

**Goals and Objectives for BIM, Business Information Management**

**GOALS**

The very first goal for **every student** should be to earn high school and college credits from this course! Students will implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce and post-secondary 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 the appropriate software.

**OBJECTIVES**

**SEMESTER 1**

**Unit 1 - Course Introduction, Intro to Business & Career Cruising** (2 weeks)

 Objective 1: Career development exploration (10c)

 Objective 2: Identify management information requirements and business needs (2a)

 Objective 3: The student coordinates information management and business management to aid in

business planning. (1a-c)

Objective 4: Able to create and move files and directories in the computer operating system (4a/b)

 Objective 5: Improve touch-system skills using the keyboard and keypad to input data. (5b)

**Unit 2 - Word Processing** (MS Publisher, MS Word and Google Docs) (9 weeks)

Objective 1: Able to identify customary styles of business documents (5a)

Objective 2: Use hardware and software flexibility needed to produce documents to address different computer applications (5c)

Objective 3: Demonstrate writing techniques generating ideas and gathering information relevant to the topic and purpose, maintaining accurate records of outside sources (5d)

Objective 4: Improve touch-system skills using the keyboard and keypad to input data. (5b)

Objective 5: Have all students take the CertiPrep Word Practice tests and those that get 80%+ will take the **CertiPort Exam**.

**Unit 3 - Electronic Presentation** (MS PowerPoint and Prezi) (4 weeks)

Objective 1: The student applies presentation management technology (12a-c)

Objective 2: Improve touch-system skills using the keyboard and keypad to input data. (5b)

Objective 3: Have all students take the CertiPrep PowerPoint Practice tests and those that get 80%+ will

take the **CertiPort Exam**.

**SEMESTER 2**

**Unit 4 - Spreadsheet** (MS Excel and Google Docs) (8 weeks)

 Objective 1: Able to use of formula within spreadsheets (11a)

Objective 2: Able to formulate and produce solutions to a variety of business problems. (11b)

Objective 3: Improve touch-system skills using the keyboard and keypad to input data. (5b)

Objective 4: Have all students take the CertiPrep Excel Practice tests and those that get 80%+ will take the **CertiPort Exam**.

**Unit 5 - Database** (MS Access) (4 weeks)

Objective 1: The student identifies database software to create databases that facilitate business decision making. (6a-i)

Objective 2: The student applies data entry techniques to enter information in databases. (7a-g)

 Objective 3: The student uses commands to retrieve data and create reports from databases. (8a-d)

Objective 4: The student applies data mining methods to acquire pertinent information for business decision making. (9a-e)

Objective 5: The student creates user interface form for easier entry of data (7f)

Objective 6: **CertiPort Exam** & Improve touch-system skills using the keyboard and keypad to input data. (5b)

**Unit 6 - Cumulative Business Project** (Dream Team, The Hub, Skateboards, Inc. The Teen Entrepreneur or other cumulative business project) (last 5 weeks)

Objective 1: The student coordinates information management and business management to aid in business planning (1a-c)

Objective 2: The student enhances usability of systems operations to support business strategies and operations (2a-b)

Objective 3: The student analyzes available software packages for use in business settings. (3a-e)

Objective 4: The student uses project management processes to plan a business project. (10a-b)

Objective 5: **CertiPort Exam** & Improve touch-system skills using the keyboard and keypad to input data. (5b)

**Make-up work**

Make-up work consists of assignments given while the student was absent excluding warm-ups. This does not include assignments due while absent, which should be turned in on the day of return to school. Make-up work necessitated by absences will be due within 5 school days of the student’s return to school.

Late work is work consisting of assignments not turned in on time although the student was present. 10% will be taken off the score (per day) for every assignment that is late. Students must to finish work to be successful on later assignments. All assignments can be corrected to receive 70% of points earned on the assignment.

All work during a marking period is due by the end of the marking period to receive credit. Work for a previous marking period will not be accepted.

**Attendance**

It is important that students are here and are actively engaged with the course material, whether note-taking, working with technology, sketching and brainstorming, or working on specific assigned projects. Students will be marked absent or tardy in accordance with Hernandez MS policies.

**Equipment**

Students will be required to supply their own writing utensils and spiral notebook or binder with notebook paper (it will only be a small part of the notebook and I will also provide scratch paper). Students will be charged for the cost of repairing or replacing of intentional misuse or destruction of tools, equipment, or projects.

**Classroom Expectations**

1. Be in your assigned seat when the tardy bell rings and stay there unless otherwise told.

2. Be prepared for class with materials, assignments and a positive attitude.

3. Follow all teacher directions immediately.

4. Be respectful to all and expect respect from others.

5. NO FOOD OR DRINK in class (a water bottle with a lid is acceptable)

**Grading:**

Our grading scale will follow RRISD policy and is listed below.

A 100 - 90%

B 89 – 80%

C 79 – 70%

D 69 – 60%

F 59% and lower

**Internet Support:** Check the class Web page for additional information about Office 2013, or to post a question about this course. Additionally, class projects, information, and reminders will be on our google classroom webpage.

<http://smosnasclass.weebly.com/bim.html> Google classroom information will be distributed to students and parents \***Parents please attend back to school night 08/28/18 @5:30pm** \*

**Incomplete Policy:** Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

**Academic Dishonesty:** Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or disciplinary action. 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 help one another, but each student is responsible for completing their own work.

**BIM**

**Student and Parent Syllabus Signature Page**

**Hernandez Middle School**

**Mr. Smosna Room: 618**

I have read, I understand, and agree to the terms outlined in this syllabus. I agree to meet all deadlines and complete all assigned work to the best of my ability. **I understand that this is a demanding course and will require my full focus, and that with correct completion of this course I will receive high school & college credits.**

**Student signature Date**

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**Parent signature Date**

**Home phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_