Business Information Management I
Course Overview and Syllabus
Coach McClanahan – Room N201
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Course Description and Outline
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.

Nine-Week Period	Unit Name	Estimated Time Frame
1st Nine Weeks	Project Open House - Publisher	1 wk
	Creating Documents with Word 20010	1 wk
	Formatting and Organizing Text	1 wk
	Tables; Tab Stops; Columns	2 wks
	Special Documents; Graphics; Mail Merge	2 wks
	Data Mining; Internet Searches	1 wk
	Creating Worksheets and Charting Data	1 wk
2nd Nine Weeks	Getting Started with PowerPoint	1 wk
	Designing Effective PowerPoint Presentations	2 wks
	Enhancing a Presentation with Animation, Tables, and Charts	3 wks
	MOS Testing PP and Word	1 wk
	Review and Semester Exams	2 wks
3rd Nine Weeks	Creating Worksheets and Charting Data	1 wk
	Managing Workbooks; Analyzing Data; Using Basic Functions	1 wk
	Using Advanced Functions and Tables	1 wk
	Introduction to Access Databases and Tables	2 wks
	Sorting and Queries in a Database	2 wks
	Forms, Filters, and Reports from a Database	2 wks
4th Nine Weeks	Review all TEKS for MOS Certification	2 wks
	STAR EOC Testing	1 wk
	Business Plan Design and Implementation	6 wks
	Review and Semester Exams	1 wk

Supplies Needed
Folder or binder with pockets, notebook or paper, pen or pencil (no red ink please).

Grading Procedure
Each 9 weeks grading period should consist of a minimum of 14 graded items.

At least 11 Minor Grades: Daily work, class work, homework, quizzes, etc.

At least 3 Major Grades: Exams, projects, etc. See the RPHS student handbook supplement for the major grade late work policy. **Retesting will be made available for students scoring less than 75% on a major exam. Students must attend a tutorial session or complete other approved remediation activities prior to taking the test. The maximum score that may be earned on a retest is 75%.**

Minor Grade Late Work Policy
Students will be informed of specific time lines and due dates for assignments. Work is to be handed in on the day it is due. Ten points will be deducted from the final assignment grade for each day the work is late-up to 50 points. No late work will be accepted three days before the end of any grading cycle. **Students are responsible for asking for missed work when they return to class after an absence.**

Conference/Extra Help/Make Up Work
Business subject tutorials will be held before school from 7:00 – 7:20, students may make arrangements to come in for tutoring or makeup work on other days after school, or during my conference time (6th period). The best way for parents to reach me is through the email address at the top of this document.