



Switched-On
SCHOOLHOUSE

Course Catalog

Business Computer Information Systems

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COURSE OVERVIEW

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.

Additional Notes:

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				
Assignment Titles				
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				
Assignment Titles				
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		
BCIS	Assignment Titles	
	1.	Keyboarding Pretest
	2.	Keyboarding Exercises
	3.	Number Keypad
	4.	Project: Timed Typing Tests*
	5.	Quiz 1: Keyboarding Skills
	6.	Writing and Editing a Business Document
	7.	Project: Creating a Memo
	8.	Business Letters
	9.	Project: Creating a Business Letter
	10.	Resumes
	11.	Project: Creating a Resume
	12.	Brochures and Newsletters
	13.	Project: Creating a Newsletter
	14.	Research Papers
	15.	Project: Formatting a Research Paper
	16.	Business Reports
	17.	Project: Creating a Business Report
	18.	Quiz 2: Creating Business Documents
	19.	Special Project*
	20.	Review
	21.	Test
	22.	Alternate Test*
	23.	Glossary and Credits

UNIT 4: SPREADSHEETS		
BCIS	Assignment Titles	
	1.	Entering Data
	2.	Formatting
	3.	Editing Data
	4.	Shortcuts
	5.	Quiz 1: Spreadsheet Basics
	6.	Formulas
	7.	Project: Using Simple Formulas
	8.	Advanced Formulas
	9.	Project: Using Advanced Formulas
	10.	Quiz 2: Spreadsheet Formulas
	11.	Project: Creating a Personal Budget
	12.	Project: Estimating Income Taxes
	13.	Creating Graphs
	14.	Project: Business Spreadsheets
	15.	Project: Balance Sheets and Profit-and-Loss Statements
	16.	Quiz 3: Spreadsheet Applications
	17.	Special Project*
	18.	Review
	19.	Test
	20.	Alternate Test*
	21.	Glossary and Credits

UNIT 5: DATABASES		
BCIS	Assignment Titles	
	1.	Comparing Databases and Spreadsheets
	2.	Understanding Database Terms
	3.	Project: Creating a Database
	4.	Working with Data and Records
	5.	Quiz 1: Database Basics
	6.	Using Databases to Search and Query
	7.	Project: Working with Queries
	8.	Project: Using a Database to Generate Mailings*
	9.	Importing and Exporting Data
	10.	Project: Using a Database to Create a Business Report*
	11.	Quiz 2: Database Features
	12.	Special Project*
	13.	Review
	14.	Test
	15.	Alternate Test*
	16.	Glossary and Credits

UNIT 6: SEMESTER REVIEW AND EXAM		
BCIS	Assignment Titles	
	1.	Review
	2.	Exam
	3.	Alternate Exam*

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

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

UNIT 10: COMPUTER NETWORKS		
Assignment Titles		
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				
Assignment Titles				
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				
Assignment Titles				
BCIS	1.	Review	3.	Alternate Exam*
	2.	Exam		

(*) Indicates alternate assignment