




100 Med High Drive, Mercedes, TX, 78570
956.514.4201

	
Credits per Semester	.5 credits per semester
Instructor	<p>Instructor: Sonia B. Aguilar, Ph.D.</p> <p>Email:sonia.aguilar@stisd.net Phone: (956) 514-4201</p> <p><i>I am available by phone during the hours posted below. Outside of those hours (or if I happen to be on another line when you call), please feel free to leave a detailed voicemail. I will respond via phone or email.</i></p> <p>Conference times available for communication: 8:00-8:45, 12:30-1:00</p>
Course Description	In Business Information Management I (BIM) 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.
Learning/Performance Objectives	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 postsecondary education.
Adopted Instructional Materials	Texas Essential Knowledge and Skills for Career and Technical Education – STRIDE Software-Microsoft Office
Instructional Methods	Lectures, multimedia elements, class discussions, case studies, projects and individual assignments, cooperative learning
Grading Policy	The academic year is divided into four quarters, or 9 -week periods. The weight for each nine-week period will be 37.5 percent and the semester exam will weigh 25 percent. There will be a minimum of 5 grades per student during each three weeks progress report grading period. This course will be comprised of 3 grading categories: Major Assessments 50%, Minor Assessments 30%, and Daily Work 20%.



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