

BIM – Business Information Management

Teacher –Reagan Berry

Business Information Management is a very “hands-on” oriented class; therefore, it is imperative that you be in class every day in order to stay caught up with the daily assignments and projects. Prolong and/or frequent absences and tardies only hurt the student’s performance. This class will not consist of much homework since most all work will be completed on computer. Because of this, all make-up work will be done on computer either before or after school.

Course Description:

As a student in this course, you will learn the most important topics of Microsoft Office 2010. You will first be presented with an overview of computer concepts, followed by an introduction to Microsoft Office 2010. You will learn to use Microsoft Word to create and edit a word document, include graphics and tables. You will learn to use Excel to manage finances, work with formulas, charts and graphics, and develop a professional worksheet. With Microsoft Access, you will create and repair databases, tables, form letters, mailing labels, and reports. You will also learn how to use Microsoft PowerPoint 2010. Topics include printing existing presentations, creating a new presentation with text, clip art, and sound, and building and modifying charts and tables. You will learn to use Microsoft Publisher to edit an existing project and to create your own brochure with text, clip art images, and Design Gallery objects. Finally, you will learn how to enhance Office 2010 by using a simulation that incorporates all Microsoft Office 2010 applications.

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.
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 stay up with assigned material.
4. **Exams/Projects:** Two or three exams/projects will be given each grading period. The exams will be closed book/notes and will test assigned readings and material discussed in class. Review sheets will sometimes be provided prior to the exam day.

Supplies:

1. Blue or black pen, pencil
2. Notebook paper
3. Folder with pockets to keep papers in until the end of each six weeks

Classroom Policies:

There are policies that will be utilized in this classroom in addition to those in your student handbook.

1. You are responsible for your own actions. Your grade will reflect the work you have completed. All school policies and rules will be enforced for tardies, discipline, etc. (Reminder: You are allowed three tardies, and then the fourth tardy, results in a referral to the office.)
2. **Food and Drink:** Bottled water is the only food or drink allowed at the computers. Everything else should remain put up unless approved by the teacher.
3. **Leaving Class:** Take care of any errands you need to run before entering the classroom (locker, restroom, phone, office, nurse, etc.). Any trip you need to make without a pass will result in a tardy.
4. **Absences:** You are responsible for making up missed work. Please read the guidelines in your student handbook for the policy on make-up work. All make-up work will be completed before or after school, or if you have completed your assignment for that day, you may work on it at the end of class. It is your responsibility to get the make-up work. I will not be come to look for you. If you are in ISS or DAEP, usually your assignment is a written document, but when you return to class, you are responsible for the assignments you missed.
5. **Cheating:** Students will receive zeros on assignments, tests, etc. on which

he/she has cheated or plagiarized. The person providing the cheater with the work will receive a 50. Students' files, paper, flashdrives, etc. will be examined on a regular basis.

6. **Broken equipment** will be replaced at your expense (\$\$) by the student responsible, when deemed negligent. Any misuse of equipment will result in detention at minimum. Other action will be taken when necessary.
7. **Cell phones** should be placed at the front of the room at the beginning of class. Cell phones on you and out during class will be taken up and sent to the office. Being on a cell phone will only be permitted when permission is granted by the teacher.
8. **Internet and Computer Usage**
 - Sometimes you may be allowed to listen to music but with teacher's permission.
 - Our computers are equipped with a filter system. However, any student who accesses creates, or listens to ANYTHING that is remotely not school or classroom appropriate can lose internet privileges for the entire semester. Do not download or upload anything without permission, including games, songs, videos, etc.
 - Do not change the computer settings. Your computer must be the same as on the first day.
 - No warnings or second chances must be given. You may also wish to refer to the school computer and internet agreement. We have a ZERO policy in regards to these issues.
9. **Computer Games**

There will be no games allowed unless instructed by the teacher. When you finish an assignment early, academic use of the computers is encouraged. Other uses may be allowed if teacher permission is granted. If you are caught playing unauthorized games, you may be sent to the office with a referral or have computer privileges removed.
10. Each student will keep an electronic folder on the computer. It will consist of notes, projects, and assignments.
11. Your six weeks grades will be assessed by the following:
 - Exams/Projects = 50% Daily Work = 50%
 - Learning Checks/Quizzes may count as two daily grades.
 - Many times projects may count as multiple test grades.

Contact Information:

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This will be a great year! If you have questions, feel free to ask. You can find a copy of the syllabus on the class website.

Read and sign on the blank.

I have read all of the above information. I agree to abide by the procedures of this class and school.

Student Signature _____ Date _____