BIM

Business Information Management

This course allows you to use the computer as a tool to solve problems through basic computer knowledge as well as the use of word processing, spreadsheets, databases, presentation tools, desktop publishing and internet use. We will use MICROSOFT OFFICE as our software.

**TEKS FOR COURSE MAY BE FOUND AT
http://ritter.tea.state.tx.us/rules/tac/chapter130/ch130d.html

Read, Sign, and Follow the _Classroom Expectation Sheet_ :

Consider this your "place of employment" for 45 minutes each day
You will be given one hall pass each six weeks.

Daily Procedures:

-Surrender phone, pick up folder from closet, read objective, be seated, look for warm up
-Follow all Classroom Expectations –
-The course will consist of completing objectives in TEKS as well as providing
    Online training opportunities to become MOS certified
-Clean work area, get your phone, be seated until bell rings.

Grading:

50% Daily grades (with at least 12 grades per six weeks)

50% Test grades (3 per six weeks)

Work will be completed in class with exceptions for extended absences.
Work should be turned in by due date for full credit, 10 point deduction when late.

Supplies:

6 – Side pocket folders

Something to remember:

We each have a job to do – if we work together we will have success.
Do your best work and give your best effort each day -
I promise to do the same ☺
dkolafa@brazosisd.net