**** Business Information Management (BIM) Syllabus

**INSTRUCTOR:**  **Phyllis Dallas-Morris**

**ROOM: F2**

**TUTORIALS: By appointment**

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**Course Description**

Students will 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.

**Textbook:** Shelly Cashman Series ® Microsoft ® Office 365 & Office 2019

**Grading Criteria:**

* ***Homework/Class work/Daily work*** = 50% (Sam Cengage, GMetrix, graphic organizers, quick writes, collaborative work, presentations, online learning logs,)
* ***Assessments*** = 50% (Project based assessments, quizzes and exams.)

***Late Work:***

|  |  |  |
| --- | --- | --- |
| **Days Late** | **Point Deduction** | **Calculation Examples** |
| 1 | -10 points | 100 records in gradebook as 90 (100 – 10 = 90) |
| 2 | -20 points | 100 records in gradebook as 80 (100 – 20 = 80) |
| 3 | -30 points | 100 records in gradebook as 70 (100 – 30 = 70) |
| 4+ | -40 points | 100 records in gradebook as 60 (100 – 40 = 60) or grade of zero (0) |

**Computer Lab:**

Students are expected to treat the equipment in the computer lab with care. No food or drinks are allowed in the lab. No need for cell phones. Cell phones rules apply. Students will bring laptops to class daily, forgotten laptops will result in a 0. DO NOT PLAY GAMES DURING INSTRUCTION! Headphones will be used as needed. We are here to learn and develop our skills!

**Expectations:** There are certain behaviors you should adapt and display consistently throughout the year. They are designed to support you in your classes and help you achieve success. They are:

* **Schoolwide Norms** – Be Safe, Be respectful, and Be responsible.
* **Attendance/Punctuality –** Please get to class on time, I will mark you tardy. Do not be late. If a student is absent for more than 3 days in a row, administration will be notified by attendance clerk. Students are expected to attend class, participate in class discussions, and complete all labs, assignments, and activities. If you must miss a class for any reason, you are responsible for making up the work and collecting any notes/assignments that you missed within 24 hours of returning.

* **Cellphones/Electronic Devices –** Cellphones are not allowed to be used in the classroom, during instruction. After repeated request to put away cell phones, The cellphones will be collected at the beginning of class and will be returned to students before the end of class. Parent conferences will be held for students who refuse to follow the campus expectations regarding cellphone use.
* **Dress for Success –** Follow the school’s dress code policy.

* **Hall Passes –** There will be no passes the first and last ten minutes of class. You need a pass to be outside of class. You get 6 minutes passing period, be sure to use restroom during that time. If granted a restroom break it is for 3 minutes, if you take longer than allotted time, you will lose restroom privileges.

* **Academic Honesty Policy –** Students are expected to hold themselves to high standards of integrity and academic dishonesty will not be tolerated in any form. Academic dishonesty includes but is not limited to copying another individual’s work and passing it off as your own (plagiarism) allowing another individual to copy your work, distributing or utilizing an answer key that has been shared electronically.

* **Public Speaking –** You will develop your ability to speak and present information in front of teacher and peers.
* **Certifications:** Students will be expected to take certification exams on Microsoft Office Unit (Word Expert and Excel Expert,). Students will practice extensively two weeks prior to exam window dates.

# Scope and Sequence

|  |  |
| --- | --- |
| Marking Period | Material Covered in Class |
| 1st Nine Weeks Microsoft Word 2019 | * Business Communication * Business Documents and Word Processing Technology |
| 2nd Nine Weeks Microsoft Word 2019, Introduction to Access | * Business Documents and Word Processing Technology * Using Database Software * Creating a Database * Data Mining |
| 3rd Nine Weeks Microsoft Excel 2019 | * Spreadsheets * Formulas * Functions |
| 4th Nine Weeks Microsoft PowerPoint 2019 | * Presentations and Technology * Business Communication |

I have read and fully understand the policies and procedures of the BIM Class Syllabus. I am aware that I will be held accountable for my actions as described in this document.

In addition, by affixing my signature below I agree with the following statements:

* I fully understand the policies set forth in this syllabus.
* I acknowledge and understand that my failure to abide by these policies may have significant academic consequences for which I am solely responsible.
* I acknowledge and agree that the lecture and content described by this syllabus can be changed at the discretion of the course instructor to meet the course objectives.
* I will abide by all computer lab safety and security rules.

Please fill out the Syllabus Acknowledge Form, sign, and return.

Student Name (Printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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