



Business English Course Syllabus 2026-2027

Course Description:

Students will enhance their communication and research skills by applying them to the business environment. Students will also exchange information and produce properly formatted business documents using emerging technology.

Computer Usage

Misuse of school computers can result in DAEP placement. Please see Student Code of Conduct and Student Handbook for further details.

Grading Procedure:

60% major tests, projects, and compositions
40% quizzes, homework, and class work

(we drop 1 minor grade every grading period, but no major grades)

 San Angelo ISD Grading Guidelines

First Semester Exam: Comprehensive for first semester

Second Semester Exam: Comprehensive for second semester

Exemptions: Students have the opportunity to be exempt from **spring semester** final tests.

Late Work: Students may receive full credit for assignments turned in on time. Assignments that are turned in late will receive a reduction of 10%, 20%, and 30% on the 1st, 2nd, and 3rd late days respectively. After the 3rd day, the teacher has the option to give a 0.

Policy for Make-up Assignments: Students have the number of days absent plus one to complete assignments (the counting begins the day the student returns to the class missed) Make-up work is the student's responsibility. ASK for it!

Tutorials: (mandatory if not passing)

Tuesday and Wednesday during Bobcat Block and after school (4:09-4:39)

Wednesday before and after school (7:45-8:15 & 4:09 - 4:39)

Schoology

Schoology is a daily part of our class routine. It shows what is expected and due each day. It is your responsibility to login everyday and assess what needs to be done. Schoology can be accessed anywhere via the internet, which means if you are out, you can log in and see what was assigned that day or get caught up on any missing/late assignments.

Student login: id@students.saisd.org

SAISD Schoology site: schoology.saisd.org

Behavior & Consequences *I expect you to act as a young adult preparing to embark on your next journey.*

1. Warning
2. Teacher Detention and/or Parent Contact.
3. For repeated offenses or deliberate misconduct: discipline center referral

Class Expectations

1. Be on time.
2. Treat everyone with respect.
3. Respect the technology.
4. Put forth your best effort.
5. Leave your workspace clean
6. Be kind.

Passes: Requests will be considered at appropriate times and when the instructor is not delivering information. **Students are required to ask first,** and then create an Ehallpass on their device.

Dress Code: All students are expected to abide by the SACHS dress code.

Safety Protocols: We will abide by all mandated and/or suggested protocols as they are presented to us.

Additionally, we will participate in safety drills throughout the year to ensure the safety of all during various dangerous situations.

Electronics: **Cell phones must be silenced and put away during the school day.** [SAISD Cell Phone Policy](#)

Food and Drinks: My class is a computer lab. You are welcome to eat and drink at the round tables in the middle of the room, but not at the computers. Clean up your own mess if you have a spill. Snacks are fine, but let's avoid eating full meals in class.

Tardies: In the professional world, punctuality is a key component for success. So it is with school. Be in your seat when the bell rings. Three tardies is equivalent to an absence. Excessive tardies will affect your final exam exemptions.

Students arriving after the tardy bell without a pass will be given a TCU (Tardy Counted Unexcused). Excessive tardiness will result in a parent phone call and a discipline referral.

Note: **Arriving to class more than 10 minutes late will result in an absence. This is state law.**

Final Exams

Business English is an English IV credit (core course); therefore, students are not exempt from the first semester final. Students may be exempt from the spring final. The CHS exemption policy states: *Students must maintain an 80 average for the semester and have no more than 3 absences in the respective class to be exempt.* Tardies will impact exemptions. Three unexcused tardies from a class will result in an absence in that class.

Non-Negotiables

- No sound coming from your computer.
- Food & drinks... no, just no.
- Dress code per district policy
- Headphones need to be returned after use.
- Cell phones are to be put away prior to the bell

Student Success

This class is built so that you may succeed. If you work on each assignment and turn everything in, there is no reason for you not to do well. This class is taught at an advanced level; therefore, it is important to put forth your best effort and not assume that minimum effort will earn maximum points.

This class will prepare you to succeed in your future endeavors as a professional. Good luck!