**SYLLABUS**

**Business Information Management II**

**Instructor:** **Diana Alcala**

**Room:**

**Phone: 956-580-5300 ext. 1428**

**Tutoring: Tuesdays and Thursdays 7:30-8:00 am**

**Conference: 8:05-9:36 am**



**Course Description:**

BIM is a one-credit computer course. This course is for students grades 10-12 with prerequisite in BIM 1. 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 professional/employability skills, project management process, delivering formal and informal presentations, public relations and preparing professional electronic portfolio.

**Course Outcomes:**

The objectives of this offering are to:

* To teach the fundamentals of, Microsoft Word 2016, Microsoft PowerPoint 2016, Microsoft Excel 2016, and Microsoft Access 2016
* To expose students to practical examples of the computer as a useful tool
* To acquaint students with the proper procedures to create documents, presentations, worksheets, and databases suitable for coursework, professional purposes, and personal use
* To help students discover the underlying functionality of Office 2016 so they can become more productive
* To develop an exercise-oriented approach that allows learning by doing.
* Learn and create e-portfolios by creating, resumes, cover letters, college applications, references etc.

**Text/Materials/Web:**

Text: *Microsoft Office 2016: Introductory* (

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

Online Materials: [www.icev.com](http://www.icev.com), [www.japseractive](http://www.japseractive). [www.gmetrix.com](http://www.gmetrix.com)

**Teaching Methods:**

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: End of chapter activities and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
3. Quizzes: Occasional unannounced quizzes will be given to help ensure students keep up with assigned material.
4. Exams:Exams will be given as a major grade after every unit.
5. Projects: Students will be required to complete group and individual projects.
6. Participation: Student participation will be graded by the level of class participation and attendance. 

**Grading:**

**Semester Average:**

Assignment Weight

Daily Work

Warm-up

Quizzes 40%

Tests

Projects 60%

**Exames:**  1st. Mid-Term Exam– Comprehensive Exam

2nd. Term Exam – Comprehensive Exam

**Extra 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)

**Course Policies:**

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his conference period in person or email.

Assignments: All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

Posting of Grades: All grades will be posted on SKYWARD. Students and Parents are responsible for obtaining access to SKYWARD and checking it on a daily basis.

Tutoring: Tutoring will be available on Tuesdays and Thursdays from 4-4:30pm upon request.

Disclaimer: It is the policy of Sharyland ISD not to discriminate on the basis of race, color, national orinig, sex or handicap in its vocaitoinal programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma del distrito de Sharyland ISD no discriminar por motivos de raza, color, origen nacional, sexo o impedimiento en sus programs servicios o actividades vocacionales, tal como lo requiere el Titulo VI de la Ley de Deprechos Civiles de 1964, segun enmienda, el Titulo IX de las Emmiendas en la Educacion de 1972, y la Seccion 504 de la ley de Rehabilitacion de 1973, segun enmienda.

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| **Week #** | **Unit #** | **Unit Name/Concept** | **Notes** |
| 1 |  | Intro/Rules/Expectations/Classroom Contract | Intro. to BIM 2/ Classroom Syllabus |
| 2 | 1 | Business Communication | Communication in the workplace |
| 3 | 2 | Electronic Portfolios | E-Portfolio/Google Sites |
| 4 | 2 | Electronic Portfolios | Resumes/Cover Letters/Reference Letter/Letters of Recommendation |
| 5 | 2 | Electronic Portfolios | College Application/Mission Statement/Philosophy/ Transcript |
| 6 | 3 | Business Documents and Word Processing Technology | Business Envelopes/Labels/ Business Interest Reports |
| 7 | 3 | Business Documents and Word Processing Technology | Formatting Documents/Newsletters/Macros |
| 8 | 3 | Business Documents and Word Processing Technology | Mid-Term/Jasperactive/G-Metrix |
| 9 | 3 | Business Documents and Word Processing Technology | Jasperactive/G-Metrix/MOS Certification |
| 10 | 4 | Spreadsheets | Classroom Inventory/Grocery List/Charity Donations |
| 11 | 4 | Spreadsheets | Personal Budgets/Jasperactive |
| 12 | 4 | Spreadsheets | Jasperactive/G-Metrix/MOS |
| 13 | 5 | Creating a Database | Voc./Notes/Access IT! Activities |
| 14 | 5 | Creating a Database | SHS Faculty Database/Jasperactive |
| 15 | 5 | Creating a Database | Jasperactive/G-Metrix/MOS |
| 16 | 6 | Presentations | Movies/Family Tree Coat of Arms Presentation/Jasperactive |
| 17 | 6 | Presentations | Final/G-Metrix/MOS |