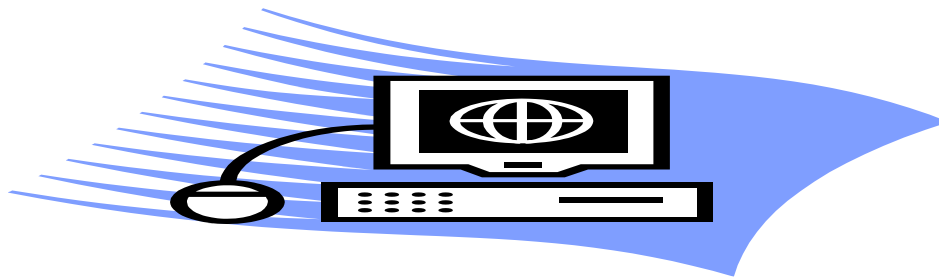


BUSINESS INFORMATION MANAGEMENT



Felicia K. Bovell, Instructor

Welcome to Business Information Management (BIM). This course develops technology skills with application to personal or business solutions focusing on Word processing, spreadsheet design, databases, telecommunications, desktop publishing presentation management, networking, operating systems, emerging technologies and intermediate level skills.

LEARNING CENTER CLASSROOM RULES AND EXPECTATIONS

- Students are expected to enter the classroom quietly and on time. A professional attitude should be maintained at all times.
- All materials and supplies should be on your desk when the bell rings. All students will complete a brainstorm or focus activity before class begins.
- **NO GUM, FOOD, or DRINKS** will be allowed in the **Learning Center Classroom**.
- All students are expected to turn their class assignments in on time. Students will have 5 days to complete make-up work and/or missed tests/quizzes.
- You are encouraged to use the restrooms and get water before the tardy bell rings.

GRADING/EVALUATION

Students will be given frequent feedback of overall performance in the course. Evaluation will be based on the following criterion. NOTE: Errors are costly, 5-points each. Please learn early on to proof your work. We are not perfect, but we must strive for perfection.

Exams	45%
Projects (Student Performance/Technology Applications)	30%
Projects (Student Engagement)	10%
Quizzes, Learning & Practice Assignments	15%
Total	100%

SUPPLIES:

- 1 – USB drive
- 1 – 3 ring Binder (Black) w/notebook paper
- 2 – Black Pens, 1 – package of dividers – 1 box of Kleenex and hand sanitizer

These materials are due by September 10, 2021 & January 7, 2022

Student Signature _____

Parent Signature _____

Teacher's Signature *Felicia Bovell* Phone 713-867-5100 Email fbovell@houstonisd.org

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 amended.