

BIM II COURSE SYLLABUS

Business Information Management II

Instructor: Norma A. Payan
Room: H-100
Phone: 915.877.7837
Conference: 10 – 11 a.m. M-F
Email: npayan@cantuillo-isd.org
Web url: www.epsilen.com/npayan



NOTE: Business Information Management II is an *articulated* course (both locally and statewide), meaning students who maintain an 80 average in the course can apply within 15 months of high school graduation to *possibly* receive college credit for the course at participating two year colleges. For more information, go to http://www.atctexas.org/atc_students.asp.

COURSE DESCRIPTION

- A. OBJECTIVE: BIM II focuses on the mastery of technology skills required for successful completion of Microsoft Office Specialist certifications, the globally recognized standard that validates computer desktop skills. The Microsoft Office Specialist program is meeting the demand for employees with "job-ready" skills for the global workplace. These Specialist certifications recognize and validate expertise and skills with Microsoft Office programs. Employers around the world prefer job applicants who have earned these certificates over those who have not.
- B. TOPICS TO BE COVERED: Please refer to www.epsilen.com/npayan lessons.
- C. TEXT(S) AND MATERIAL
Text: Microsoft® Office 2010 Certification Prep, 1st Edition Laura Story; Dawna Walls
Software: Microsoft Office 2010, SAM 2010
Material: Ear piece for Lab work, 2 in. binder with pockets, 5 pack dividers
- D. Course Length: 2 semesters

COURSE GOALS

- Explore Advanced Features of Microsoft Office 2010: Word, Excel, PowerPoint, and Access
- Plan projects considering time and resource management utilizing current and emerging technologies
- Creation of an ePortfolio using Project Share
- Apply learned technology to education and real life experiences
- Exhibit productive work habits and attitudes
- Demonstrate effective time management skills

INSTRUCTIONAL FOCUS

Instruction is geared toward preparing students for the "real world" and what is acceptable in today's business environments. The instructor makes every attempt to maintain a business-like classroom environment in order to more adequately prepare students for successful performance in future business employment. Emphasis is placed on universal employer expectations: ***the on-time completion of projects and assignments, punctuality in arrival and attendance, and demonstration of organizational skills and time management.*** Activities are designed to provide students with hands-on exercises to increase their skill and confidence in computer usage.

ASSIGNMENTS AND PROJECTS

Students will be given project assignments throughout the year. The projects will be based on material utilizing the SAM2010 software. Assignments will be completed individually and others in groups. All assignments and projects will be given a due date and the completed work must be submitted on the assigned due date to receive full credit.

MAKEUP POLICY AND GRADING

Students may attend morning tutorials from 7:45 to 8:15 a.m. Mon., Thurs., Friday or afternoon tutorials are available by appointment for Tues. and Thurs. When absent, it is your responsibility to keep up with assignments and to turn them in according to the due date even if you were out of class. **MANAGE YOUR TIME.**

GRADING POLICY

Daily Grades	45%	Minimum of 6 grades each 6 weeks
Quizzes and Projects	40%	Minimum of 2 grades each 6 weeks
6 Weeks Test	15%	1 with at least 25% essay response

ACADEMIC DISHONESTY / REDO POLICY

- A grade of "0" will be given for all missing assignments at the end of the grading period.
- A grade of "1" will be given for "Cheating" which shall include: (a) copying from another student's assignment; (b) using materials not authorized by the teacher to complete assignments; (c) collaborating with or seeking aid from another student during a test; (d) knowingly using, buying, selling, stealing or soliciting, in whole or in part the contents of an un-administered test or assignment. **Consequence** – no makeup opportunity given and referral will be issued.
- Should student fail to meet the 70% criterion for any exam he/she will be allowed to re-take it.

STUDENT EVALUATION

In addition to grades for tests, projects and assignments, a grade for *time management* and *work ethic* will be given weekly based on the student's performance in class (refer to the attached BIM II Classwork Contract). Current grades will be posted in class by student ID #. Remember to use CISD Parent Portal from any computer with internet access.

NOTE *The teacher may change or add any policies and procedures outlined in the plan if deemed necessary. However, new policies and procedures will be discussed & rehearsed accordingly with the class. In addition if you feel that enforcing of expectations and consequences are unfair, you have the right to make an appointment to discuss the situation. I will be as neutral as I can in hearing your comments and concerns.*

IMPORTANT NOTE: PLEASE KEEP THIS IN YOUR BINDER AT ALL TIMES.