**COURSE TITLE:** Business Information Management

**YEAR:** Fall-Spring 2022 - 2023

**INSTRUCTOR:** Mr. Anthony L. Williams

**CONTACT INFORMATION:**

Phone: 281-920-8000 ext. 036213

Room: E125

# **Email address for all class related emails: Anthony.williams@houstonisd.org**

Students will use HISD Connect to check their attendance, grades, and other information regularly. Students that do not already have an account will be allowed to create one in class.

\*\*Parents can register for a log-in to HISD Connect at: <https://www.houstonisd.org/PSC> , where you will be able to check your student’s grades and attendance. If you need information on how to do this, please email me.

**COURSE DESCRIPTION:**

The course develops technology skills with applications to personal and business situations focusing on spreadsheets, presentation management, networking, operating systems, and emerging technology with a review of keyboarding, word processing and Career Readiness. The importance of technology in the business world will be stressed daily. Among techniques used to deliver instruction are hands-on lectures, small group activities, multi-media materials, and student projects.

**COURSE OBJECTIVES:**

After completing this course, each student will be able to successfully use Microsoft Word, Excel, and PowerPoint. Students will be able to pursue an industry certification in Microsoft Office. Students will be able to identify how each of these is applicable in different personal and business situations. Upon completion of this course students will have a professional, electronic portfolio containing work from the semester that can be used for college, job, and scholarship applications.

**EXPECTATIONS:**

Benefits of this course are unique to the individual but always derived from the quality of work and the invested time and effort of the individual. **Work hard on your own future!** The knowledge that you gain in this class will be applied to your other classes, your college application process, your job search, and most “real world” jobs. All work assigned for each class meeting is the responsibility of each student and is part of the cycle grade.

Students are expected to display a high level of professionalism. Courteous and supportive behavior and good use of grammar, spelling, and sentence structure are required. In accordance with the Westside High School Student Code of Conduct, this course seeks to develop professional competency in students. Students are expected to perform all work in a professional manner, and practice due courtesy with others.

**MAKE-UP WORK:**

Assignments are due at the beginning of class unless otherwise instructed. If you have excused absences, see a classmate to get your make-up notes. **Always** check CANVAS when you are absent to see what assignments you might have missed. I am always available to answer questions about missed work. You will have three days to make-up an assignment from an excused absence. ***Any assignment due on the day you were absent, is due the day you return.***

**SUPPLIES:**

**USB Flash Drive (MANDATORY)**

Professional attitude

**GRADING and ASSESSMENT POLICY:**

Grades are seen as feedback to parents, students, teachers, administrators, colleges and employers connected to the mastery of learning. This course, Business Information Management, will utilize the **Westside High School Grading Policy** for **2022 - 2023**.

Grade distribution will be as follows:

70% = Major grades

* + Tests, Performance Assessments, Projects, Major Labs, etc.
  + A complete outline of major grade assignments will be distributed during the second week of class
  + There will be a minimum of 3 major grades during a grading cycle.
  + If students are caught cheating on a major project/test, we will follow HISD guidelines. In accordance with HISD policy, “A student found cheating on any assignment or test will be given a zero.”

30% = Minor grades

* Daily Grades, Quizzes, Homework, etc.

Note: Teachers may also record marks on student work that serve as feedback, but do not count as graded work.

* ***Only major grade EXAMS are eligible for a retake***.
* Students are limited to one EXAM retake per six weeks per subject .
* Students must complete a learning activity (as determined by the teacher) to be eligible for the retake.
* EXAM Retake must be completed within one week of original test grade being posted in HISD Connect Power School.
* Retakes are for grades 70 and below only. (\**Requirements for re-take: 1 tutorial & writing paper from the Teacher’s assigned topic*)
* Prep retakes are capped at 70.
* Students must fill out retake form prior to the retake.

**Late Work** **Policy** = Minus 25 pts on Major grades only, for each day that it is late; however, the ***max is 3 days***. No late work on Minor grades. In other words, **NO LATE WORK! (Student may email teacher from their HISD student email regarding extenuating circumstances.)**

**\**Note: No completion/submission of assignments will result in failure of the course.***

**Tutorial Schedule:**

**Mondays 12:05 pm  - 12:35 pm  & Thursdays  3:30 pm - 4:00 pm**

**CELL PHONE AND ELECTRONICS POLICY:**

* Cell Phones are not to be seen or heard when class is in session. Non-compliance may result in disciplinary action.
* Earbuds/Headphones are occasionally permitted at the teacher’s discretion.
* ***Laptops are not to be used in the classroom because desktop computers are used in the lab***.

**ACADEMIC DISHONESTY POLICY:**

* To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests in an honorable process according to the stated policies without engaging in cheating, fraud, or plagiarism.
* To understand the schoolwide Honor Code policy and individual teacher assignment guidelines.
* To clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.
* To ensure that students do not make inappropriate use of their work.

***Cheating is…***

Participating in a dishonest act or using the works, words, or ideas of another and claiming them as your own.

Examples include (but are not limited to):

* Using any form of a “cheat-sheet”
* Viewing unauthorized notes on a test or quiz
* Looking at another student’s test or paper
* Accepting credit for group or lab work in which you did not contribute
* Taking a picture or making a copy of a test or answer sheet
* Passing test or quiz information from one class to another
* Sharing or stealing test answers
* Having your parents or friends complete your assignments
* Using a previous student’s work as your own
* Buying a paper or project
* Changing or reporting a false grade for yourself or another student
* Allowing someone to use your answers as their own

***Plagiarism is…***

Using someone else’s ideas or words as your own without proper acknowledgement.

Examples include:

* Copying documents or images from books, magazines, the Internet or other sources without proper documentation
* Submitting a paper or other work as your own when it was created by another
* Paraphrasing or restating another’s work without proper citations
* Making up a citation or attributing a work to a non-existent source
* “Fudging” data for an assignment
* Forging a signature

***Fraud is…***

A deception deliberately practiced in order to secure unfair or unlawful gain.

Examples include but are not limited to:

* Attempting to pass off someone else’s work, imagery or technology as your own or purchasing or selling an assignment from another person or from a technological resource
* Falsifying scientific or other data submitted for academic credit
* Forgery of signatures or tampering with official records

***Penalties for Violating the WHS Honor Code***

If a student violates the Honor Code, he/she will receive a “0” for the school work, a “U” in conduct, and disciplinary action (including loss of Off Campus and Extracurricular Activity privileges). In addition, this conduct is considered a Level II violation of the Code of Student Conduct. Please consult the appropriate department policy for more information whether any possibility of a retake exists.  
  
In cases where theft of material or use of a computer has been used in the cheating incident, a disciplinary hearing will be held to determine if an alternative educational placement is warranted.  
  
A student is not eligible for a final exam exemption in a course where he or she has a documented instance of cheating.

**Acknowledgment:**

**Please sign to acknowledge that you have read the policies for Mr. Williams classroom.**

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Student’s printed name Student’s signature/Date

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Parent/guardian printed name Parent/guardian signature/Date