

## BUSINESS INFORMATION MANAGEMENT II

### Course Syllabus 2015-2016

#### I. Course and Instructor Information

INSTRUCTOR NAME: Nora K. Rivera  
CAMPUS/OFFICE: Northwest Early College High School  
ROOM NUMBER: 23  
PHONE NUMBER: (915) 877-1732  
EMAIL: [nrivera@canutillo-isd.org](mailto:nrivera@canutillo-isd.org)  
ONLINE CLASS: [www.schoolology.com](http://www.schoolology.com) (access code: 42M4V-72SRP)  
TEXT REMINDERS: Text @bim2class to 81010  
OFFICE HOURS: Mon and Wed from 10:30 a.m. to 11:55 a.m.  
Tue and Thur from 9:00 a.m. to 10:25 a.m.

#### II. Course Description & Objectives

Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and make electronic presentations using appropriate multimedia software.

#### III. Required Texts and Material

##### A. Required Material:

- Pen to take notes
- Notebook to take notes
- USB Flash Drive
- 1 Box of tissues per semester (any brand...extra credit)

##### B. Textbooks. A class set of the textbooks will be available during class.

- Principles of Business
- Microsoft Office 2013

##### C. Additional resources will be used to complement academic instruction.

#### IV. Grading Guidelines

- 10 % Six Weeks Exam (six week exams and cumulative projects)
- 40 % Assessments (quizzes, chapter exams, projects, and presentations)
- 50 % Coursework (daily assignments, participation, rough drafts, and homework)

A=90-100

B=80-89

C=75-79

D=70-74

F=69 & below

#### IV. Instructor's Policies

- A. Student Responsibilities – If students are to be successful at the higher education levels, they must take on more responsibility. Therefore, it is the student's responsibility to keep up with his/her own assignments, be aware of grades, know the due dates for in-class and homework assignments, and ask for work to make up when absent. I am willing to help with the occasional reminder, but the final responsibility is the student's.
- B. Work when absent – Only one extra day will be given for each excused absence to complete assignments without a late penalty.
- C. Late Work – Missing assignments will receive a zero until work is submitted (lack of backing up digital work is not an excuse). Late work will have a grade deduction of 30%.

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D. Scholastic Dishonesty – Northwest Early College High School prides itself on its standards of academic excellence. In the classroom and all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of education provided to all students.

The following includes violation of the honor code:

1. Students submitting work of others as their own.
2. Using or obtaining unauthorized assistance in any academic work.
3. Giving unauthorized assistance to other students.

E. Electronic Devices – Electronic devices shall only be used in class for academic purposes and only when teacher directs it. The teacher reserves the right to take away this privilege at any time if it is misused.

F. Bullying – Bullying is a crime and it will not be tolerated. It occurs when a student, or group of students, engages in written or verbal expression that has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm. It may occur through electronic means or physical conduct on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District. Refer to CISD's bullying policy.

G. Bathroom Breaks – Students cannot leave the classroom during the first 15 minutes of class.

H. Food and Beverages – Only bottled water is allowed inside the classroom.

#### V. Expectations

- Respect the rights and property of others at all time.
- Bring all the necessary material to class.
- If absent, you are still responsible for turning in assignments and homework missed.
- Use technology responsibly and only when instructed by the teacher.
- Actively make our classroom a pleasant place to work.

#### Consequences:

First time:	Verbal and/or written warning
Second time:	Phone call to parents
Third time:	Conference with student and parents
Fourth time:	Office referral
Severe behavior:	Student will be escorted to the office

Note: An Office Referral will be written without warning for any action that is considered dangerous and disruptive to a positive learning environment. Bullying will not be tolerated, and students will be sent to the office for bullying more than once. Inappropriate language and insubordination are considered activities that would constitute an immediate discipline referral. Also, writing or drawing illustrations containing foul language, inappropriate behavior, and/or reference to drugs or alcohol abuse will result in an Office Referral.

#### Rewards:

- Positive phone calls to parents
- Pleasant classroom environment
- Positive grades

#### VI. Calendar

##### 1<sup>st</sup> SEMESTER

##### Unit 1

##### Advanced Microsoft Word

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### Course Syllabus 2015-2016

Business Focus: Business in the Global Economic Environment

Unit 2

Advanced Microsoft PowerPoint

Business Focus: Business Organization and Management

#### 2<sup>nd</sup> SEMESTER

Unit 3

Advanced Microsoft Excel

Business Focus: Business Operations and Technology

Unit 4

Microsoft Outlook

Business Focus: Personal Financial Management

Note: Students will work in a simulation projects throughout the year to practice skills learned in class. Calendar is subject to change due to tests, holidays, early release days, and unforeseen circumstances.

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----- Return this part to your instructor -----

**STUDENT:** I have read and agree with the expectations and consequences of the class.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT:** I have read and will support the expectations and consequences of the class.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**NOTE TO PARENTS:** Parents are encouraged to sign up for **Text Reminders** about quizzes, due dates, tests, etc. Phone numbers are kept confidential (the teacher will not have access to the numbers). Parents are also encouraged to sign up to **Schoology** to view our calendar, updates, and grades of activities done using this medium. Parents should always check **Parent Portal** for more accurate information about grades. Please contact the teacher to request a parent code to access Schoology.