



Nueces Canyon JH/HS

BUSINESS INFORMATION MANAGEMENT I & II

Mr. Vernor

2021-22

✦ bvernor@nccisd.net ✦ (830)261-0090 ✦ Room – Computer Lab ✦

COURSE DESCRIPTION: These courses are designed to develop technology skills with applications to personal or business situations. BIM I focuses on word processing, electronic spreadsheets, databases, telecommunications, desktop publishing, presentation management, networking, and the Internet. BIM II students complete the course with an advanced level skill in word processing, presentation management, spreadsheet, and database applications. BIM I prepares students for Microsoft Office Specialist Core Certification and BIM II prepares for the Microsoft Office Specialist Expert Certification.

COURSE OBJECTIVES:

1. Develop skills for success in the workplace.
2. Develop skills necessary to address a changing business environment
3. Create word processing documents.
4. Develop a spreadsheet.
5. Formulate a database.
6. Analyze and implement appropriate tools to address business needs.
7. Make an electronic presentation using the appropriate software.
8. Use of problem-solving to meet project deadlines.

REQUIRED MATERIALS:

- Pencil or Pen
- Paper
- ½ inch notebook

TEXTBOOKS AND SUPPLEMENTARY MATERIALS:

Learning Microsoft Office 365 - 2016

Microsoft Business Certification GMetrix Series - Word, Excel, Access, and PowerPoint

GRADING PROCEDURES:

Formative Grades — 60%

Daily Grades

Summative Grades — 40%

End of Unit Questions

Tests/Projects/Quizzes

- **Daily Grades** – Daily exercises, lessons, and lab activities including warm-ups.
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- **End of Unit Questions** – Questions from every unit will be turned in. This information will be used to evaluate how well students learned the material in the unit or if more time needs to be spent on the unit and may count as Daily Grades or Quizzes based on teacher discretion.

- **Tests/Projects** – Skills tests will be given in class, as well as practice certification tests. Major assignments and projects will be given to monitor comprehension of a given application.

CLASS WORK/HOMEWORK POLICY: It is the student's responsibility to keep track of assignments. Most work will be completed in class. Homework is rarely assigned due to possible computer/software complications at home.

MAKE-UP WORK:

Unscheduled: It is the responsibility of the student to get all assignments after returning from an unscheduled absence. This needs to be done at the beginning of class the first day back. Any quizzes or tests missed during an absence will be made up before or after school up to two days after your return unless other arrangements are made with me.

Scheduled absences: Scheduled absences such as stock shows, sporting events, UIL, and doctor's appointments will require planning on the student's part to insure that their work is still turned in by the assignment deadline.

LATE WORK: Late assignments may be granted additional time under extenuating circumstances but normally will be penalized 30 points for one day late and 50 points for 2 days late.

Cheating--Plagiarism--Academic Dishonesty (Student Handbook)

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty will be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. A student found to have engaged in academic dishonesty will be subject to disciplinary penalties per the SCC [two days], as well as, academic penalties. Teachers who have reason to believe a student has engaged in cheating or academic dishonesty will assign a zero for the work in question.

What it is - *Plagiarism* is a form of academic dishonesty in which *you use other people's words or ideas* (pictures, art, charts, graphs, computations, scientific data, music, etc.) *as your own by failing to credit the others at all or by improperly crediting them.* If you use someone else's exact words, you must put quotation marks around them and give the person credit by revealing the source in a citation. Even if you revise, rearrange, or paraphrase the words of others or just use their ideas, you still must give them credit instead of pretending the words or ideas are your own. Your teachers will instruct you how to properly credit your sources.

While some plagiarism is obviously intentional and some might be considered unintentional (missing or improper citation due to carelessness, often because of hurrying to do an assignment at the last minute), both types are still subject to the same penalties.

COMPUTER CARE: The computers in this room are the property of the school. It is each student's responsibility to maintain his or her computer station. DO NOT write on the computer, mouse pad, or desk. DO NOT change the settings or features on the computer. Each day check your work area when you get to class. Notify me immediately if any changes have occurred. DO NOT bring any food or drinks into the classroom.

PARENT/TEACHER CONFERENCE: Parent feedback and questions are welcome. I can be reached by email at bvernor@nccisd.net.

Business Information Management I & II
Contact Information

Student Information: Course: _____ Period: _____

First name: _____ Last name: _____

Address: _____

Parent/Guardian name(s): _____

Home phone: _____ Student cell phone: _____

Father's cell phone _____ Work phone: _____

Mother's cell phone _____ Work phone: _____

Parent's email: _____

Best way to contact parent: _____

Best way to contact student: _____

Tell me anything I should know about your strengths, weaknesses, likes or dislikes of this subject.

What extracurricular activities are you involved in?

I _____ have read and understand all of the expectations listed above
(student's printed name)

for the BIM I or BIM II Class

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student's signature

parent's signature