

BIM 2

Students will gain skills to strengthen individual performance in post secondary education and in the workplace. Students will apply technical skills to address business applications in a digital environment and develop advanced skills in word processing, spreadsheets, database and presentation software.

Students will also have opportunity to gain MOS certifications through trainings provided in class.

**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 through the use of GMETRIX lessons for students to gain
skills which will enable them to pass MOS certification exams should they choose to do
so.

Clean work area, pick up 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:

3 ring binder or Folders with side pockets

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