



Business Information Management I Course Syllabus

Luther Burbank High School

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Mission Statement:

Luther Burbank High School develops life-long learners who are able to communicate their ideas in a knowledgeable and reflective way that encourages creativity, open-mindedness, and principled behaviors in our global society while developing sensitivity and respect for all people and cultures.

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. The class will also focus on writing, inquiry, collaboration, organization, and reading (WICOR) through teacher and student-led activities. There is also an emphasis on the IB Learner Profiles, Approaches to Learning, and Global Contexts outlined in the IB curriculum.

Learning Objectives

- **Character Development:** The student will set goals, further his/her self-awareness, get involved in the community and in school, and take ownership of his/her learning.
- **Communication:** The student will refine his//her speaking and listening skills for all audiences.
- **Writing:** The student will learn critical writing, academic writing, and personal writing.
- **Inquiry:** The student will learn Costa's levels of questioning and will develop his/her critical thinking skills using Socratic seminars and Philosophical Chairs.
- **Collaboration:** The student will refine his/her collaboration skills through team building, group projects, presentations, and a family-like classroom environment.
- **Organization:** The student will learn to use specific tools to organize his/her academic and social lives. This unit will also include test taking strategies and time management.
- **Reading:** The student will understand text structures, apply prior knowledge, and make connections; make predictions, ask questions and create visual images as they read. Students will strategically gain meaning, understanding and knowledge from print and other media. Reading will be purpose driven and interactive.

Materials: Binders and planners are essential in developing our organization skills.

- 3 inch (3-ring binder) with
- 2 or more pens and pencils
- 1 zipper pouch
- 1 or more highlighters
- Notebook paper
- Subject dividers (for each academic class)
- **Laptop (should be brought to class every day)**

Textbook: Shelly Cashman Series ® Microsoft ® Office 365 & Office 2016 Introductory Texas K12, 1st Edition

Grading Criteria:

- **Homework/Class work/Daily work** = 60% (Cornell Notes, graphic organizers, quick writes, collaborative work, presentations, learning logs, and binder checks.)
- **Assessments** = 40% (Project based assessments, quizzes, and exams.)
- **Late Work:**

Days Late	Point Deduction	Calculation Examples
1	-10 points	100 records in gradebook as 90 ($100 - 10 = 90$)
2	-20 points	100 records in gradebook as 80 ($100 - 20 = 80$)
3	-30 points	100 records in gradebook as 70 ($100 - 30 = 70$)
4+	-40 points	100 record in gradebook as 60 ($100 - 40 = 60$) or grade of zero (0)

Computer Lab:

Students are expected to treat the equipment in the computer lab with care. No food or drinks are allowed in the lab. No need for cell phones. Students will be assigned to a computer. As a student you are ONLY allowed access to your assigned computer using your school email and password. No software may be installed on any machine in the lab without instructor's approval. Nothing may be downloaded to any machine in the lab without instructor's approval. DO NOT PLAY GAMES! Use of headphones is prohibited. We are here to learn and develop our skills!

Expectations: There are certain behaviors you should adapt and display consistently throughout the year. They are designed to support you in your classes and help you achieve success. They are:

- **Schoolwide Norms** – Be respectful, be responsible, be open-minded (unbiased).
- **Attendance/Punctuality** – Please get to class on time. Do not be late. If a student is absent, he/she needs to pick up an absent slip and have teachers sign it. Absent slip should be turned into the last period teacher. Tardies will be recorded every day. After 3 tardies, a parent will be notified. A student who is late 10 minutes or more, will be marked absent.
- **Cellphones/Electronic Devices** – Cellphones are not allowed to be used in the classroom. Cellphones will be collected at the beginning of class and will be returned to students before the end of class. Parent conferences will be held for students who refuse to follow the campus expectations regarding cellphone use.
- **Dress for Success** – Follow the school's dress code policy.
- **Hall Passes** – There will be no passes the first and last ten minutes of class. You need a pass to be outside of class. Hall passes will be given only for the restroom and to go see a nurse.
- **Organization** – All students will carry a backpack with supplies needed for learning (including pencils, paper, and charged laptops/Chromebooks).
- **Academic Honesty Policy** – Students are expected to hold themselves to high standards of integrity and academic dishonesty will not be tolerated in any form. Academic dishonesty includes but is not limited to copying another individual's work and passing it off as your own (plagiarism) allowing another individual to copy your work, distributing, or utilizing an answer key that has been shared electronically.
- **Public Speaking** – You will develop your ability to speak and present information in from of teacher and peers.



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Parent and Student Syllabus Acknowledgment Form
2022 - 2023



I have read and fully understand the policies and procedures of the Class Syllabus. I am aware that I will be held accountable for my actions as described in this document.

In addition, by affixing my signature below I agree with the following statements:

- I fully understand the policies set forth in this syllabus.
- I acknowledge and understand that my failure to abide by these policies may have significant academic consequences for which I am solely responsible.
- I acknowledge and agree that the lecture and content described by this syllabus can be changed at the discretion of the course instructor in order to meet the course objectives.
- I will abide by all computer lab safety and security rules.

Print Student Name

Student Signature

Date

Print Parent Name

Parent Signature

Date

How can we contact you? Please provide your preferred method of contact.

Email: _____ Text/Call: _____

SAISD does not discriminate based on race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973, as amended.

Es norma del distrito de San Antonio no discriminar por motivos de raza, color, origen nacional, sexo, identidad de género, expresión de género, orientación sexual o discapacidad, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda, y las pólizas DIA, FFH, y FFI de la mesa directiva de SAISD.