

## BUSINESS INFORMATION MANAGEMENT II (BIM2)

Welcome to Business Information Management II (BIM2)! In Business Information Management II, 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/edit complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, make an electronic presentation using appropriate multimedia software, and certify as Microsoft Office Specialist (Core & Expert) using Jasperactive and GMetrix Course Software.

### SYLLABUS

#### **Word Expert 2019**

- Lesson 1: Using Advanced Design Elements
- Lesson 2: Managing Documents
- Lesson 3: Using Productivity Tools
- Lesson 4: Working with Advanced References

#### **Excel Core & Expert 2019**

- Lesson 1: Advanced Formatting
- Lesson 2: Advanced Functions and Formulas
- Lesson 3: Data Analysis Using Pivot Tables and Business Intelligence
- Lesson 4: Workbook Management Features
- Lesson 5: Advanced Charts, Functions and What-if Analysis
- Lesson 6: Data Filtering, Macros, And Forms

#### **PowerPoint 2019**

- Lesson 1: Getting Started in PowerPoint
- Lesson 2: Working with Slides
- Lesson 3: Working with Text
- Lesson 4: Working with Charts and Tables
- Lesson 5: Adding Multimedia Elements
- Lesson 6: Enhancing Presentations
- Lesson 7: Preparing the Slide Show
- Lesson 8: Sharing Presentations

















### GRADING/EVALUATION

<b>Summative Exams and Projects</b>	<b>45%</b>
<b>Knowledge and Skill Application/Performance Classwork/Homework</b>	<b>30%</b>
<b>Quizzes</b>	<b>15%</b>
<b>Formative Assessments/Labs and Student Engagement Classwork</b>	<b>10%</b>
<b>Total</b>	<b>100%</b>



## BUSINESS INFORMATION MANAGEMENT II (BIMM2)

### RULES AND REGULATIONS:

-  Students are expected enter the classroom/lab quietly and on time. A professional attitude should be maintained at all times.
-  Cell phones are **not** allowed in the Lab unless recommended for instruction by teacher.
-  The HSLJ Dress Code will be followed in this classroom/lab. Wear masks during all face-to-face meetings.
-  All students are expected to turn their work in on time. In order to assure that assignments are graded for mastery, 10% deductions each class day for 5 class meetings (or two weeks). Teachers maintain the discretion to extend the submission period. Any assignment that is submitted late may require a parent note to the teacher explaining the circumstances about the late work and that the student and parent understand that the assignment may not be resubmitted for a higher grade.
-  Plagiarizing or cheating of any kind will not be tolerated in this course. This will result in a failing grade.
-  Students should listen carefully to instructions given. If you **do not** understand the instructions, ask the teacher or peer teacher for assistance.
-  Raise your hand before speaking. If you have a problem with your computer, your teacher will help you; you may have to wait until it is your turn. **Please be patient!**
-  Students should talk only when it's their turn!
-  Students should take notes or bring writing materials (paper and pen or pencil) to class.
-  **No gum, food or drink is allowed in the Lab, with an exception to water bottles.**
-  Students do not leave class during the first or last 15 minutes of class.
-  Passes are necessary at all times to travel the hallways!
-  Students should complete all work by the appropriate due dates.
-  Leave your workstation in a neat, orderly fashion.
-  Work only on material assigned by your BIM teacher.
-  Enter the Lab each day with a positive attitude, ready to work, and you will do well.

### Supplies

1-Box of Kleenex  
1-(3 Prong Folder)

### GRADING/EVALUATION

Summative Exams and Projects	45%
Knowledge and Skill Application/Performance Classwork/Homework	30%
Quizzes	15%
Formative Assessments/Labs and Student Engagement Classwork	<u>10%</u>
Total	100%

**Signed documentation due by August 27, 2021**

Student Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
student's name

Parent Signature \_\_\_\_\_ Parent's email/phone # \_\_\_\_\_

Teacher's Signature *Jessica Nolly* Phone 713-867-5100 ext. 034208

Email [jnolly@houstonisd.org](mailto:jnolly@houstonisd.org) Goggle Voice # 281-895-3909

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status or political affiliation in its education or employment programs and activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education amendments of 1072; and Section 504 of the Rehabilitation Act of 1973, as am