 **Dulles High School**

**Course Syllabus**

**Business Information Management 1 (BIM 1)**

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| **Instructor:** Mr. Byron Bray II  | **Room:** B111 |
| **Phone:** 281-634-5600 | **Periods:** 1st, 7th  |
| **Email:** Byron.Bray@fortbendisd.com | **Conference:** 3rd  |

**Course Description**

In this course, students will be introduced to the use of the computer in a business setting. Office applications include word processing, spreadsheet, database and graphics programs. Students will learn to use the applications to analyze and solve basic business problems. Students will also have the opportunity to become certified a Microsoft Office Specialist.

**Topics Covered**

Computer Basics Microsoft Word Microsoft PowerPoint

Microsoft Excel Microsoft Access Microsoft Publisher

Business Ethics  Professional Communication

**Accessing Course Content**

Students can access course content (such as course syllabus, unit lessons, assignments) on Mr. Bray’s Schoology Page.

**Supplies Needed**

* Blue or Black Pens **ONLY** / Pencils 🗹 Notebook Paper 🗹 1 – Notebook/Binder

**Grading (per nine weeks)**

* **Major Grades (50%)** – **Minimum of 3 per nine weeks**

Tests Research Papers Projects Presentations

* **Daily Grades (50%)** – **Minimum of 9 per nine weeks**

Daily Assignments Quizzes Class Participation

* Tutoring is available after school on Mondays from 6:30AM-7:00AM and Wednesdays from 3:00PM-4:00PM. After school appointments available other days upon request.
* Per FBISD policy, if a student receives a 75 or lower on a major exam/test, students may re-test. **Students MUST attend a tutorial session prior to the re-test. The maximum score on the re-test is 75%**.

**Attendance / Tardies**

* You are expected to come to class on time.
* If you are tardy, please report to the nearest tardy station. Once you have been escorted to the class, **YOU MUST SIGN IN ON THE CLASS TARDY LOG**.

**Class Restroom Pass**

* Each nine weeks, you will receive one (1) Restroom Pass. **IF YOU LOSE YOUR PASS, YOU WILL NOT RECEIVE A NEW ONE.**
* Your pass will allow you to use the restroom **up to five (5) times per nine weeks**.
* Each time you use your pass, **one square will be removed**. Once your pass is full, you will not receive another one.
* Passes will be collected at the end each nine-week cycle.

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| **Late Work Policy** |
| **10 points will be deducted for each day an assignment is turned in after the posted due date** |
| **Assignments (daily and/or major) will be accepted up to 3 days late. After that, students will receive a zero on that assignment.** |

**Make-Up Work**

* All students are responsible for completing all assignments given.
* The student is responsible for receiving any make-up work if he/she has been absent.
* **A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.**
* **You have the same number of days you missed to make-up the assignment. (Ex. If you miss 1 day, you have 1 day to make-up the assignment.)**

**Digital Citizenship/Acceptable Use Policy (as stated in the Student Handbook)**

* Students will use the computers to conduct research and/or complete assignments as needed.
* All students are responsible for reading and understanding what is contained this policy. **Students will be tested on their knowledge of this information before you are allowed to use the class computers.**

**Discipline Procedures**

* **Minor Offenses (see Class Expectations & Student Code of Conduct)**

1st Offense – Warning

2nd Offense – Parent Contact; Lunch Detention

3rd Offense – Parent Contact; Loss of computer privileges for 3 days

4th Offense – Discipline Referral; Parent Contact

* **Serious behaviors or offenses will result in an automatic referral. This includes fighting, repeated insubordination, and severe disruptive behavior.**

**Cell Phones/Electronic Devices**

* Phones must be placed in your **backpack**.
* Students **may charge phones during the class period.**
* Students may only use phones when instructed by the teacher.
* **Phones remain in the backpack or charged at all other times.**
* **Students are ultimately responsible for their phones.**
* If a student is caught using their cell phone inappropriately, the following procedures will occur:

1st Offense – Warning; Student will be directed to put the device away.

2nd Offense - Confiscation of phone for the remainder of class; Parent Contact

3rd Offense – Confiscation of phone to office, $15 fine; Parent Contact (Parent can pick up after school)

***\*\*\*All cell phone refusals will result in an automatic disciplinary referral\*\*\****

**Other Key Expectations**

* **Refrain from eating, drinking, or gum chewing in the lab.** Only water bottles are allowed.
* **Lab seating is choice… FOR NOW. Please do NOT make me have to do assigned seating**. 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, SAM Cengage, and/or Schoology.** Personal storage devices or flash drives may be used only when approved and scanned by the teacher.