

NFC ACADEMY



BUSINESS COMPUTER INFORMATION SYSTEMS

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COURSE OVERVIEW

BCIS 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

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.

Additional Notes

- BCIS is a two semester course, but students may take just either semester or both semesters.
- Keyboarding is a stated prerequisite for this course. While there are some keyboarding reviews in the course, there is no keyboarding instruction.

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BUSINESS COMPUTER INFORMATION SYSTEMS – First

Semester *(BCIS is a two semester course, but students may take either semester or both semesters.)*

○ **UNIT 1 - COMMUNICATION SKILLS**

- **Course Overview**
- **Communication Skills**
- **Electronic Communication Skills**
- **Project: Revising E-mail – Complete the project assignment Revising E-mail.**
- **Quiz 1: Overview of Effective Communication Skills**
- **Workplace Skills, Habits, and Attitudes**
- **Active Listening**
- **Constructive Feedback**
- **Project: Employee Action Plan – Complete the project assignment Employee Action Plan.**
- **Quiz 2: Desirable Workplace Skills, Habits, and Attitudes**
- **Finding Reliable Internet Resources**
- **Paraphrasing and Summarizing**
- **Organizing Information**
- **Quiz 3: Using Written Information**
- **Review**
- **Test**
- **Alternate Test**
- **Glossary and Credits**

○ **UNIT 2 - BUSINESS TECHNOLOGY**

- **Hardware versus Software**
- **Current Business Technology**
- **Quiz 1: Overview of Business Technology**
- **Business Solutions Case Studies**
- **Emerging Technology**
- **Project: Defining Technical Terms – Complete the project assignment Defining Technical Terms.**
- **Quiz 2: Business Solutions**
- **Report: Technology in Business – Complete the project assignment Technology in Business.**
- **Review**
- **Test**
- **Alternate Test**
- **Glossary and Credits**

- **UNIT 3 - WORD PROCESSING**
 - **Keyboarding Pretest**
 - **Keyboarding Exercises**
 - **Number Keypad**
 - **Quiz 1: Keyboarding Skills**
 - **Writing and Editing a Business Document**
 - **Project: Creating a Memo – Complete the project assignment Creating a Memo.**
 - **Business Letters**
 - **Resumes**
 - **Project: Creating a Resume – Complete the project assignment Creating a Resume.**
 - **Brochures and Newsletters**
 - **Research Papers**
 - **Project: Formatting a Research Paper – Complete the project assignment Formatting a Research Paper.**
 - **Business Reports**
 - **Quiz 2: Creating Business Documents**
 - **Review**
 - **Test**
 - **Alternate Test**
 - **Glossary and Credits**

- **UNIT 4 - SPREADSHEETS**
 - **Entering Data**
 - **Formatting**
 - **Editing Data**
 - **Shortcuts**
 - **Quiz 1: Spreadsheet Basics**
 - **Formulas**
 - **Project: Using Simple Formulas – Complete the project assignment Using Simple Formulas.**
 - **Advanced Formulas**
 - **Project: Using Advanced Formulas – Complete the project assignment Using Advanced Formulas.**
 - **Quiz 2: Spreadsheet Formulas**
 - **Project: Estimating Income Taxes – Complete the project assignment Estimating Income Taxes.**
 - **Creating Graphs**
 - **Quiz 3: Spreadsheet Applications**
 - **Review**
 - **Test**

- **Alternate Test**
- **Glossary and Credits**

- **UNIT 5 - DATABASES**
 - **Comparing Databases and Spreadsheets**
 - **Understanding Database Terms**
 - **Project: Creating a Database – Complete the project assignment *Creating a Database.***
 - **Working with Data and Records**
 - **Quiz 1: Database Basics**
 - **Using Databases to Search and Query**
 - **Project: Working with Queries – Complete the project assignment *Working with Queries.***
 - **Importing and Exporting Data**
 - **Quiz 2: Database Features**
 - **Review**
 - **Test**
 - **Alternate Test**
 - **Glossary and Credits**

- **UNIT 6 - SEMESTER EXAM**
 - **Review**
 - **Exam**
 - **Alternate Exam**

END OF FIRST SEMESTER.

BUSINESS COMPUTER INFORMATION SYSTEMS – SECOND SEMESTER

(BCIS is a two-semester course, but students may take either semester or both semesters.)

- **UNIT 7 - TELECOMMUNICATIONS TECHNOLOGY**
 - **The Parts and the Pieces**
 - **Case Studies**
 - **Quiz 1: The Telecommunications Industry—An Overview**
 - **E-Mail**
 - **Beyond E-Mail**
 - **Evaluating Telecommunication Technologies**
 - **Project: Analyze It – Complete the project assignment Analyze It.**
 - **Quiz 2: Using and Choosing Telecommunication Technology**
 - **E-Mail Ethics and Work Habits**
 - **Netiquette**
 - **Quiz 3: Doing It Right**
 - **Review**
 - **Test**
 - **Alternate Test**
 - **Glossary and Credits**

- **UNIT 8 - DESKTOP PUBLISHING TECHNOLOGY**
 - **What Is Desktop Publishing?**
 - **Case Study: The Uses of DTP**
 - **Quiz 1: Desktop Publishing —An Introduction**
 - **Planning**
 - **Design Considerations**
 - **More Design Considerations**
 - **Quiz 2: Desktop Publishing Procedures**
 - **Importing Text**
 - **Importing Graphics**
 - **Project: Creating an Instructional Manual – Complete the project assignment Creating an Instructional Manual.**
 - **Quiz 3: Using Desktop Publishing**
 - **Review**
 - **Test**
 - **Alternate Test**
 - **Glossary and Credits**

- **UNIT 9 - PRESENTATION TECHNOLOGY**
 - **What is Presentation Technology?**
 - **How Is Presentation Technology Used?**
 - **Quiz 1: An Introduction to Presentation Technology**
 - **Working with Text**
 - **Working with Graphics**
 - **Working with Special Effects**
 - **Quiz 2: Presentation Guidelines**
 - **Content**
 - **Layout**
 - **Putting It All Together**
 - **Quiz 3: Presentation Planning**
 - **Project: Creating a Presentation – Complete the project assignment *Creating a Presentation.***
 - **Review**
 - **Test**
 - **Alternate Test**
 - **Glossary and Credits**

- **UNIT 10 - COMPUTER NETWORKS**
 - **Why Use a Network?**
 - **How Do Networks Work?**
 - **Quiz 1: An Introduction to Networking**
 - **Network Architecture**
 - **Network Areas**
 - **Network Models**
 - **Hardware and Software**
 - **Quiz 2: Networking Basics**
 - **Needs Assessment**
 - **Designing Your Network**
 - **Quiz 3: Choosing a Network**
 - **Project: Networking Interview – Complete the project assignment *Networking Interview.***
 - **Review**
 - **Test**
 - **Alternate Test**
 - **Glossary and Credits**

- **UNIT 11 - COMPUTER OPERATING SYSTEMS**
 - **What is an Operating System?**

- **Utilities**
 - **Quiz 1: An Introduction to Operating Systems**
 - **Mac**
 - **Windows**
 - **Linux**
 - **Quiz 2: Types of Operating Systems**
 - **Getting Started – Exploring the Desktop**
 - **Using the Interface**
 - **Programs and Files**
 - **Quiz 3: Using the Operating System**
 - **Project: Customize Your Desktop – Complete the project assignment Customize Your Desktop.**
 - **Review**
 - **Test**
 - **Alternate Test**
 - **Glossary and Credits**
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- **UNIT 12 - SEMESTER REVIEW AND EXAM**
 - **Review**
 - **Exam**
 - **Alternate Exam**