

## High School Career and Technical Education (CTE) Syllabus- BIM

### Class Overview:

Through the Business and Information Management (BIM) course, students are provided opportunities to complement their academic preparation while exploring a variety of careers and learning skills and concepts in the areas of business information systems, communications, computer applications and solutions, entrepreneurship and principles of business and marketing.

### Teacher Promotion Expectations:

The student will:

- earn 70% or better in the CTE class Business Information Management
- do all class projects and 'job' assignments;
- participation fully during class and
- contribute outstanding effort to the learning process.

### Benchmark Testing and Learning Surveys:

- Pre and Post Benchmark testing
- Semester Projects
- Certification testing

### College and Career Readiness skills and expectations

- Career Planning and Management
- Use of Technology Applications/Tools
- Problem Solving and Critical Thinking
- Responsibility and Flexibility
- Ethics/ Legal Responsibilities (Online Safety/Digital Citizenship)
- Leadership and Teamwork
- Technical Knowledge and Skills
- Demonstration and Application

### Assessments:

Project-based assessments

- Microsoft Office Use & proficiency
- OneDrive Account Use & proficiency
- Schoology learning management system
- Quizzes/Tests
- Teacher Observation of activities

### Supplies

*Optional:* box of Kleenex, box of Clorox wipes, bottle of sanitizer

### Resources:

*There is no single textbook for this course. Students will use numerous sources listed in Schoology/Clever App*

*Students will use a variety of software including, but not limited to, the following:*

- Microsoft Office
- Presentation/Multimedia tools
- Graphic design software (ie. Canva)

# High School Career and Technical Education (CTE) Syllabus- BIM

## Term Grading:

Category name	% Weight
Daily Grades	50%
Major Grades	50%

## Classroom Expectations

### Campus/Classroom Behavior Management

\*\*Points may be subtracted for disruptions or off task behavior. It will be assumed that you are having a hard time and you need a reminder to respect the classroom environment. A verbal reminder of the appropriate behavior will be given to you. It will be your signal that you are in charge of your own behavior. If you choose to continue to disrupt the class you will be asked to move seats. If you can manage to get back on track, there will be no consequences. Further disruptions to the learning environment will result in a write-up.

### CONSEQUENCES

**Intervention 1-3:** Verbal Warning (3)/Lunch Detention

**Intervention 4:** Parent/Teacher Conference/ Detention-ISS

**Intervention 5:** Office Referral (Skyward Referral)

### Daily Routines:

*Students are expected to...*

- Go to the Restroom **BEFORE** class
- When entering the classroom...
  - ✓ READ the agenda projection screen
  - ✓ login to personal account
  - ✓ begin with **DO NOW: 10 minute typing warm-up** /Bell-Ringer Activity
  - ✓ Login to Schoology Group and continue with assigned activity once instructions have been given
- During teacher's class discussion, "**Thumbs Up/Thumbs Down**" —During/after discussion teacher will ask Thumbs Up/Down to check for understanding; If you have 'Thumbs Down' wait until the teacher comes to you to help.
- You are required to be on your **assigned work** and **not on any other program, online game or watching videos**, unless it is part of the class/teacher-approved.

### Professionalism:

- Please arrive to class **ON TIME**.
- If you are late, it will be marked in Skyward. Three tardies result in detention.
- Respect Teacher, Students, Visitors, and school property. **Track the speaker:** 'Eyes and ears' on teacher only, instead of being busy with your computer.
  - ✓ No talking or getting up while teacher is lecturing. No talking while others are presenting.
- **NO PROFANITY**. We are practicing professionalism and expected to act as such.
- During group work, discussion is encouraged. Everyone participates!

### Classroom Management

- **RESTROOM PASS:** Each student will be allowed restroom EMERGENCY ONLY passes. Students are expected to use the nearest restroom **BEFORE** class.
  - Restroom passes **will not** be allowed the **first/ last 10 minutes** of class.
- *After completing your assigned work, save it to your class OneDrive folder with a proper name. Works which are not saved or not properly named will have points taken off.*
- *Students who have completed assignment earlier will have privilege of choice activities.*

**High School Career and Technical Education (CTE) Syllabus- BIM**

- *When you are dismissed by the teacher, you are to save any unsaved work, log off your account, leave the mouse and keyboard neatly, **push your chair back to its place before you leave the class.** Remember, the teacher, not the bell, will dismiss you. **Do not leave without teacher's permission.***
- *If you are absent, it is your responsibility to ask how to make up your missing work.*

**Student:**

I, \_\_\_\_\_ have read the attached classroom guidelines and course expectations for Ms. Robinson's class and I agree that it is important to play an active role in my education.

**Date:** \_\_\_\_\_

**Signature** \_\_\_\_\_

## High School Career and Technical Education (CTE) Syllabus- BIM

Approximate Dates	Unit	Unit Description
08/8-08/12	Intro	<b>Introduction &amp; Class Overview</b> Classroom policies and procedures; school policies; what we will learn and why; AUP; Syllabus review & acknowledgement
8/13	Unit 1	<b>Computer Basics</b> Proper terminology; components; basic maintenance
8/20	Unit 2	<b>Word Processing, Business Document Formatting &amp; Keyboarding skills review</b> ; Microsoft Word; basic and advanced formatting and document appearance
November 8-22		<b>MOS Word Expert Certification Testing Window</b>
12/2	Unit 3	<b>Spreadsheet Basics</b> Excel formatting and functionality; formulas and cell references; setting up for printing
March 24 – April 4		<b>MOS Excel Expert Certification Test Window</b>
3/17	Unit 4	<b>Powerful Presentations &amp; Using Media; Advertising, Special Events and Promotion</b> Intro to formatting and functionality; inserting graphics and audio; transitions and other finishing touches
4/7	Unit 5	<b>Desktop Publishing Software</b> Logo design, business card, letterhead, video, and flyer creation which will include items such as charts, tables, and graphics as well as reliable, referenced sources.
4/29	Unit 6	<b>'All About Me' College/Career Communications Plan:</b> Create a combined presentation about you and your career goals to create a communications plan in the workplace.