Business Information Management I Syllabus

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Course Description

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. Students will have the opportunity to achieve Microsoft Office Certifications (Word and Excel Expert).

Course Outline

The Course Outline and other class information can be found on the Clever/NGLSYNC/SAM/Cengage resource, Schoology and Skyward.

Supplies Needed

In addition to their laptop, students need a folder or binder with pockets, notebook or paper, pen or pencil (no red ink please).

Restroom Pass

There are to be no passes after the first 10 minutes of class and during the last 10 minutes of class. To use the restroom pass, you must leave your device on my desk. Pass usage is "as needed" and will not become a daily routine for students. Abuse of the restroom pass will result in loss of pass privileges.

Grading Procedures

Grades will consist of "Daily Grades" and "Major Grades."
Absences and Make-Up Work: Students that miss a school day will have one school day to complete missed assignments. All missing assignments will be initially scored a zero and "missing" in Skyward, regardless of reason. *Students are responsible for obtaining materials and instructions for missed work. Assignments are posted in Schoology and Skyward.*

The late work policy for daily grades: On the first late day, the student may earn no more than a score of 90. On the second late day the student may earn no higher than a score of 80. No daily work over 10 school days late will be accepted and the assignment will receive a score of 0.

The late work policy for major grades: On the first late day, the student may earn no more than a score of 90. On each following late day the student's possible score will decrease by 10 points. If a student fails to turn in a major-grade assignment after **10 days**, the score will be 0.
No late work will be accepted 3 days before the end of any grading cycle.

Test Retaking Policy

If students earn a grade lower than a 75 on a test, they can retake that test one time and earn up to a 75 on the retake. Students must first attend a tutorial session or complete an alternative assignment before they can retake a test. Students will have *5 school days* from the date of the original test to complete the tutorial session/alternative assignment and retake the test.

Tutorials and Extra Help

I am available for tutorials Wednesdays from 7am to 7:30am and 2:45pm to 3:15pm.

Parent Conference

To schedule a conference, please contact me in advance by phone or email (located at the top of page 1). I am available daily during 6th period. Please contact the front office at 281-634-2600 for campus visitor's procedures and policies.

Coach Slanina's Classroom Expectations and Policies

1. Students are required to adhere to the **FBISD Code of Conduct** at all times. Students that violate the code will be subject to disciplinary consequences that can be administered by the student's teacher and principal.

2. Students are expected to adhere to **FBISD Dress Codes** policies at all times. Students that are in violation of dress code will be issued a dress-code referral.

3. Students are required to have with them their current **EHS ID badges** *AT ALL TIMES*. Students that do not have their ID badges will be sent to their principal's office.

4. Students are expected to be **in class on time**. Students that are tardy have to be escorted to class by EHS tardy-team members or have a pass from the attendance office.

5. Students are to **remain in their seats**, unless instructed otherwise.

6. Students are expected to follow the **Computer Lab Rules** for computer and Internet usage. Students that violate the rules will be subject to detentions, loss-of-use privileges, discipline referrals, and parent/guardian contact.

7. Students are expected to have the **proper materials** in class with them every day. Students that are not prepared for class will subject to detentions and parent/guardian contact.

8. Students are expected to turn in their **assignments on time**. Please refer to the Course Overview and Syllabus for late and make-up work policies.

9. Students are expected to **participate in class**. Students that do not participate in class will be subject to detention and parent/guardian contact.

10. *Students are expected to have fun and learn!*

COMPUTER LAB RULES

An **Acceptable Use Policy** form must be on file for all Fort Bend ISD students. Without AUP clearance you will not have access to any computer on Elkins' campus.

Remember: Never share your User ID or password with any other students.

A teacher must be in the classroom when computers are in use. **Computer use may be forbidden on days when a substitute teacher is in the classroom.**

No internet access without teacher permission. Using the internet or computer for non-academic purposes or visiting forbidden internet sites could result in suspension of computer use indefinitely. Do not download internet files - including music files or games - without teacher permission.

Students **may not access personal email** accounts using school equipment unless supervised by a teacher.

Treat equipment, furniture, textbooks, and each other (and the teacher☺) with respect. Any student tampering with or intentionally defacing EHS property will be dealt with according to campus policy…see your student handbook for details.

**Refrain from eating, drinking, or gum chewing in the lab. ***Only water will be allowed in the lab and it must be placed on the table by the door.

Lab seating will be assigned. You are responsible for reporting problems or issues with the computer at your station. Please let the teacher know immediately if there is a problem…students will be held responsible for damage to computer equipment, lab furniture, textbooks, and lab materials.

All work will be saved and shared through students' OneDrive Printers are for business classroom use only, therefore, personal documents or documents for other classes may be printed with teacher permission only. Personal storage devices or flash drives may be used only when approved and scanned by the teacher.

Smart phones/tablets/laptops will be used for educational purposes only and with permission from the teacher! Personal headphones or listening devices are forbidden unless supervised by the teacher. **You may charge your device at the charging station only!**

Fort Bend ISD Policy will be followed at all times…refer to your student handbook.