

Teacher: Mrs. Robinson
School Year: 2007-2008
Alternative Education Center

BCIS Course Syllabus

Hello Parents/Guardians and Students!

Welcome to a brand new year. I am so excited about having your student in my class! My goal is to provide challenging and fun learning. In **BCIS** your student will learn how to apply technical skills to address business applications and practical everyday computer use. This course will help build the foundation needed for emerging technology.

Course Information: (From the Texas Essential Knowledge and Skills)

(a) General requirements. The prerequisite for this course is Keyboarding, one-half credit or equivalent.

(b) Introduction. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society to make a successful transition to the workforce and/or postsecondary education. Students apply technical skills to address business applications of emerging technologies.

This course will include the follow programs:

- Microsoft Word
- Excel
- Access
- PowerPoint
- Publisher

Teacher Information: My name is Mrs. Robinson. This is my second year at the Alternative Campus. I teach Middle School and High School Fundamentals of Math, Keyboarding, and BCIS. If you have any questions or concerns throughout the year, you can email me at robibr@mansfieldisd.org

Materials: This class will use a combination of the text book, ***Business Computer Information Systems I*** published by Prentice Hall and multimedia software, ***Blazing BCIS*** and ***Multimedia Madness*** produced by Business Education Creations. The students will have access to the computer lab to complete all assignments.

Course Calendar/Schedule: 18 Weeks

BCIS I and II

BCIS Part I

Week One: 8/27–8/31

- Keyboarding Review
- Intro to Microsoft Word

Week Two: 9/3-9/7 (9/3 Labor Day Holiday)

- Formatting Documents in Word

Week Three: 9/10-9/14

- Working with Tables Graphs and Columns in Word

Week Four: 9/17-9/21

- Collaborating with others
- Real- Life Business Applications

Week Five: 9/24-9/28

- Unit Project: Webquest History of Computers and Internet
- Introducing Excel

Week Six: 10/1-10/5

- Formatting and Printing Worksheets in Excel

Week Seven: 10/8-10/12 (10/8 Student Holiday/Teacher Workday)

- Tapping the Power of Excel
- Manipulating Cells

Week Eight: 10/15-10/19 (10/17 National Testing Day)

- Microsoft Publisher: Formatting Brochures
- Semester Review

Week Nine: 10/22-10/26 (10/23-10/26 TAKS Testing)

- Final Course Exams for BCIS Part I (Word, Excel, and Publisher)

Course Calendar/Schedule: 18 Weeks
BCIS I and II

BCIS part II

Week Ten: 10/29-11/2

- Introducing Access

Week Eleven: 11/5-11/9

- Creating, Modifying, and Relating Tables

Week Twelve: 11/12-11/16

- Working with Data sheets

Week Thirteen: 11/19-11/23 (11/21-11/23 Thanksgiving Holiday)

- Working with Forms, Reports, and Data Access Pages
- Unit Project: Former Presidents

Week Fourteen: 11/26-11/30

- **Introducing PowerPoint**

Week Fifteen: 12/3-12/7

- Designing Presentations

Week Sixteen: 12/10-12/14 (12/8 Student Holiday/Teacher Workday)

- Enhancing a Presentation

Week Seventeen: 12/17-1/4 (12/20-1/2 Christmas Holiday begins, 1/3 Back to school)

- Managing and Delivering a Presentation
- Unit Project: Interactive Presentation

Week Eighteen: 1/7-1/11

- Reviewing Access and PowerPoint
- **Final Course Exams for BCIS Part II 9 Access and PowerPoint)**

Course Policies and Grading Procedures

General Rules:

1. Be Prompt
2. Be Prepared
3. Be Neat
4. Be Considerate
5. Follow Instructions

Specific Rules:

1. Enter the classroom quietly, be seated in assigned seat, and begin work promptly. (Be Ready to work from bell to bell)
2. Respect others- keep hands, feet and other objects to yourself, use classroom materials appropriately, use self-control, and do not disturb others.
3. Raise your hand to receive permission to speak or get up from your seat.

Computer Rules:

1. Keep chair flat on the floor.
2. Do not touch the computer monitor screen, bang on the keyboard or the mouse.
3. Do not eat or drink in the computer lab.
4. You may not access the internet unless a research based project is assigned and only with permission.
5. Do not print without permission.
6. Always put your name, date, and assignment in the header of all documents that you turn in for a grade.
7. When you leave the computer lab, log off, clean up around your station, and push your chair in. If I have to clean up after you, you will be required to clean the entire computer lab during your next tutorial.

Offense of computer violation will result in computer privileges being taken away. Remember this is a computer based course; therefore, this will negatively impact your grade

Grading:

80% of the Course:

- **10%** Class Participation (Warm up and Vocabulary)
- **50%** Daily Work (all work assigned for completion in class)
- **40%** Quizzes and Tests

20% of the Course:

- Final Exam

* * Rubrics will be used to grade assignments and projects. Rubrics will be included with specific assignment information.

Behavior Expectations:

- HELP create a Positive & Supportive atmosphere.
- Be PREPARED, PUNCTUAL, & PRODUCTIVE.
- **TREAT OTHERS THE WAY YOU WANTED TO BE TREATED.**
- Exhibit Self-Control

Consequences:

- 1st Offense- Student/Teacher Conference
- 2nd Offense- Referral / Parent Conference Call
- 3rd Offense- Office referral / Parent Conference

** PLEASE EMAIL ME @ robibr@mansfieldisd.org WITH YOUR CONTACT INFORMATION & THE BEST TIME TO REACH YOU. ONCE I RECEIVE YOUR EMAIL OR SIGNED CONTACT INFORMATION PAGE (PG 6), I WILL REWARD YOUR CHILD WITH A 100 PARTICIPATION GRADE.

Parent Contact Information Needed

Student's name:

Parent(s) or Guardian's name to be contacted:

Phone number and best time to reach you:

What is one of your child's talents?

Thank You
Brooke-Autumn Robinson

Student Signature

Date:

Parent Signature

Date:

