



Mr. Oscar Jauregui
Business Information Management



Email: ojauregui@saisd.net

Ph: (210) 228-1210 ext. 32295

Rm: 2400 CTE Bldg.

Tutoring Times: Tue & Thu @ 7:45 am – 8:15 am

Course Description:

In Business Information Management II, students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate multimedia software.

ebook: The Shelly Series Cashman, Microsoft Office 365 & Office 2019, 1e

Class norms:

Please get to class on time. Do Not get to class Tardy

Please do NOT eat in class. Crumbs encourage ants and bugs to visit our classroom.

Please do NOT use your Cellphone without permission. Off Task behavior causes poor grades.

Please turn in assignments on time to avoid late penalties.

Please treat our technology with respect. It has to last us for years.

Burbank HS Tech Electronics Policy (No cell phones or other electronics during

class except for instructional purposes)

The use of cell phones and other electronic devices, such as MP3s is a violation of the Student

Code of Conduct.

1st Offense – Documented verbal warning and reminder given to student that electronic devices may be confiscated, and fines assessed for the return of the device in accordance with the Telecommunications/Electronic Devices Procedures.

2nd Offense – Electronic device confiscated and returned to parent/legal guardian at end of the school day. Parent/guardian signature and date required for receipt of device and parents will receive an additional copy of the telecommunications/Electronic Devices Procedures.

3rd Offense – Device confiscated and \$10 fine assessed for return of the item. Parents/legal guardians may pick up the device at the end of the day after the fine has been collected.

4th Offense – Device confiscated and \$15 fine assessed for return of the item. Parents/legal guardians may pick up the device at the end of the day after the fine has been collected.

No cell phones or other electronics during class except for instructional purposes.

Burbank HS Academic Dishonesty 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 student’s work and passing it off as your own (plagiarism), allowing another person to copy your work, distributing or utilizing an answer key that has been shared electronically.

Students who engage in academic dishonesty will receive the following consequences:

1st Offense: Referral to counselor, parent contact (phone or email), a zero on the assignment, AND a “N” in conduct for nine weeks, which may affect eligibility for extracurricular events.

2nd Offense: Referral to administration, parent conference, a zero on the assignment, AND a “U” in conduct for the nine weeks, which may affect eligibility for extracurricular events.

SAISD Grading Policy:

Formative (Quiz/Daily/Homework): 60%

Summative (Tests/Projects): 40%

Late Work

Any late work must be submitted before the unit assessment or the progress report window.

Late work penalties of 20% will be given for all work turned in after the assigned due date.

Project deadlines cannot be presented or turned in late.

Syllabus Acknowledgement Form:

Parents and students have read and agreed to the information described in this course syllabus

Student Printed Name: _____

Parent Signature: _____

Date: _____

Parent Email: _____

Parent Phone Number: _____