

# BUSINESS INFORMATION MANAGEMENT 1 SYLLABUS

**INSTRUCTOR  
MRS. PRESSNELL  
ROOM 2415**

## Contact Information

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## COURSE INFORMATION

### Requirements:

This course is recommended for students in Grades 9-12.

### Recommended Prerequisite:

Touch Systems Data Entry.

Recommended co-requisite: Business Lab.

### Introduction:

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.

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**Burbank Bulldogs  
2020-2021**

**GRADING** Students will receive a traditional grade AND an IB grade for this course.

Grades are available at all times through iDataPortal for students.

Progress reports are distributed in class every 3-weeks.

Report cards are sent home every 9-weeks

### **SUPPLIES**

- Writing utensil
- Notebook paper
- Folder/Binder
- FBLA Dues (\$25)

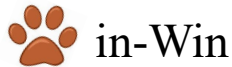
### **STUDENT CONDUCT**

**Any acts of classroom disruption** to the educational process that go beyond the normal rights of a student to question and discuss with instructors relative to subject content **will not be tolerated**, in accordance with the Academic Code of Conduct described in the Student Handbook

**CLASSROOM GUIDELINES FOR SUCCESS**

**P**ositive Attitude

**A**ccountability



**S**tay Focused

**CLASSROOM RULES**

**A**ctively Participate

**B**e on time (before the bell rings)

**C**onsider Others

**D**ress for Success

**E**lectronics are to be used ONLY when allowed

**EXAMINATION POLICY**

- 4-week exam
- 9-week exam
- (IB) GRASPS exam
- Unannounced pop-quizzes

*If you are absent or late, you are responsible for course notes, handouts and any lab assignments you missed.*

**APPEALS POLICY**

To appeal a grade, contact the instructor within two weeks of receiving your grade.

Overdue appeals requiring a Grade Change Form will not be considered.

**TUTORING**

If additional lab time is necessary, I will be available **Wednesday and Fridays after school in Rm. 2415** (with 24-hours notice).

**CAREER AND TECHNOLOGY STUDENT ORGANIZATION POLICIES:**

Business students should join the Future Business Leaders of America (FBLA).  
Dues for FBLA are \$25.  
Meetings are held twice a month.

*Officer positions are available this year. Check out the [National Officer Handbook](#).*

Members are eligible to:

- receive discounts with businesses through [FBLA Membership Benefits](#)
- apply for scholarships through [FBLA Scholarship Partners](#)
- participate in [FBLA Competitive Events](#) throughout the year.

Members are expected to:

- participate in community service projects as assigned.
- participate in [FBLA Fundraising](#) throughout the year.
- Practice leadership inside and out of the classrooms at all times.

Click this link to learn more [About FBLA-PBL](#).



Future Business Leaders of America-Phi Beta Lambda, Inc. is the largest career student business organization in the world.

Each year, over 230,000 members prepare for careers in business.

Check out [FBLA Fact Sheet](#) to find our more about who we are

Interested in what do we do? Here's the [FBLA Calendar of Events](#)

1. *Read this syllabus.*
2. *Reflect in writing on three (3) policies in this class that are setup to help you find success this year.*
3. *Turn-in \$25 FBLA dues by **Sept. 30th**.*
4. *Sign that you have reviewed the information*

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