

Business Information Management



2018-2019 School Years

Hightower High School
3333 Hurricane Lane
Missouri City, TX 77459
Phone: 281-634-8676

Mrs. Bhola
Contact Info: 281-634-8676
Conference Pd: 2nd
Email: wendy.bhola@fortbendisd.com

Course Overview:

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.

Knowledge and Skills:

The Student is expected to:

- demonstrate collaboration skills through teamwork;
- move files in the computer operating system;
- create directories; and save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software;
- identify customary styles of business documents;
- improve touch-system skills using the keyboard and keypad to input data;
- use hardware and software needed to produce documents to address different computer applications;
- produce business documents, including business letters, resumes, research papers, and newsletters;
- edit a variety of written documents;
- insert and edit objects such as tables, graphics, hyperlinks, headers, and footers into a document;
- prepare and distribute personalized correspondence using mail merge; and
- use online word-processing technologies to create, edit, and share documents.

Text Book: Shelly Cashman Microsoft Office 365, Office 2016

Supplies: Blue or black pens, composition notebook, etc.

Test days: To be announced by Teacher

Grading System:

100 – 90 = A

89 – 80 = B

70 – 79 = C

69 & below F

Major grade are 50% of nine weeks grade

Consist of exams, projects, reports, etc.

Daily grades are 50% of nine weeks grade

Consist of quizzes, worksheets, article summaries, etc.

Make-Up Work: All work must be made up according to the policy stated in your student handbook.

Late Work: See campus late work policy

This class will be run in a professional manner. All school rules will be strictly enforced in addition to below:

Behavior Expectations:

- Students should be on time and in their seats when the tardy bell rings.
- Students should not sleep or eat in the classroom.
- Student should not leave class without permission from the teacher. Permission will be given only in case of an emergency. Failure to adhere to this will result in disciplinary action.
- Students are to respect school property. Do not write on or mutilate computer/lab equipment, books, or desks/tables.
- Litter should be disposed of properly. Please keep a clean work area.
- Students should remain seated and on task unless instructed to do otherwise.
- Students should respect others' opinions.
- Any disruptive behavior will be handled according to school guidelines. In **ALL** cases, parents will be notified,
- The teacher will dismiss the class-not the bell-stay in your seat until you are dismissed.
- Any cell phone that is visible or that rings during class will be taken up and turned in to an administrator.

Miscellaneous: Cheating is not allowed – do your own work! A zero will be earned if you are caught cheating. Cheating will also be documented and sent to the appropriate assistant principal.