

Teacher(s): Mr. Romero

Time:

The

Course Organizer

Student

Course Dates:

This Course: Business Information Management (BIM)

is
about

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, formulate a database, and make an electronic presentation using appropriate software.

Course Questions:

1. What is Business Image Management 1 (BIM1)?
2. How do I acquire High School Credit for the course?
3. How do I acquire Industry Certification?
4. How do I acquire College Credit?
5. How is BIM 1 applicable to your student experience?
6. What technology skills are necessary to succeed in school and business?
7. How can this course enhance your student experience?
8. Which software applications are appropriate in a student environment/business environment?
9. How can you present information in a competent format when using appropriate technology?

Course Standards:

Project (test grade) – 60%

Projects..Applying the overall skills learned in the unit to create

Daily Assignment-40%

Classwork..Demonstrating the ability to apply individual skills

Course Progress

1 st Six Weeks	_____
2 nd Six Weeks	_____
3 rd Six Weeks	_____
4 th Six Weeks	_____
5 th Six Weeks	_____
6 th Six Weeks	_____

Course Map

This Course: **Business Information Management I (BIM1)**

Student :

includes

Community Principles

- Perseverance
- Respect
- Integrity
- Discipline
- Excellence

Learning Rituals

WARM-UP	TERMINOLOGY
H drive PORTFOLIO	NOTE TAKING
COURSE ORGANIZER	UNIT ORGANIZER
VIDEO TUTORIALS	PEARSON
CAREER CRUISING	EDUTYPING

Performance Options

- Morning/After School tutorials
- Video tutorials
- Classroom library
- Peer to Peer tutoring

Critical Concepts

Technology	Teamwork	Evaluation
Methods	Communication	Problem-solving Work
Habits	Consistency	Organization
Form	Function	Accuracy
Posture	Logging In	File Management

Learned in these Units

Career Development- Career Cruising

Computer Concepts- Pearson

Keyboarding- EduTyping

File Management – District Drive

Word Processing-MS Word 2013

Electronic Presentation-MS PowerPoint 2013

Spreadsheets- MS Excel 2013

Databases- MS Access 2013

EOY/EOC /TBA Business Project
-Dream Team
-Entrepreneur