

# CURRICULUM OVERVIEW

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## Business Computer Information Systems



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## Business Computer Information Systems Course Overview

BUSINESS COMPUTER INFORMATION SYSTEMS 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			
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			
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

- |  |  |
|--|--|
| 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

- |   |  |
|---|--|
| 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

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|--|--|
| 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

- |           |                    |
|-----------|--------------------|
| 1. Review | 3. Alternate Exam* |
| 2. Exam   |                    |

### Unit 7: Telecommunications Technology

#### Assignments

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|--|----------------------------------|
| 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

- |   |   |
|---|---|
| 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

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|---|--------------------------------------|
| 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

- |  |                                   |
|--|-----------------------------------|
| 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	
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	
1. Review	3. Alternate Exam*
2. Exam	

(\*) Indicates alternative assignment