BIM 1

Midland High School | Academic Year: 2025–2026 | Length of Course: [1 Year]
Semester: [S1] **Number of Credit Hours** [1] **Prerequisite:** None
Instructor:Valerie Ofenmu• **Email**: valerie.ofenmu@midlandisd.net • **Conference Period**: 4th
[Time] 11:45- 12:34

Course Description

In Business Information Management I, 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. 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 Objectives

By the end of this course, students will be able to:

Objective 1	**Microsoft Word** ● Learn to create, edit, and format professional documents. This includes using headings, bullet points, tables, and images. Practice using features like spell check, grammar check, and track changes for collaboration.
Objective 2	**Microsoft Excel** ● Learn to create and manage spreadsheets for organizing data. ● Practice entering data, using basic formulas, and formatting cells to improve readability.

Objective 3	Excel for more advanced tasks.
	
	● **Step 1: Basic Formulas**
	   ○ Learn to use fundamental formulas like **SUM**, **AVERAGE**, **MAX**, and **MIN** to perform calculations on your data.
	   ○ Practice writing formulas correctly by starting with an equals sign (=).

Objective 4	**Professional Email Etiquette** ● Learn the proper format for a professional email, including a clear subject line, a polite greeting, and a concise message. ● Practice sending emails that are easy to read and understand.

Instructional Materials & Supplies

● [Textbook/Platform] iCEV
● [Google Classroom]
● Guide to the Microsoft Office 2007
● Typing.com/Edutyping

Course Outline

UNIT	TOPIC	APPROXIMATE TIME

Unit 1	**Beginning Typing and Technique** ● Introduction to the QWERTY keyboard layout. ● Learn proper posture and ergonomic techniques for typing. ● Practice home row key placement and finger positioning. ● **Goal:** Achieve a touch-typing speed of 25-30 words per minute (WPM) with a high degree of accuracy.	**Week 1-3:**
Unit 2	**Data Entry Fundamentals** ● Practice using the numeric keypad for data entry. ● Explore basic data entry forms and templates. ● Learn the importance of speed and accuracy in data entry tasks.	**Week 4-5:**
Unit 3	**Computer and Internet Safety** This module covers the responsible and ethical use of technology. ● **Week 10-11: Internet Safety and Digital Citizenship** ○ Discuss the importance of protecting personal information online. ○ Learn to identify and avoid common online threats, such as phishing scams and malware. ○ Explore the concept of a **digital footprint** and its impact on future careers. ○ Discuss cyberbullying and	**Week 6-7:**

	how to respond to it.	
Unit 4	**Computer Etiquette and Security** ● Understand the rules for using school or workplace computers responsibly. ● Discuss the importance of respecting others' work and privacy. ● Learn how to create strong passwords and protect personal accounts. ● Practice safe file management and organization.	**Week 8-9:**

(Adjust number of units and time frames as needed.)

Grading Breakdown

Major assignments are those that allow you to demonstrate mastery of the course objectives. Minor assignments include skill checks, quizzes, homework, and other short assessments that contribute to your overall understanding of the course material.

Category	Percentage
Major Assignments(Tests, Projects)	60%
Minor Assignments (Quizzes / Skills Checks)	40%
Semester Exam / Project	15%

Grade Scale: A = 90–100 | B = 80–89 | C = 70–79 | F = < 70

Semester grades include a grade for each of the three six-week periods and an exam or project that is weighted 15% of the overall semester grade.

Classroom Expectations

- Be on time, prepared, and respectful

- Follow safety protocols (PPE, tools, etc.)

- Use tech when instructed

- Ask questions and engage actively

Attendance & Participation

Attendance is mandatory. You must:

- Attend scheduled classes and labs

- Make up missed work with 1 school day allowed for each excused absence

Late Work & Make-Up Policy

- Students are allowed one day of make-up time for each day of absence
- Late assignment penalties:
    - 1 School Day Late- Maximum Grade of 90
    - 2 School Days Late- Maximum grade of 80
    - 3-5 School Days Late- Maximum grade of 70
- Missed assessments must be rescheduled

Academic Integrity

Cheating or plagiarism is not tolerated. First offense may result in a zero and parent contact. Further violations follow district policy.

Industry-Based Certifications

This course aligns with—and prepares students for—the following credentials:

- **Certification Name (e.g. OSHA 10)**

    - Offered: [Semester/Month]

    - Required/Optional: [Specify]

    - Cost: No charge to student

    - Preparation: in-class instruction, online guides

- **Certification Name (e.g. ServSafe, CPR/BLS, NCCER)**

    - [Details similar to above]

Earning credentials enhances employability and may qualify for dual credit or advanced placement.

Career & Technical Student Organization (CTSO) Involvement

Students are encouraged to participate in:

- **[CTSO Name]** – [e.g., SkillsUSA, HOSA, FFA, BPA, etc.]

    - *Description:* [What it is and how it supports the course]

    - *Activities:* [Meetings, competitions, service projects]

COURSE SYLLABUS
CAREER & TECHNICAL EDUCATION

- ○ *Requirements:* [e.g., "Attend & participate in two events per semester"]

Safety & Equipment Use

- Always follow safety instructions and wear required PPE

- Report damaged tools/equipment immediately

- Violation of safety protocols may result in removal from lab and disciplinary action

Parent/Guardian Communication

- Progress reports are sent every 3 weeks if the grade is below 70.

- Grades available in Skyward

- Please email or call with questions or concerns

Acknowledgment of Understanding

Please return this signed page by [Date].

Student Name: _____ **Signature:** _____

Guardian Name: _____ **Signature:** _____

Preferred Contact (Email/Phone): _____