**Welcome to**

**Rivera Early College High School**

Course Syllabus

**Mrs. Gabriela Marks-Cisneros**

Business Information Management I

2015-2016 School Year

Period I

Planning Period

Portable 4

**Classroom Manager Guide**

**Business Information Management I**

Dear Parent,

Your child is currently enrolled in BIM I. This class uses the Rivera Early College High School Lab, a laboratory designed to provide students with “hands-on” experience. The Applications in Business Computer Information Systems, introduces students to the expanding uses and impact of computers in our personal and professional lives, as well as society overall and the environment.

Students develop skills and knowledge that they will need as business participants in the workplace; to provide support and build their technology skills so that the students will learn to apply technology in a meaningful way; word processing so that the students will improve in their communications skills; spreadsheets so that the students can use the skills to solve business math problems; Databases so that the students will build on informational skills; Presentation and desktop publishing software as tools to inform and persuade.

The primary objective of this program is to expose students to the wide variety of productivity tools and techniques that make up today’s technology. Since the experience is “hand-on” there are many consumable materials used in the lab. The lab also has some very expensive equipment. Students need to use materials and equipment with care or there may be a change of assignment and seat for their misuse of either.

If you have any questions of concerns, please feel free to contact me during the school day at 698-2411.

Sincerely,

Mrs. Marks-Cisneros

**BUSINESS INFORMATION MANAGEMENT I**

**MAJOR DIVISIONS OF COURSE**

 The major divisions of this course of instruction for Business Computer Information Systems I, with appropriate time to be spent on each per semester, are as follows:

 Computer Maintenance 10 hours

 Operating System 10 hours

 Information Technology 5 hours

Word Processing 45 hours

 Spreadsheet 20 hours

 Database 15 hours

 Desktop Publishing 15 hours

 Presentations 15 hours

 Total hours: 135 hours

**Grading**

Test …………………………………………………………………………………. 67%

**Note: Critical Thinking Projects or Application Challenges listed on the course outline are Major Test.**

Dailywork/Assignments ……………………………………………………………. 33%

**Note: Tasks listed on the course outline are daily grades.**

Makeup work

You will have two weeks to make-up your work. It is your responsibility to ask me what you need to make-up.

You will have two weeks to re-test or make-up a test. It is your responsibility to ask me for a re-test or a make-up test. According to B.I.S.D. grading policy, if you take a test over again because you failed, and you pass, your highest grade will be a 70.

**Classroom Management Guide and Classroom Rules**

BIM I

Instructor: Mrs. Marks-Cisneros

Room: Portable 4

**Classroom Rules**

1. Students will treat each other with respect and courtesy.
2. Student will care for the classroom and its contents.
3. Students will show respect for the property of others.
4. Students will bring required materials to class.
5. Students will request permission to speak out or to leave their seats.
6. Students will follow all rules outlined in their student handbooks.
7. Students will accept responsibility for their infractions and the consequences of their actions.
8. On the 3rd Tardy, an office referral will be written for excessive tardies or absences.
9. Students will not use electronics in the classroom as per BISD policy. Electronics will be confiscated and delivered to the office with office referral.
10. No food or drinks in the classroom.

Student failing to observe any of the preceding rules will be given a warning to comply. A second infraction will result in detention. Further violations will result in a parent/teacher conference.

I have read and understand the above rules for classroom behavior.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Parent/Guardian**

**Guía de administración de la clase y reglas de clase**

Gestion de Informacion de Negocios

Instructor: Sra. Marks-Cisneros

Sala: 4 Portable

**Reglas de la Clase**

1. El estudiante se comportará de una manera apropieda con respeto y cortesía.
2. El estudiante cuidará de la clase y el contenido de la clase.
3. Los estudiantes demostrarán respeto por la propiedad de otros.
4. Los estudiantes traerán materiales requeridos a clase.
5. Los estudiantes solicitará permiso a hablar o a abandonar sus asientos.
6. Los estudiantes seguirán todas las normas descritas en los manuales de estudiante.
7. Los estudiantes tomaran responsabilidad por sus infracciones y las consecuencias de sus acciones.
8. En el 3rd tardanzas, se escribirá una referencia a la oficina por tardanzas excesivas o ausencias.
9. Los estudiantes no usarán electrónica en el aula según la política de BISD. Electrónica será confiscado y entregado a la oficina con referencia a la oficina.
10. No comidas ni bebidas en la clase.

Estudiante de incumplimiento de cualquiera de las reglas anteriores se dará una advertencia a cumplir. Una segunda infracción resultará en detención. Nuevas violaciones resultará en una conferencia de padres y maestros.

 He leído y entendido las reglas anteriores para el comportamiento de la clase.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Parent/Guardian**