

Mr. Byers and Mr. Halvorson's Class Syllabus and Expectations 2014-2015 School Year

Course: BIM
Room: B205
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First, I would like to welcome everyone back to or to Ereckson Middle School. I hope that you had a wonderful and restful summer. I also hope that you are as excited as I am to begin this new school year. I look forward to you being in my class and I am excited about teaching the subjects to you. The BIM class is new this year. It is a project based course in which you can earn 1.0 high school credits.

Syllabus:

1st Nine Weeks—This six weeks we will cover:

- Basics of Keyboarding
- Basics of Word
- Learn about copyright and plagiarism
- How to format a Business Letter
- How to create a Brochure in Word
- Creating a Flyer in Word
- Creating a file in Mail Merge
- Learn about ourselves to pick a career
- Basics of Excel

Major Project(s) Due:

- Research Paper
- Brochure about ourselves

2nd Nine Weeks—This six weeks we will cover:

- Creating databases using Access
- Formatting a Database
- Creating Forms for a database
- Creating Reports for a database

Major Project(s) Due:

- Students will create a database using their favorite movies and then construct queries and reports for that database

3rd Nine Weeks—This six weeks you will cover:

- Basics of Excel
- Preparing Spreadsheets
- Learning to use functions and formulas
- Learn to create graphs
- How to create a budget
- Learning about the High School Experience
- Learning the Career Pathways the High School offers
- Learning how to create SmartArt in Word

Major Project(s) Due:

- Students will create their own Graduation Plan
- Lemonade Stand Project
- Students will create a budget from a career and city and other living choices that they have been given

4th Nine Weeks—This six weeks you will cover:

- Learning creating documents in Publisher
- Learning the basics of PowerPoint
- Learning creating and designing slideshows

Major Project(s) Due:

- Career Cluster Project
- Students will prepare a history of business dress
- Students will complete an entrepreneur activity

You will also be taking a semester exam at the end of each semester. Dates for these will be given at a later time.

Policies:

Tardy Policy:

Students are expected to be in class and ready to begin work when the bell rings. If a student is not in the classroom when the final bell rings that student will sign a tardy form and be counted tardy for that class. The only exception for a student being late to class is if they have a note from a teacher, nurse or the office that they were with them and that is why they are late to class. Ereckson Middle School's tardy policy will be followed for any students who are late to class.

Grading Policy:

Grades will consist of participation grades, daily work grades, projects, quizzes, and tests. Grades will be broken down into daily work grades 50% and tests and project will be 50% of your grade.

***Most projects will count as multiple grades instead of just one grade.**

Make-work:

In case of an absence, your child will be required to come in before or after school to make up any work that was missed. It is the students' responsibility to ask the teacher what if any work that was missed. Make-up work must be completed at least one week from the students' absence before points will be deducted from their grade. Students will find missing assignments written on the daily calendar or in the folder for their class.

Late Work:

All work is expected to be turned in on time. In the case that work is late points will be deducted from the students' grade.

- Up to 1 week late—15 points deducted automatically
- Greater than 5 school days late—30 points deducted automatically

Class Rules:

1. Be prepared—Come to class with any supplies that are needed for that class period.
2. Write in your Agenda—Every class after you finish your warm-up you need to have the days events written in your agenda. I will check these.
3. Follow the directions and stay on task—You will need to pay attention to all directions, since they can affect your grade if you do not follow them.
4. Keep Hands, Feet, and other objects to yourself. Do not kick, hit or throw things at others in the class.
5. Follow the Dress Code.
6. No **Gum**, **Food**, or **Drinks** in the classroom.
7. **You are not allowed to play games or go to game websites on the computers.**
8. **You are not allowed to listen to music from websites or watch music videos on the computer.**

Consequences:

1. 1st occurrence—Student will receive a warning or verbal redirection from the teacher
2. 2nd occurrence—Temporary removal from the group and teacher/student conference. Parent phone call.
3. 3rd occurrence—Twenty minute teacher detention and parent notification by phone, email, or a note home.
4. 4th occurrence—Thirty minute teacher detention and parent notification by phone, email, or a note home.

5. 5th occurrence—Office Referral with parent notification.

Detentions:

All classroom detentions will be served either in the morning or after school in Room B205. Detentions will be scheduled by the teacher and will be either twenty minutes or thirty minutes in length.

Tutoring Times:

Monday, Tuesday, and Thursday—7:45 to 8:20

Monday, Tuesday, and Thursday—3:35 to 4:05

All morning tutoring must be agreed upon in advance so that the student can receive a tutoring pass that will allow them to leave the cafeteria in the mornings.

I am looking forward to having a great year; I hope that you are also.

Mr. Byers

Mr. Halvorson