

Business Information Management Systems

2025-2026 School Year

Course Description: Welcome to Business and Information Management Systems! In this class, we will learn how businesses work, how to use computers like a pro, and how to get things done in an organized way. We will use fun projects to build our computer skills, practice teamwork, and solve problems. By the end of the year, our goal is to become confident and smart users of technology.

Teacher: C. Salinas

Contact Information: csalinas1@bcisd.us

Units of Study:

Six Weeks	Unit Title	Key Focus Areas
1st	Unit 01: Business Basics & How Companies Work (30 Days)	Students will discover what makes a business successful. We will explore different types of companies, learn about jobs people do, and understand how businesses serve customers and make money.
2nd	Unit 02: Computer Foundations & Digital Safety (15 Days) Unit 03: Keyboard Masters Challenge (15 Days)	Students will learn how computers work, practice internet safety rules, and protect personal information online. We will build typing speed and accuracy through fun keyboarding games and challenges.
3rd	Unit 04: Document Creation Pro (20 Days) Unit 05: Numbers & Data Organization (10 Days)	Students will master word processing to create business letters, reports, and flyers with professional formatting. We will learn to organize data in spreadsheets and create simple charts and graphs.

4th	Unit 06: Presentation Superstars (15 Days) Unit 07: Internet Research Skills (15 Days)	We will design and deliver engaging presentations using slides, images, and multimedia. Students will learn to find trustworthy websites, evaluate sources, and gather information for projects.
5th	Unit 08: Teamwork & Project Management (20 Days) Unit 09: Being a Good Digital Citizen (10 Days)	Students will collaborate on group projects, learn to divide tasks fairly, and manage deadlines together. We will explore online etiquette, cyberbullying prevention, and responsible social media use.
6th	Unit 10: Create Your Dream Business (25 Days) Unit 11: Portfolio Showcase & Celebration (5 Days)	Students will design a complete business plan for their own imaginary company, including products, customers, and marketing ideas.

Grading Policy: Grades will be based on class participation, daily computer assignments, and project-based work. Students will be evaluated on their effort, teamwork, and the quality of their completed projects.

Classroom Expectations:

- Listen to your classmates and teacher.
- Bring your materials and be ready to learn every day.
- Actively participate in class activities and projects.
- Ask for help when you need it.

Materials Needed:

- A notebook or binder
- Pencils or pens

Note to Parents/Guardians: Please encourage your student to practice their computer skills at home, especially keyboarding. I am always happy to discuss your child's progress. Please feel free to reach out to me via email with any questions.