



John H. Reagan High School

Enabling our students to realize great heights

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www.jhreagan.org

BCIS II Course Syllabus 2009 – 2010

Instructor: V. Pears Email: vpears@houstonisd.org Room# M317

Tutorials: Fridays - 7:30 a.m. Conference: 1st

Course Overview

Students recognize, evaluate, and prepare for a rapidly evolving global business environment that requires flexibility and adaptability. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce and/or postsecondary education.

General Expectations

The student develops skills necessary to address a changing business environment. The student is expected to:

- design, conduct, and analyze a survey to identify business trends and changes; and
- identify a business problem, determine alternative solutions, and defend a recommendation.
- exhibit productive work habits and attitudes
- prioritize work to fulfill responsibilities and meet deadlines; and
- demonstrate characteristics for successful working relationships, for example, give and receive criticism, and exercise self-control.
- plan projects considering time and resource management utilizing current and emerging technologies;
- identify tasks necessary to complete a job.
- describe the impact of technological change on computer information systems positions and the resulting need for life-long learning and retraining;
- research employment opportunities in the field of computer information systems; and
- prepare a personal portfolio for employment purposes, including:

- (i) letters of application;
- (ii) resumes;
- (iii) research.

Required Texts/Materials

MS Office 07 Advanced Textbook, binder, pen, pencil, paper & flash drive

Course Outline

Course Timeline (approximately)

1st. Semester

Advanced Word 07

Online Research

2nd. Semester

Advanced MS Excel

Advanced MS Access

Advanced MS PowerPoint

MS Outlook

Required

Grading

Assessments 60% Class Work 40%

Daily Assignments

End of Chapter Projects

Projects/Research

Test