



John H. Reagan High School

Enabling our students to realize great heights

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www.jhreagan.org

BCIS I & II Course Syllabus 2009 – 2010

Instructor: Rachel Hall

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Room# M326

Tutorials: Wednesday

Conference: Period 5

BUSINESS ACADEMY MISSION STATEMENT

The Business Academy at Reagan High School is a unified group of teachers and students working to attain a safe and supportive environment that promotes learning relevant, technical, academic, and social skills.

BUSINESS ACADEMY GOALS

The goal of the Business Academy is to prepare our students to succeed in life. We believe that all students should receive a good foundation in basic skills, improving their ability to make decisions, and to obtain and maintain a good quality job after graduation from Reagan High School.

Course Purpose

BCIS I prepares students to apply technology skills to personal and workplace business situations focused on word processing, spreadsheet, database, telecommunications, desktop publishing, presentation management, networking, operating systems, and emerging technologies.

BCIS II prepares students with advanced technology skills required by the business environment. Students complete the course with advanced skill level in word processing, spreadsheet and database applications.

Keyboarding integration into BCIS I is designed for developing mastery of touch control of the keyboard characters, correct techniques, and the operation and care of equipment.

COURSE GOALS

To demonstrate mastery in Keyboarding, Microsoft Word, Excel, Access, PowerPoint, and Desktop Publishing.

Academic Dishonesty

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved.

Texts/Required Materials

THOMSON - Microsoft Office 2007, Introductory Course

1" Binder

Paper

(2) Black Ink Pens

(2) #2 Pencils

JumpDrive, Flash

Course Outline

Course Timeline (approximately)

1st Semester
Keyboarding
Microsoft Word
Desktop Publishing

2nd Semester
Microsoft Excel
Microsoft Access
Microsoft PowerPoint

Grading

Grades are determined in the following way

Classwork 40%
Class Participation, Daily Work, Professionalism

Assessment 60%
Tests, Quizzes, Projects

COURSE OBJECTIVES

The student will:

- develop skills for success in the workplace.
- select appropriate technology to address business needs.
- apply word processing technology.
- apply spreadsheet technology.
- apply database technology.
- exchange information via telecommunications technology with appropriate supervision.
- apply desktop publishing technology.
- identify the concepts of a computer network.
- analyze computer operating systems and emerging technologies.

CLASS ATTENDANCE

Students are expected to attend all classes in which they are enrolled regularly. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the instructor regarding an absence from a class. Class attendance is checked regularly by the instructor. Students are responsible for materials covered during their absences. It is the responsibility of the student to check with the teacher on work missed during any absence.

LATE ASSIGNMENTS

Students are expected to adhere to the weekly schedule of assignments. Late assignments will only be accepted at the discretion of the instructor. All assignments are due by the end of a class period. Accepted late work will be decreased by 10 points per day.

MAKE-UP TEST POLICY

Students are expected to adhere to the weekly schedule of TESTS. Late assignments will only be accepted at the discretion of the instructor.

Classroom Behavior Expectations

1. Show respectful behavior towards classmates, the teacher, and visitors. Treat others the way you would like to be treated.
2. Be quiet and courteous when the teacher or another student is speaking to the class.
3. Use property of individuals and the school appropriately and with permission.
4. Be prepared to begin class when the bell rings, put away work materials when class ends.
5. Be honest on assignments and projects and do not cheat, because cheating will result in a "0" for all involved in the cheating process.
6. Request passes only for emergencies. Attend to your rest room needs and other personal concerns before or after this class.
7. Follow all network acceptable use policies. Notify the instructor of computer problems.
8. Respect all students' right to learn. Behaviors that disrupt the learning process are not tolerated. Unacceptable behaviors are listed and described in detail in the student handbook.

Consequences

Violation of classroom and school policies will result in disciplinary action by the teacher. Minor discipline problems will result in verbal warning, reprimand, or change in seating assignment. Severe or repeated violations are handled in one or more of the following ways as the situation warrants:

1. Conference with student after class
2. Notification of student's parent
3. Disciplinary Referral to Administrator (may result in detention or suspension)