 2019 Certification Exam Formatting Tables and Charts & Enhancing Media and SmartArt & Creating Photo Albums and Delivering Presentations	Typing.com WAC SAM MindTap/G-Metrix Certiport
16	Dec. 11-15	7	SAM Excel Module 1-11	Typing.com WAC SAM MindTap/G-Metrix
17-18	Dec. 18-22	7	SAM Access Module 1-9	Typing.com WAC SAM MindTap/G-Metrix

Notice: This timeline is tentative and subject to changes.

Student Name (Print) _____ *Student Signature* _____

Parent Signature _____