



Coronado High School
Course Syllabus
Business Information Management 1 (BIM 1)

Instructor: Coach Brent Chamberlain	Room: 211
Phone: 806-219-1112	Periods: 1 st & 3 rd
Email: brent.chamberlain@lubbockisd.org	Conference: 5th

Course Description

In this course, students will be introduced to the use of the computer in a business setting. Office applications include word processing, spreadsheet, database and graphics programs. Students will learn to use the applications to analyze and solve basic business problems. Students will also have the opportunity to become certified a Microsoft Office Specialist.

Topics Covered

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Computer Basics | <input checked="" type="checkbox"/> Microsoft Word | <input checked="" type="checkbox"/> Microsoft PowerPoint |
| <input checked="" type="checkbox"/> Microsoft Excel | <input checked="" type="checkbox"/> Microsoft Access | <input checked="" type="checkbox"/> Microsoft Publisher |
| <input checked="" type="checkbox"/> Business Ethics | <input checked="" type="checkbox"/> Professional Communication | <input checked="" type="checkbox"/> Canva |

Supplies Needed

- | | |
|--|--|
| <input checked="" type="checkbox"/> Attendance | <input checked="" type="checkbox"/> Work Ethic |
|--|--|

Grading (per nine weeks)

- ☒ Grades (100%) – **Minimum of 9 per nine weeks**

Examples: Tests Projects Presentations

- ☒ Tutoring is available after school on Mondays from 7:30AM-8:00AM
- ☒ After school appointments must be made in advance. (Coaching)
- ☒ I will miss due to Coaching. I will almost guarantee what I leave with the sub will be entered as a grade. NO days off!



Attendance / Tardies

- ☒ You are expected to come to class on time.
- ☒ Work must be completed in the lab. Difficult to pass the class with poor attendance.

Class Restroom Pass

- ☒ Only 1 person will be allowed to go to the restroom at a time. Be quick other could be waiting on you.
- ☒ No passes will be issued during lecture times. (Excluding emergencies)
- ☒ If you have a medical need, please let me know. These students will be allowed to go at any time.



Make-Up Work

- ☒ All students are responsible for completing all assignments given.
- ☒ The student is responsible for receiving any make-up work if he/she has been absent.
- ☒ **You have the same number of days you missed to make-up the assignment. (Ex. If you miss 1 day, you have 1 day to make-up the assignment.)**
- ☒ A day is defined as the next class period the student is present
- ☒ All IEP's and IAP's that include the accommodation of extra time must be followed



Late Work Policy

10 points will be deducted for assignments 1-4 days late
Assignments more than 5 days late = Max grade of 50



Digital Citizenship/Acceptable Use Policy (as stated in the Student Handbook)

- ☑ Students will use the computers to conduct research and/or complete assignments as needed.
- ☑ All students are responsible for reading and understanding what is contained this policy.

- ☑ **Minor Offenses (see Class Expectations & Student Code of Conduct)**
 - 1st Offense – Warning
 - 2nd Offense – Parent Contact; Lunch Detention
 - 3rd Offense – Parent Contact; Loss of computer privileges for 3 days
 - 4th Offense – Discipline Referral; Parent Contact

- ☑ **Serious behaviors or offenses will result in an automatic referral. This includes fighting, repeated insubordination, and severe disruptive behavior.**

Cell Phones/Electronic Devices (*STATE LAW*)

- ☑ **HB 1481** - states that school districts shall adopt, implement, and ensure the district or school complies with a written policy prohibiting a student from using a personal communication device while on school property during the school day. The policy must establish disciplinary measures to be imposed for violating the prohibition and may provide for the confiscation of the personal communication device.
- ☑ 1st Offense – Verbal (This happens walking onto Campus)
- ☑ 2nd Offense – Teacher notifies administration (NO Verbal Warning From Teacher) teacher will document in Review 360 as an Office Referral
- ☑ 3rd Offense – same as 2nd and The administrator will meet with the parent or guardian and explain to them the sequence of consequences that will occur if the student continues to bring the device to school. The administrator will also bring to the parent/guardian's attention the student code of conduct and confirm their original electronic signature.
From 3rd offense forward, the parent/guardian will have to pick up the phone from the office.
- ☑ 4th Offense – 1 Day of ISS
- ☑ 5th Offense – 2 Days of ISS
- ☑ 6th Offense – 3 Days of ISS and *The administrator will deliver the second notification - a letter to the Parent/Guardian stating that **All Devices** will remain at home for the remainder of the school year and that the next offense will result in a disciplinary conference with a recommendation for a DAEP placement.*
 - ☑ 7th Offense- DAEP Placement not to exceed 10 days, and all devices will remain at home for the remainder of the year.
 - ☑ Continued offenses will result in OSS and consideration for a DAEP placement with a longer placement.



Any refusal to surrender a personal communication device when requested will be considered a violation of the SCC and could result in either a suspension or placement at DAEP. The Campus Behavior Coordinator must use their administrative discretion to make the best disciplinary decision based on the student's disciplinary history.

Other Key Expectations

- ☑ Lab seating is choice... **FOR NOW**. Please do NOT make me have to do assigned seating. You are responsible for reporting problems or issues with the computer at your station. Please let the teacher know immediately if there is a problem...students will be held responsible for damage to computer equipment, lab furniture, textbooks, and lab materials.