**BIM**

Business Information Management

Teacher: Johanna Cromeans

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Conference: 8:50am-9:35am

**COURSE DESCRIPTION**: In Business Information Management I, students 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 appropriate software. We will use Microsoft Office as our software.

*Students will be actively engaged in collaborative work that is applicable to current and future job trends. Students will be encouraged to ask questions, come up with new ideas, and help others in class through teamwork.*

**SUPPLIES**: Pen or Pencil, 1in-1.5in binder, 6-tab dividers, Flash Drive (optional)

**GRADING**: The student’s grade will be based on classroom work, class participation, homework, quizzes, tests, and special projects.

**Tests/Projects – 40% (2 per six weeks)**

**Daily work – 60% (at least 12 grades per six weeks)**

* All work will be done in class unless prior arrangements have been made. There will be time when work outside of class may be required for projects. Work should be turned in by due date for full credit, 10-point deduction when late.
* All make up work should be done before or after school. If you know you will be missing several days of class, please make prior arrangements to pick up your assignments.

**ATTITUDES AND WORK HABITS**: The student’s general attitude toward work assignments, suggestions from the instructor, and relationships with other students in the classroom are indications of a student’s ability to be a success on the job or adapt to the work of business. It is essential to have a healthy, cheerful attitude and responsible work habits during all class sessions. **Consider this your “place of employment” for 45 minutes each day**.

**EXPECTATIONS AND PROCEDURES:**

1. **No technology devices are allowed to be used unless authorized. Cell phones must be kept in the cell phone holder.**
2. **Grab notebook from bookshelf and be in assigned seat when the tardy bell rings. Read objectives and look for warm up.**
3. **Students must abide by the school technology rules and acceptable use policy, as well as follow all classroom expectations.**
4. **Students will have their own workstations and will be responsible for keeping their area clean. At end of period: clean work area, get phone and be seated until bell rings.**
5. **The course will consist of completing objectives in TEK as well as providing training to become MOS certified.**
6. **DO NOT bring candy, drinks, or food into the classroom. Water bottle with a lid is acceptable.**
7. **Only use the internet when directed to do so.**