



BusinessTech Academy

Santa Fe High School Course Syllabus



INFORMATION SYSTEMS 2 - '24/'25

My name is William Chesher and I am your instructor. In this course, we develop skills and knowledge in information systems and business management. We develop critical thinking, complex reasoning, research, communication, and writing skills. We apply our knowledge and skills through digital content and physical creation projects, analysis, and discussions. We develop collaboration, emotional literacy, and leadership skills, which are universally valued in the workplace.

Communication:

Reach me via email at william.chesher@wuhsd.org or phone at 562.698.8121 x4126 or 424.488.6070. Use Remind to stay updated on assignments, events, and classroom/academy announcements. Outside of regular or embedded class times, the best way to communicate with me is via Remind, then email.

Unit Outline:

- Business Concepts 2
- Professional and Postsecondary Readiness 2
- Geographic Information Systems (GIS)
- Computer Hardware
- Digital Citizenship

Materials, resources, and assignments are posted in Google Classroom. We use various tools made available on lab computers, tablets, Chromebooks, or online. Lab computers are generally available during class, embedded support, nutrition, and lunch. After school, the lab is available by appointment.

Objectives:

- Understand fundamental expectations of professionalism and choose to act professionally.
- Understand/use information technology tools to conduct business effectively and efficiently.
- Plan, organize, secure, and manage resources of a project to achieve specific goals.
- Investigate functions and techniques of management and organizational structures.
- Apply economic concepts as they relate to business and entrepreneurship.
- Understand the importance of risk management and regulatory compliance in business.
- Understand concepts of marketing and branding and produce professional digital media.

Grading:

Assignments: 30% : Projects/Assessments: 40% : Participation/Effort: 30%

F <= 59.9% : D = 60% - 69.9% : C = 70% - 79.9% : B = 80% - 89.9% : A >= 90%

- **Grades reflect ability to understand and follow instructions, time/effort spent, quality**
- Classwork and homework assignments will leverage in-person lessons, demonstrations, lectures, guest speakers, group activities, discussions, videos, research, and readings.
- Regular attendance and participation in class discussions and activities is crucial to success.
- **Students** are responsible for understanding directions before assignments are due/graded.
- Help should ideally be obtained in class or embedded support. **Self advocate. Ask for help.**

Project-Based Learning:

We provide hands-on, real-world experiences and authentic achievement through deep learning. Projects challenge us to think critically, solve problems, and collaborate with peers. We develop time management, communications, and teamwork. We support student "**learner agency**" through innovation, creativity, discovery, and actively engaging in acquiring new knowledge.

Participation, Discussions, Feedback:

- Participation in class/peer discussions provide opportunities to improve verbal communication.

- Students consider new ideas and information, take into consideration ideas offered by others, and contribute by presenting relevant thoughts, opinions, and by challenging conclusions.
- Contributions stay on topic, and distinguish among data, facts, opinions, and assumptions.
- Providing meaningful, constructive, and appropriate feedback is a key course component. Students critically evaluate their own work, peer work, group work, and give their instructor feedback. Students use evaluation and reflection to give feedback as part of co-ownership.

Classroom Rules:

1. Respect everyone and everything.
2. Be on time, present, available, and professional.
3. Speak when appropriate and use positive, professional language.
4. Follow instructions and stay on task.
5. Tardy students write their first name and last initial and class period clearly on the back board.
6. To use the restroom: 1) Ask politely 2) Place phone on the teacher's desk 3) Back in 10 minutes
7. Do not engage in *grade grubbing* of any kind.
8. No cheating or plagiarism, including the use of AI to present work as your own.
9. No cell phone use/earbuds during lectures, activities, or discussions. Students who will not follow this rule will lose class participation points, cell phone privileges and/or phones taken.

Negative behavior consequences: Verbal warning, counseling, referral, removal from class, dropping a semester letter grade, or removal from the Academy. Severe behaviors result in severe consequences.

Assignments and Late Work:

- No "extra credit" opportunities are available. Do work assigned on time and with obvious effort.
- On-time assignments that follow directions are worth up to 100% of original assignment value.
- On time assignments which do not follow directions will be returned to the student, or are worth from 0% to 100% of original assignment value at the instructor's discretion.
- Late assignments up to 24 hours after the due date which follow directions are worth up to 80% of the original assignment value at the instructor's discretion.
- Late assignments up to 48 hours after the due date which follow directions are worth up to 70% of the original assignment value at the instructor's discretion.
- **Late assignments submitted more than 48 hours after the due date are worth zero value.**
- **Late assignments which don't follow directions are worth zero value.**
- **If excused absences or circumstances affect your assignments, email your instructor with details and then follow up with them as soon as possible.**

Support and Accommodations

If you need additional support, ask during class time, embedded support, or via Remind. You can ask for help in the lab during nutrition or lunchtime depending on instructor availability. After school support is available by appointment. Students should promptly communicate accommodation requests.

I have read and understand all policies, requirements, and statements included in this syllabus.

Student Name _____ Signature _____ Date _____

Parent Name _____ Signature _____ Date _____

(Required if student is under 18 years old)

Parent/Guardian Cell Phone(s): _____

Parent/Guardian Email Address: _____

ADMINISTRATION



CRAIG CAMPBELL



PAUL WISE