



BUSINESS INFORMATION MGMT

Mrs. Chapman-Terry

Room 4705
4th Period Conference



COMMUNICATION with the teacher

- 1 SABRINA.CHAPMAN@HUMBLEISD.NET
- 2 REMINDIO! app chat
- 3 (281) 641-6952

COURSE

information

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.

CONSEQUENCES FOR code of conduct violations

Students are expected to follow all school rules as explained/detailed in the student handbook, as well as those reinforced in the class assemblies. This includes dress code, tardies, unexcused absences, etc.

TUTORING

I strongly encourage all of my students to attend tutoring on a weekly basis if they do not understand the concept, have missed school, or are falling behind. Please see tutoring schedule for available times during ONE lunch.

GUIDELINES FOR SUCCESS through professionalism

- | | |
|------------------|-----------------|
| 1 TRUST | 6 HONESTY |
| 2 RESPECT | 7 DEPENDABILITY |
| 3 INTEGRITY | 8 TEAMWORK |
| 4 RESPONSIBILITY | 9 ATTITUDE |
| 5 WORK ETHIC | 10 INITIATIVE |

GRADING guidelines

ALL EQUAL



Everything is graded all equal in this class. This means each assignment is important to your average!! Grades are entered into eschool weekly.

PLAGIARISM and cheating

Plagiarism and cheating will not be tolerated in my class. If a student is caught plagiarizing or cheating, the student will receive a zero for the assignment. Discipline referrals will also be given to students that are caught cheating or plagiarizing.

RESTROOM breaks

Each student is expected to arrive to class on time and stay in class for at least 10 minutes or through instructions should that take longer. A student is not permitted to leave class without permission/pass. Additionally, students will not be allowed to leave during the last 10 minutes of class.

CLASSROOM

processes & procedures

Entering Class:

Please sign in on the roster at the front of the class upon entering. At this point you should be in learning mode. Sit in your seat, log in, and begin the warm-up posted on Google Classroom. If you want to chat with your friends, you may do this in the hallway – not in the classroom. When you enter the classroom, it is time to begin learning.

Daily Assignments:

All daily assignments can be found on Google Classroom.

Turning in Assignments:

All assignments will be turned in electronically. These will be graded electronically and feedback will also be given electronically.

Exiting Class:

The bell does not dismiss you, I do. When the classroom is picked up and nothing on the floor, you may leave. If class is finished early, you will remain in your seat. There will be **NO CROWDING** around the doorway!!

WEBSITE

My website is available through the KHS website and has my contact information posted should you need it. Additionally, some assignments may require that you access the Internet and my website. Please make sure you have access to the internet.

CELLPHONES

For 2019-2020 cellphones are permitted in all areas of the building including classroom, **for educational use**. Students are expected to put cellphones up during class UNLESS instructed to utilize the cellphone for a lesson. ON review/test days phones **WILL NOT BE ALLOWED DURING CLASS**.

Have a great year!!

ABSENCES

and make-up work

If a student is absent, he/she must get make-up work BEFORE/AFTER school OR during ONE Lunch. It is inappropriate to come to the regularly scheduled class period after being absent and ask the teacher for work. Students will not disrupt the learning environment because of an absence. Class must go on whether a student is absent or not. Also note: if a student is absent the day an assignment is due, the students must turn in the assignment IMMEDIATELY when they return to class in order to receive full credit.

TARDY

for class

All students are expected to arrive to class on time. **If you are tardy, report to the nearest office to receive a pass.** Students will not be allowed in the room without a pass.

LATE WORK

Late work will be accepted up to 5 days after the due date with a penalty of **20 POINTS PER DAY**. **Please turn in work on time.**

COMPUTERS

and printers

Students are not allowed to print or research assignments for any other class during my instructional time. Students may be required to print some assignments for this class, in this class, from time to time. This means that students are not allowed to come to class when a paper is due in another class and ask to print it.

Successful and unsuccessful people do not vary greatly in their *abilities*. They vary in their *desires to reach their potential*.

JOHN MAXWELL