

Business Computer Information Systems

Fall 2008- Spring 2009

Teacher: Mr. Jones
Room: T-10
Email: tjones19@houstonisd.org
Work: 713-847-4809
Conference/Tutorials: Please schedule within 24 hours in advance

Objectives:

Students will develop technology skills with applications to personal or business situations focusing on word processing, spreadsheets, databases, telecommunications, desktop publishing, presentation management, networking, operating systems, and emerging technologies. Students will build skills needed as business participants. Students will learn to apply technology in a meaningful way and locate and apply information.

Topics Covered:

The following material will be covered throughout the year. Sometimes topics will be interwoven with each other while other topics will be studied individually.

- | | |
|---------------|----------------------|
| ✓ Computers | ✓ Movie Maker |
| ✓ Word | ✓ Business Documents |
| ✓ Excel | ✓ Records Management |
| ✓ Access | ✓ Presentations |
| ✓ PowerPoint | ✓ Interviewing |
| ✓ Internet | ✓ Desktop Publishing |
| ✓ Keyboarding | |

Supplies:

- Blackboard Account
- Loose-leaf notebook paper
- #2 pencils
- blue & black ballpoint pens
- USB Flash Drive/Jump Drive
 - **(Suggested size: 512MB or higher)**

Blackboard:

Registering with Blackboard will be a required tool for the duration of the course. Blackboard is an online tool that will allow students to view, download, and upload assignments. In case of a student absence, class notes will be posted on this website to help facilitate learning.

Expectations and Procedures:

- You are expected to following the Student Code of Conduct. Summarily, you are expected to act responsibly. This means keeping track of your work, absences, and grades. If you are absent, find out what you missed as soon as possible, either from me or a classmate. You will be allowed to make up missed work for an excused absence in a timely manner. **You are to respect the people and things around you as you expect of**

others. Class policy and procedures are to be followed at all times. Failure to do so may result in a conference with your parents or a discipline referral to your principal.

- **BE ON TIME! BE ON TIME! BE ON TIME!**
- At the end of the class period, please shut down your computer, shut off the monitor, and push your chair under the workstation.
- **No food, drinks, candies, gums, or the like will be allowed in the computer lab.**
- Cell Phones are not allowed during class. Cell phones will be confiscated and submitted to the summer school principal for a \$15 dollar fine along with a discipline referral.

Grading

Some assignments will be graded based upon completion because the focus of the activity was to practice the process. Other assignments will be graded on accuracy of the work. Participation will also be a factor in the average from time to time. It will be considered mainly when working on group projects over the course of two or more class periods. **Late work will not be accepted unless previous arrangements were made for an extreme situation.** It is your responsibility to find out what work you may have missed. Failure to follow directions may also prevent work from being graded.

<u>Type of Grade</u>	<u>Weight in Average</u>
Daily Work	30 %
Quizzes	20 %
Projects	25 %
<u>Tests</u>	<u>25 %</u>
Cycle Average	100 %

Tentative Schedule

1st Six Weeks

- Email Basics
- Computer History
- Computer Networking/Internet
- Computer Software

2nd Six Weeks

- Computer Hardware
- Microsoft PowerPoint
- Desktop Publishing

3rd Six Weeks

- Microsoft Word
- Job Interviewing
- Resume Writing

4th Six Weeks

- Microsoft Excel

5th Six Weeks

- Microsoft Access
- Microsoft Publisher

6th Six Weeks

- Microsoft Movie Maker

My parents/guardian and I have read and agree to adhere to the Classroom Expectations and Procedures.

Student Signature

Date

Parent Signature

Date