

BUSINESS IN MANAGEMENT 1

Midland High School | Academic Year: 2025–2026 | Length of Course: 1 Year Semester:
S1/S2 Number of Credit Hours 1 credit **Prerequisite:** None
Instructor: Tiffany Moore • **Email:** Tiffany.Moore@midlandisd.net • **Conference Period:** 7th period

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	Students will demonstrate proficiency in basic computer operations, file management, and Introductory Microsoft Word functions to prepare for advanced document creation.
Objective 2	Students will apply intermediate formatting and layout tools in MS Word to produce professional business documents.
Objective 3	Students will integrate tables, graphics, and references into Word documents to create visually effective and properly cited business material.
Objective 4	Students will utilize advanced Word features while developing foundational skills in PowerPoint and Excel to create professional presentations and spreadsheets.
Objective 5	Students will prepare for ICEV certification while expanding intermediate skills in PowerPoint and Excel.
Objective 6	Students will complete the ICEV Microsoft Certification and apply integrated MS Office skills to real-world projects.

Instructional Materials & Supplies

- Cengage Business in Management 1 13th Edition (stays in classroom)
 - Chromebook
 - Google Classroom
 - Notebook for notes and classwork not on desktop
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Course Outline

UNIT	TOPIC	APPROXIMATE TIME
Unit 1	Systems and Files	6 weeks
Unit 2	Word Processing	6 weeks
Unit 3	Spreadsheets	6 weeks
Unit 4	PowerPoint and Excel	6 weeks
Unit 5	ICEV certification Practice	6 weeks
Unit 6	ICEV certification Exam/ Student Simulations	6 weeks

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 Computer Lab expectations
 - Use tech when instructed
 - Ask questions and engage actively
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Attendance & Participation

Attendance is mandatory. You must:

- Attend scheduled classes
 - Make up missed work with 1 school day allowed for each excused absence
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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
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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:

- **Entrepreneurial/Small Business (ESB)**
 - Offered: March 15 - May17
 - Required/Optional: GMetrix
 - Cost: No charge to student
 - Preparation: in-class instruction, online guides

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:

- **Business Professionals of America (BPA)**
 - **Description:** Empower student leaders by creating opportunities and learning professional growth and service.
 - **Activities:** Regional, State, and National competitions, community service, and networking
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Safety & Equipment Use

- Report damaged equipment immediately
 - Violation of protocols may result in removal from the class and disciplinary action
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Parent/Guardian Communication

- Progress reports are sent every 3 weeks by email if the grade is below 70.
 - Grades available in Skyward
 - Please email with questions or concerns
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MIDLAND INDEPENDENT SCHOOL DISTRICT

Please see Midlandisd.net/cte for information regarding the CTE Statement of Nondiscrimination.

Acknowledgment of Understanding

Please return this signed page by [Date].

Student Name: _____ **Signature:** _____

Guardian Name: _____ **Signature:** _____

Preferred Contact (Email/Phone): _____