**[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCMrtwMacuscCFQtbkgodP5oEaw&url=http://www.sharylandisd.org/Page/657&ei=yh_XVcpgi7bJBL-0ktgG&psig=AFQjCNETg4E-YaPGn55PxlRir00JIAlxKw&ust=1440248130121533)Business Information Management I**

**BIM I**

Teacher: Mrs. Diana Alcala

Room: 401

Email: [dalcala@sharylandisd.org](mailto:dalcala@sharylandisd.org)

Phone: 580-5300 Ext. 1428

**Schedule:** 1st. Block – BIM 1

2nd. Block- Planning

Lunch A

3rd. Block- BIM 1

4th. Block- Principals of Information Technology

5th. Block- BIM 2

**Course Description:** BIM is a one-credit computer course. Student implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce and/or postsecondary education. Students apply technical skills to address business applications of emerging technologies. Students will identify and apply word-processing skills, PowerPoint, Excel and Access database.

**Tutoring:** Tuesday’s or Thursday’s from 7:30-8:00 AM or by appointment. You are responsible to make arrangements to come in to make-up missing work due to absences.

**Software:**

* Windows XP
* Microsoft Office Suite 2016

\*Word \*PowerPoint \* Excel \*Access

* Microsoft Internet Explorer
* Google Chrome
* Microtype by South-Western Publishing/ Typing Web
* iCEV
* G-Metrix
* Console 8

**Grading Policy:**

60 % Major Assignments (Tests, Projects)

40% Minor Assignments (Daily Grades, Homework, Quizzes)

**Certification:**

Microsoft Office Specialist Certification (MOS) – MS Word & MS PowerPoint

Qualifying Criteria: 85% score or higher on class grade and 80% score or higher on 3 practice exams

**Ex-Credit**

* Classroom Supplies: 5 points each item (will apply to any daily assignment max. 25 pts)
  + Kleenex, Sanitizer, Clorox wipes, napkins, pens, pencils, Ziploc bags, plates …
* Dress For Success (Wednesdays Only) 100 grade per week (applied as an extra credit grade)

**Final Exams**

1st. Mid-Term Exam – Comprehensive Exam

2nd. Term Exam – Comprehensive Exam