

Business Computer Information Systems

BCIS is a high school elective that explores the use of technology applications in both business and personal situations. The course provides key knowledge and skills in the following areas:

- communication skills
- business technology
- word processing applications
- spreadsheet applications
- database applications
- telecommunications technology
- desktop publishing technology
- presentation technology
- computer networks
- computer operating systems

The course is intended to help students arrive at the following understandings:

- Effective communications skills and productive work habits can increase employees' success.
- Technology solutions can help employees be more productive and effective.

Keyboarding is a stated prerequisite for this course. While there are some keyboarding reviews in the course, there is no keyboarding instruction.

Unit 1: Communication Skills		
Assignments		
BCIS	1. Course Overview	11. Finding Reliable Internet Resources
	2. Communication Skills	12. Paraphrasing and Summarizing
	3. Electronic Communication Skills	13. Organizing Information
	4. Project: Revising E-mail	14. Quiz 3: Using Written Information
	5. Quiz 1: Overview of Effective Communication Skills	15. Report: Business Skills
	6. Workplace Skills, Habits, and Attitudes	16. Special Project*
	7. Active Listening	17. Review
	8. Constructive Feedback	18. Test
	9. Project: Employee Action Plan	19. Alternate Test*
	10. Quiz 2: Desirable Workplace Skills, Habits, and Attitudes	20. Glossary and Credits

Unit 2: Business Technology		
Assignments		
BCIS	1. Hardware versus Software	8. Report: Technology in Business
	2. Current Business Technology	9. Special Project*
	3. Quiz 1: Overview of Business Technology	10. Review
	4. Business Solutions Case Studies	11. Test
	5. Emerging Technology	12. Alternate Test*
	6. Project: Defining Technical Terms	13. Glossary and Credits
	7. Quiz 2: Business Solutions	

Unit 3: Word Processing			
Assignments			
BCIS	1. Keyboarding Pretest	13. Project: Creating a Newsletter	
	2. Keyboarding Exercises	14. Research Papers	
	3. Number Keypad	15. Project: Formatting a Research Paper	
	4. Project: Timed Typing Tests*	16. Business Reports	
	5. Quiz 1: Keyboarding Skills	17. Project: Creating a Business Report	
	6. Writing and Editing a Business Document	18. Quiz 2: Creating Business Documents	
	7. Project: Creating a Memo	19. Special Project*	
	8. Business Letters	20. Review	
	9. Project: Creating a Business Letter	21. Test	
	10. Resumes	22. Alternate Test*	
	11. Project: Creating a Resume	23. Glossary and Credits	
	12. Brochures and Newsletters		
	Unit 4: Spreadsheets		
	Assignments		
	BCIS	1. Entering Data	12. Project: Estimating Income Taxes
		2. Formatting	13. Creating Graphs
		3. Editing Data	14. Project: Business Spreadsheets
		4. Shortcuts	15. Project: Balance Sheets and Profit-and-Loss Statements
		5. Quiz 1: Spreadsheet Basics	16. Quiz 3: Spreadsheet Applications
		6. Formulas	17. Special Project*
		7. Project: Using Simple Formulas	18. Review
		8. Advanced Formulas	19. Test
		9. Project: Using Advanced Formulas	20. Alternate Test*
10. Quiz 2: Spreadsheet Formulas		21. Glossary and Credits	
11. Project: Creating a Personal Budget			
Unit 5: Databases			
Assignments			
BCIS		1. Comparing Databases and Spreadsheets	10. Project: Using a Database to Create a Business Report*
		2. Understanding Database Terms	11. Quiz 2: Database Features
		3. Project: Creating a Database	12. Special Project*
		4. Working with Data and Records	13. Review
		5. Quiz 1: Database Basics	14. Test
		6. Using Databases to Search and Query	15. Alternate Test*
		7. Project: Working with Queries	16. Glossary and Credits
		8. Project: Using a Database to Generate Mailings*	
	9. Importing and Exporting Data		
	Unit 6: Semester Review and Exam		
	Assignments		
	BCIS	1. Review	3. Alternate Exam*
		2. Exam	

Unit 7: Telecommunications Technology		
Assignments		
BCIS	1. The Parts and the Pieces	9. E-Mail Ethics and Work Habits
	2. Case Studies	10. Netiquette
	3. Quiz 1: The Telecommunications Industry - An Overview	11. Quiz 3: Doing It Right
	4. E-Mail	12. Special Project*
	5. Beyond E-Mail	13. Review
	6. Evaluating Telecommunication Technologies	14. Test
	7. Project: Analyze It	15. Alternate Test*
	8. Quiz 2: Using and Choosing Telecommunication Technology	16. Glossary and Credits

Unit 8: Desktop Publishing Technology		
Assignments		
BCIS	1. What Is Desktop Publishing?	9. Importing Graphics
	2. Case Study: The Uses of DTP	10. Project: Creating an Instructional Manual
	3. Quiz 1: Desktop Publishing - An Introduction	11. Quiz 3: Using Desktop Publishing
	4. Planning	12. Special Project*
	5. Design Considerations	13. Review
	6. More Design Considerations	14. Test
	7. Quiz 2: Desktop Publishing Procedures	15. Alternate Test*
	8. Importing Text	16. Glossary and Credits

Unit 9: Presentation Technology		
Assignments		
BCIS	1. What is Presentation Technology?	10. Putting It All Together
	2. How Is Presentation Technology Used?	11. Quiz 3: Presentation Planning
	3. Quiz 1: An Introduction to Presentation Technology	12. Project: Creating a Presentation
	4. Working with Text	13. Special Project*
	5. Working with Graphics	14. Review
	6. Working with Special Effects	15. Test
	7. Quiz 2: Presentation Guidelines	16. Alternate Test*
	8. Content	17. Glossary and Credits
	9. Layout	

Unit 10: Computer Networks		
Assignments		
BCIS	1. Why Use a Network?	10. Designing Your Network
	2. How Do Networks Work?	11. Quiz 3: Choosing a Network
	3. Quiz 1: An Introduction to Networking	12. Project: Networking Interview
	4. Network Architecture	13. Special Project*
	5. Network Areas	14. Review
	6. Network Models	15. Test
	7. Hardware and Software	16. Alternate Test*
	8. Quiz 2: Networking Basics	17. Glossary and Credits
	9. Needs Assessment	

Unit 11: Computer Operating Systems		
Assignments		
BCIS	1. What is an Operating System?	10. Programs and Files
	2. Utilities	11. Quiz 3: Using the Operating System
	3. Quiz 1: An Introduction to Operating Systems	12. Project: Customize Your Desktop
	4. Mac	13. Special Project*
	5. Windows	14. Review
	6. Linux	15. Test
	7. Quiz 2: Types of Operating Systems	16. Alternate Test*
	8. Getting Started - Exploring the Desktop	17. Glossary and Credits
	9. Using the Interface	

Unit 12: Semester Review and Exam		
Assignments		
BCIS	1. Review	3. Alternate Exam*
	2. Exam	