COURSE SYLLABUS

**BUSINESS INFORMATION MANAGEMENT I**

**(BIM I)**

**DANIELLE WHITE, INSTRUCTOR**

[**Danielle.white@redoakisd.org**](mailto:Danielle.white@redoakisd.org)

Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce and post-secondary education. Students apply technical skills to address business applications of emerging technologies, create word-processing documents, develop a spreadsheet, and make an electronic presentation using Microsoft Office Suite software.

# Business Technology

a) Understand Operating Systems

b) Understand Application Software

c) Understand the Basics of Telecommunications and Internet Services

# Word Processing Technology

a) Build Touch-Typing Skill

b) Introduction to Word

c) Basic Editing Skills

d) Formatting Basics

e) Desktop Publishing

f) Working with Tables

g) Creating Documents with Merge

h) Creating and Editing Long Documents

# Spreadsheet Technology

1. Introduction to Excel
2. Working with Formulas and Formatting
3. Working with Functions, Formulas, and Charts
4. Advanced Printing, Formatting, and Editing
5. Advanced Chart Techniques

# Presentation Technology

a) Introduction to PowerPoint

b) Work with Text and Graphic Elements

c) Enhancing a Presentation

d) Managing and Delivering a Presentation

The student is encouraged to become certified in any or all of the following Microsoft Certification Exams:

Microsoft Word 2016-Microsoft Excel 2016-Microsoft Access 2016-Microsoft PowerPoint 2016

The student does not have to pay for the exam. The school will provide them.

# Required Supplies

Positive attitude, folder with brads and pockets, paper and a writing utensil.

# Grading System

Daily assignments will total 50%.

Tests and major projects will total 50%.

**\*\*Please note that any student caught cheating on an assignment will receive a zero for that assignment and their parent will be notified\*\***