

# 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 RULES AND EXPECTATIONS

- Students are expected to enter the classroom quietly and on time. A professional attitude should always be maintained.
- 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 **Virtual Learning Center Room**.
- 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 28, 2020 & January 8, 2021**

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Teacher's Signature *Felicia Bovell* Phone 713-867-5100 Email [fbovell@houstonisd.org](mailto:fbovell@houstonisd.org)

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