

**COURSE TITLE:** Business Information Management

**YEAR:** Fall-Spring 2011-2012

**INSTRUCTOR:** Mrs. Garcia

**CONTACT INFORMATION:**

Phone: 281-920-8009

Room: L203

**Email address for non-warm-up emails:** [Lsmith21@houstonisd.org](mailto:Lsmith21@houstonisd.org)

Email address for warm-up emails: [bim.whs@gmail.com](mailto:bim.whs@gmail.com)

**Blog address:** <http://whsbcis.wordpress.com>

Students will use Gradespeed to check their attendance, grades, and other information regularly. Students that do not already have an account will be allowed to create one in class.

\*\*Parents have the ability to register for a log-in to Gradespeed, where you will be able to check your student's grades and attendance. If you need information on how to do this, please email me.

**COURSE DESCRIPTION:**

The course develops technology skills with applications to personal and business situations focusing on spreadsheets, databases, presentation management, networking, operating systems, and emerging technology with a review of keyboarding and word processing. The importance of technology in the business world will be stressed daily. Among techniques used to deliver instruction are hands-on lectures, small group activities, multi-media materials, and student projects.

**COURSE OBJECTIVES:**

After completing this course, each student will be able to successfully use Microsoft Word, Excel, Access, Publisher, and PowerPoint. Students will be able to identify how each of these is applicable in different personal and business situations. Upon completion of this course students will have a professional, electronic portfolio containing work from the semester that can be used for college, job and scholarship applications.

**EXPECTATIONS:**

Benefits of this course are unique to the individual but always derived from the quality of work and the invested time and effort of the individual. **Work hard on your own future!** The knowledge that you gain in this class will be applied to your other classes, your college application process, your job search, and most "real world" jobs. All work assigned for each class meeting is the responsibility of each student, and is part of the cycle grade.

Students are expected to display a high level of professionalism. Courteous and supportive behavior and good use of grammar, spelling, and sentence structure are required. In accordance with the Westside High School Student Code of Conduct, this course seeks to develop professional competency in students. Students are expected to perform all work in a professional manner, and practice due courtesy with others.

**MAKE-UP WORK:**

Assignments are due at the beginning of class unless otherwise instructed. If you have excused absences see a classmate to get your make-up notes. **Always** check the blog when you are absent to see what assignments you might have missed. I am always available to answer questions about missed work. You will have three days to make-up an assignment from an excused absence. **Any assignment due on the day you were absent, is due the day you return.**

**SUPPLIES:**

Folder (with brads)

Loose-leaf paper

Blue/black pen

Pencil

Textbook (Provided in class)

Professional attitude

Thumb Drive

**GRADING:**

Grades are seen as feedback to parents, students, teachers, administrators, colleges and employers connected to the mastery of learning. This course, Business Information Management, will utilize the **Westside High School Grading Policy** for 2010-2011.

Grade distribution will be as follows:

70% = Major grades

- o Tests, Performance Assessments, Projects, Major Labs, etc.
- o A complete outline of major grade assignments will be distributed during the second week of class
- o There will be a minimum of 3 major grades during a grading cycle.
- o Westside has elected to use a minimum of “50” for major grades. This does NOT apply to instances of cheating. In accordance with HISD policy, “A student found cheating on any assignment or test will be given a zero.”

30% = Minor grades

- o Daily Grades, Quizzes, Homework, etc.

Note: Teachers may also record marks on student work that serve as feedback, but do not count as graded work.

- o Only major grades are eligible for a retake.
- o Students are limited to one retake per six weeks per subject.
- o Students must complete a learning activity (as determined by the teacher) to be eligible for the retake.
- o Retake must be completed within one week of original test grade being posted in Gradespeed.
- o Retakes are for grades 75 and below only.
- o Prep retakes are capped at 80.
- o Students must fill out retake form prior to the retake.

**BUSINESS BUCKS:**

Each student will be given a sheet of Business Bucks. These are very valuable. I encourage you to write your name on them. You should bring them to class with you, but keep them safe. There are ways you may earn more Business Bucks and ways you may use them.

**\*\*Business Bucks will not be used the first six weeks and there will be no restroom/hall passes given. Make sure you use your time wisely in between classes.**

USE:

Bathroom = \$2

Locker = \$2

Water fountain = \$2

Free pass on a minor grade= \$2 (may use one time per 6 weeks only)

Extra point for the 6 weeks = \$2

Borrowed supply/book = \$1

EARN:

A on a major project or test = \$2

Going above and beyond = at Mrs. Garcia’s discretion

\_\_\_\_\_  
Student’s printed name

\_\_\_\_\_  
Student’s signature

\_\_\_\_\_  
Parent/guardian printed name

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date