Career & Technology

Business Computer Information Systems II

Academic Alignment with TEKS	CTE TEKS	Content/Vocabulary	Guiding Questions	Activities	Resources and Web links
English III **110.33** **7 E** **Physics** **112.47** **2 C**	**120.64 BCIS II (c)** 1. The student develops skills necessary to address a changing business environment.	Survey Business Trends Environment Search Engines	What skills are needed in the changing business environ-ment?	.Design, conduct and analyze a survey to identify business trends and changes. Prepare a timeline for the History of Computers.	Computers Internet Google (or other search engines) MS Word ***Black & White Printer, Color Printer and accompanying supplies for all TEKS **Textbook:** (used for all TEKS) Business Computer Information Systems II by Prentice Hall, Texas Teacher's Edition, ISBN: 0-13-146831-6 Extra Lessons from Integrated Office Applications, Volumes 1-3
English III **110.33** **1 A-C**	2. The student develops skills for success in the workplace.	Classroom Rules Acceptable Use Policy Work habits Deadlines Constructive Criticism Self-Control	What skills are needed in the workplace?	Exhibit productive work habits and attitudes. Prioritize work to fulfill responsibilities and meet deadlines. Demonstrate charac-teristics for successful working relationships, for example, give and receive criticism and exercise self-control by working in groups and/or proofing the work of others.	Classroom Rules handout Acceptable Use Policy handout Computers Internet

English III **110.33** **6 A-C** **6 E-F** **7 A-B**	3. The student appraises the components of productivity.	Time Management Resources Touch-system skill (keyboard and keypad) Job Tasks Forms Templates Document Processing Spreadsheet Presentation software Database Desktop Publishing	What are the components necessary for productivity?	Plan projects considering time and resource management utilizing current and emerging technologies. Improve touch-system skill using the keyboard and keypad to input data. Identify the tasks and the appropriate computer software necessary to complete a job.	Forms Computers MicroType (for keyboard and keypad practice) Headphones for MicroType soft-ware Microsoft Office MS Word MS Excel MS PowerPoint MS Access MS Publisher
English III **110.33** **6 A-C** **6 E-F** **7 A-B**	4. The student examines employment opportunities in various business environments.	Life-long learning (of computer skills) Interview Skills Employment packages Cafeteria plan Individual Retirement Plan (IRA Savings) Tax sheltered annuities Retirement Commission Benefits Transportation assistance Porfolio Application letters Resume Reference sheets Examples of achievements (i.e., certificates, etc.)	What employment opportunities are available in business?	Prepare career reports that explore the available jobs and skills necessary for employment. Include job benefits in report. Prepare a personal portfolio for employment purposes that includes: letters of application, resumes, reference sheets and examples of achievement.	Computers Internet Online Newspapers Newspapers Microsoft Word Binders and sheet protectors for Personal portfolios
English III **110.33** **6 A-C** **6 E-F** **7 A-B**	5. The student relates concepts of integrity and confidentiality to the business environment.	Ethics Integrity Confidentiality Breach Risks	Why are integrity and confidentiality in business necessary?	Complete case studies and current events (1) to analyze the effects of ethical practices on a business and (2) to analyze the risks of a breach of confidentiality.	Textbook Case Studies Computers Internet

English III **110.33** **6 A-C** **6 E-F** **7 A-B** **Physics** **112.47** **2 A**	6. The student analyzes and implements appropriate technology as tools to address business needs.	Computer applications	What are the appropriate technology tools used to accomplish specific tasks in business?	Select and apply technology to process and manipulate text, graphics, and other images. Work through lessons in the Certification books to complete various tasks. Prepare and take certification tests in MS Word.	Computers Microsoft Office MS Word MS Excel MS PowerPoint MS Access MS Publisher MS Word Certification books DDC Practice Materials Certiport Software
English III **110.33** **1 A-C** **2 B** **3 B** **17 A, E** **Physics** **112.47** **6 F** **U.S. History** **113.32** **8** **9**	7. The student applies a presentation system.	Slide Transition Animation Graphics Bullets Linear and Nonlinear Presentations Title slide Master slide Effective presentation characteristics	What are the uses and characteristics of a good PowerPoint presentaton?	Prepare presentations using MS PowerPoint on the following topics: (1) All About Me (2) State Information (3) Examples of Electrical & Magnetic forces In Everyday Life Work through lessons in the Certification books to complete various tasks. Prepare and take certification tests in MS PowerPoint.	Computers MS PowerPoint Headphones Internet MS PowerPoint Certification books DDC Practice Materials Certiport Software
English III **110.33** **6 A-C** **6 E-F** **7 A-B** **Algebra II** **111.33** **2 A-C**	8. The student designs solutions to mathematical business problems using spreadsheet technology.	Spreadsheets Cell Active Cell Column Row Borders Sorting Relative and Absolute Cell References Formulas Functions What-If Analysis Logical Functions Order of Operations	How can the successful use of spreadsheet technology benefit business owners and managers?	Work through lessons in the Certification books to complete various tasks. Prepare and take certification tests in MS Excel.	Computers MS Excel Certification books DDC Practice Materials Certiport Software

English III **110.33** **6 A-C** **6 E-F** **7 A-B**	9. The student follows procedures of data management.	Database management Field Record Report Table Form Mail Merge Sorting	What sorts of tasks can be accomplished best through the use of database software?	Prepare various tasks in MS Access including (1) mail merges (2) reports (3) forms (4) tables (5) sorting	Computers MS Access
English III **110.33** **6 A, E** **7 A-I**	10. The student exchanges information via telecommunications software with appropriate supervision.	Telecommunications Internet Email address Email etiquette	What makes up proper Internet etiquette?	Students sign up for Gmail accounts. Students communicate with each other and the teacher..	Computers Internet Email accounts (Gmail) Email etiquette Handout
English III **110.33** **19 C** **20 A-C, F**	11. The student applies a publishing system.	Desktop Publishing Business Cards Flyers Brochures Announcements Advertisements	What is Desktop Publishing, and what are several business uses for it?	Students work in groups to prepare Ad campaigns for a fictitious company complete with name, logo, slogan and advertisements.	Computers MS Publisher Posterboard Scissors Glue Markers
English III **110.33** **6 A-C** **6 E-F** **7 A-B**	12. The student analyzes computer operating systems and emerging technologies.	Operating systems Interface GUI File management Data storage devices: Flash drive CD Desktop folder	How do operating systems work in terms of data input, file management and storage?	Students learn the classroom routine for data input, file management and storage.	Computers
English III **110.33** **6 A-C** **6 E-F** **7 A-B**	13. The student identifies the concepts of a computer network.	LAN WAN	How do computers on a network access the Internet and print various jobs?	Students learn the concepts of the LAN and WAN and print and access the Internet on various tasks and projects throughout the course.	Computers Internet Novell
English III **110.33** **6 A-C** **6 E-F** **7 A-B**	14. The student demonstrates procedures for maintaining the security of computerized information.	Login Username Password	What are the procedures for maintaining computer security?	Students create usernames and passwords on the computers.	Computers Various computer Usernames on computers Novell NetSupport Monitoring software