

# BUSINESS COMPUTER INFORMATION SYSTEMS (BCIS) 1A

MRS. N. DAVIS, ROOM 100  
BUSINESS EDUCATION TEACHER

## Syllabus and Classroom Procedures

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### **COURSE OBJECTIVE:**

BCIS 1A is an 18-week accelerated block format course that introduces students to basic computer operations using Office 2003 and the Microsoft Office Suite of applications. The student will use Microsoft Word, Excel, PowerPoint, and the Internet to complete various tasks similar to those encountered in a real-work environment. The course objectives include creating, editing, and formatting business letter, spreadsheets, and presentation tools.

### **TEXTBOOK AND INSTRUCTIONAL MATERIALS:**

- Computer Information System Kit, Southwestern Publishing Company 1998
- Handouts from various resources
- Overhead transparencies
- The Internet (specific sites)

### **COURSE OUTLINE:**

- Microsoft Windows Basics
- Microsoft Office Basics
- Microsoft Word – Business Letters and Intro to Desktop Publishing
- Microsoft Excel – Spreadsheets
- Microsoft PowerPoint – Presentations

### **GRADING/EVALUATION:**

Students will be given frequent feedback of overall performance in the course. Evaluation will be based on the following criterion. NOTE: Errors in assignments are costly. Please learn early on to proof your work. We are not perfect, but we must strive for perfection.

Daily Work/Vocabulary	30%
Quizzes	20%
Tests	40%
Journal/Notebook	5%
Participation	5%
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	100%

### **SUPPLIES: Please bring all supplies listed by:**

- **A-Day Thursday, August 18**
- **B-Day Friday, August 19**
- 1 – 1½ to 2 inch, Black 3-Ring binder with clear front slots for name page
- 1 Package of dividers with tabs
- 1 Package (500 sheets) of Multipurpose computer/copier paper
- 1 Single subject Notebook (3-whole punched to fit in the binder)
- Ballpoint pen (blue or black)

**Binders and supplies will be stored in the classroom in a designated area**

### **NOTEBOOK DETAILS:**

The student's notebook grade is based on the organization, neatness, and thoroughness of the sections listed below. Please use the dividers to separate the BCIS binder as follows:

1. Daily Objective/Notes – each class session, the student will read the board and write down the day's learning objective and assignment details.
2. Handouts – this section contains all handouts passed out in class. The handouts should all be dated and kept in chronological order (most current on top).
3. Journal – this section contains the student's thoughts on a specific topic or phrase that is given on the first class session each week.
4. Class Work – this section contains all printed assignments completed in class by the student.
5. Quizzes and Tests – this section contains a grade sheet that lists the quiz/test name, date, and grade received. Original quizzes and test will be retained by Ms. Davis.

### MRS. DAVIS' CLASSROOM EXPECTATIONS

1. **RESPECT:** Always respect the teacher, classmates, visitors, peoples' personal items and school equipment.
2. **PERSONAL ELECTRONICS:** Please leave music CD, MP3s, IPODS, headphones, gameboys, or any other electronic devices at home or in your locker. Items found in the classroom will be taken and turned in to the office or an AP.
3. **LATE WORK:** Turn in all assignments on time. Late work will be penalized 25% at the next class session and not accepted after two class sessions. (Consideration will be given to students with excused absences.)
4. **MAKE UP WORK and TEST:** Students who have been absent are responsible for their missed assignments. Missed tests must be made up within two class sessions after returning to class. Make-up tests are given after school or at lunch, but not during class time.
5. **CLASS TIME: Students MUST BE ON TIME** and sign-in on the daily attendance sheet to avoid being marked absent. Students must follow the school attendance policies to make sure credit is received for the course. Refer to Student Handbook for details.
6. **RESTROOM BREAKS DURING CLASS TIME:** Please use the restroom during passing time and bring all materials to class everyday. Be prepared and on time to class every day.
7. **STUDY BUDDY:** Asking another student for assistance with an assignment is GREAT, just make sure you do your own work. Cheating will result in a grade of ZERO (0) and disciplinary actions and Saturday detention for all students involved.
8. **FIRE DRILL PROCEDURES:** Everyone must exit the classroom during a fire drill. All students in room 100 at the time of a fire drill must go to **Row B18**. Please remain quiet on your walk to the amphitheater.

### COMPUTER LAB RULES

1. **NO FOOD OR DRINKS IN THE COMPUTER ROOM FOR ANY REASONS!**  
Leave your work area clean. Return chairs, books, disks, mouse, keyboard, etc. to proper places before leaving class. While in class, please keep your books and purses neatly under your computer desk.
2. **DOWNLOADING AND CHANGING SETTINGS:** Do not change the screen saver or wallpaper on the computer or download games, pictures, music, or applications from the Internet without the teacher's approval. Downloading the above mentioned items will result in a grade of ZERO (0) for that day's assignments. Our computers are networked and virus can be spread to everyone.
3. **TEXT MESSAGING AND CHAT ROOMS:** Do not use any instant messenger (IM) application or enter chat rooms on the computer station. Students caught in violation of this rule will receive a ZERO (0) for that day's assignments. Notify the instructor immediately if you notice an IM on your computer.

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Student's Name (please print)

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Student Signature & Date

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Parent/Guardian Name Signature & Date

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Parent/Guardian Contact Phone Number

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Parent/Guardian Email