Business Computer Information Systems	Scope and Sequence
Unit Lesson	**Objectives**
COMMUNICATION SKILLS	
Communication Skills	
	Define communication and identify barriers to communication.
	Compare and contrast effective and ineffective communication skills.
Electronic Communication Skills	
	Identify guidelines for effective electronic communication, including netiquette.
	Determine how to ensure e-mail messages are appropriate for the workplace.
Project: Revising E-mail	
	Evaluate workplace e-mail messages.
	Revise workplace e-mail messages.
Workplace Skills, Habits, and Attitudes	
	Describe the importance of a strong work ethic.
	Identify workplace skills, habits, and attitudes desired by employers.
Active Listening	
	Learn strategies for effective active listening.
	Demonstrate active listening.
Constructive Feedback	
	Distinguish between effective and ineffective feedback.
	Learn strategies for giving constructive feedback.
Project: Employee Action Plan	
	Create an action plan to improve your own workplace skills, habits, and attitudes.
Finding Reliable Internet Resources	

Business Computer Information Systems	Scope and Sequence
Unit Lesson	**Objectives**
	Identify the various goals of Web sites.
	Ask questions that can help you discern a Web site's suitability.
Paraphrasing and Summarizing	
	Explore the difference between paraphrasing and summarizing information.
	Identify the steps for paraphrasing information.
Organizing Information	
	Identify the elements of a well-organized piece of writing.
Report: Business Skills	
	Conduct Internet research on a selected business topic.
	Take notes on Internet research.
Review	
	Review the topics covered in this unit.
Test	
BUSINESS TECHNOLOGY	
Hardware versus Software	
	Classify an item as hardware or software.
Current Business Technology	
	Explain how technology can help a worker be more efficient and effective.
	Match functions to the correct software and hardware.
Business Solutions Case Studies	
	Apply a process for selecting the appropriate technology.
	Select specific hardware and software to complete a task.

Business Computer Information Systems	Scope and Sequence
Unit Lesson	**Objectives**
Emerging Technology	
	Match the emerging technologies with their function.
	Discuss emerging technology.
Project: Defining Technical Terms	
	Define technical terms using online resources.
Report: Technology in Business	
	Create interview questions.
	Conduct three interviews.
	Create a chart displaying the information gathered in the interview.
Review	
	Review topics discussed in this unit.
Test	
WORD PROCESSING	
Keyboarding Pretest	
	Measure your current keyboarding speed and accuracy.
	Identify good keyboarding techniques.
	Identify home row.
Keyboarding Exercises	
	Use the correct technique and hand position to keyboard.
	Identify the correct finger used to type a specific key.
	Improve your keyboarding speed and accuracy.
Number Keypad	

Business Computer Information Systems	Scope and Sequence
Unit **Lesson**	**Objectives**
	Use the correct technique to type numbers on the numeric keypad.
	Improve your speed and accuracy when typing numbers.
Writing and Editing a Business Document	
	Identify the correct format for a business memo.
	Describe the purpose of a memo.
	Learn to proofread text.
	Identify proofreaders' marks.
	Follow capitalization and punctuation rules.
	Edit text.
Project: Creating a Memo	
	Create a memo using word processing software.
Business Letters	
	Identify the correct format for a business letter.
	Describe the purpose of a business letter.
	Change the font, style, and size of the text in a word-processing document.
	Use the spell check and correct spelling errors.
Project: Creating a Business Letter	
	Create a business letter using word processing software.
Resumes	
	Identify an appropriate format for a resume.
	Identify appropriate content for a resume.
	Describe the purpose of a resume.

Business Computer Information Systems		Scope and Sequence		
Unit	**Lesson**	**Objectives**		
		Create lists with bullets.		
		Center text.		
	Project: Creating a Resume			
		Create a resume using word processing software.		
	Brochures and Newsletters			
		Describe the purpose of a brochure or newsletter.		
		Add columns to a word-processing document.		
		Insert graphics into a word-processing document.		
		Learn the basics for creating a brochure or newsletter.		
	Project: Creating a Newsletter			
		Create a newsletter using word processing software.		
	Research Papers			
		Identify the correct format for a research paper.		
		Describe the purpose of a research paper.		
		Add a table to a word-processing document.		
	Project: Formatting a Research Paper			
		Format a document using a word processor.		
		Use APA Style.		
	Business Reports			
		Describe the purpose of a business report.		
		Identify the correct format of a business report.		
		Insert a graph into a word-processing document.		

Business Computer Information Systems	Scope and Sequence
Unit **Lesson**	**Objectives**
Project: Creating a Business Report	
	Create a title page.
	Type a summary, an introduction, and part of the main body.
	Create a graph and a table.
	Write the conclusions and recommendations.
Review	
	Review the topics covered in this unit.
Test	
SPREADSHEETS	
Entering Data	
	Identify the parts of a spreadsheet.
	Enter data into a spreadsheet.
	Create a basic spreadsheet.
Formatting	
	Plan and design a spreadsheet.
	Change the color, font, and style of text and numbers.
	Change the alignment of text and numbers.
	Use the merge and center command.
	Change the background color.
	Add borders.
	Add special characters such as dollar signs.
	Change the format of the numbers.

Business Computer Information Systems		Scope and Sequence
Unit	**Lesson**	**Objectives**
		Apply auto format.
	Editing Data	
		Move data.
		Insert a row or column.
		Make a column wider.
		Clear format and data.
	Shortcuts	
		Use shortcuts to perform spreadsheet tasks quickly.
		Copy and paste.
		Use a template to create an invoice.
	Formulas	
		Write formulas to add, subtract, multiply, and divide.
		Use shortcuts to enter formulas.
		Create spreadsheets with formulas.
	Project: Using Simple Formulas	
		Create a spreadsheet to convert foreign currency to U.S. dollars.
	Advanced Formulas	
		Identify the correct order of operations.
		Identify errors in formulas.
		Estimate to check if the answer is right.
		Insert a function.
		Create spreadsheets with advanced formulas.

Business Computer Information Systems		Scope and Sequence
Unit	**Lesson**	**Objectives**
	Project: Using Advanced Formulas	
		Create a spreadsheet to track payroll.
	Project: Creating a Personal Budget	
		Create a spreadsheet to track a personal budget.
	Project: Estimating Income Taxes	
		Create a spreadsheet for income tax preparation.
	Creating Graphs	
		Select the appropriate type of graph.
		Create a graph from data in a spreadsheet.
		Edit a graph.
	Project: Business Spreadsheets	
		Create a spreadsheet that tracks inventory.
	Project: Balance Sheets and Profit-and-Loss Statements	
		Create a balance sheet.
		Create a profit-and-loss statement.
	Review	
		Review the topics covered in this unit.
	Test	
DATABASES		
	Comparing Databases and Spreadsheets	
		List actions a database can perform.
		List the differences and similarities between a database and a spreadsheet.

Business Computer Information Systems	Scope and Sequence
Unit **Lesson**	**Objectives**
	For a specific business task, select a spreadsheet or a database, based on which is more appropriate.
Understanding Database Terms	
	Differentiate between fields, records, and files.
	Plan and build a simple database.
Project: Creating a Database	
	Create a database to track information for retrieval later.
Working with Data and Records	
	Locate data.
	Sort data.
	Update data.
	Delete records.
	Add records.
Using Databases to Search and Query	
	Search for certain data.
	Conduct a query.
Project: Working with Queries	
	Create a database using database software.
	Use filters, queries, and operators to find database information.
Importing and Exporting Data	
	Import data into a database.
	Export data from a database.
	Name some uses of importing and exporting data.

Business Computer Information Systems		Scope and Sequence
Unit	**Lesson**	**Objectives**
	Review	
		Review the topics covered in this unit.
	Test	
SEMESTER REVIEW AND EXAM		
	Review	
	Exam	
TELECOMMUNICATIONS TECHNOLOGY		
	The Parts and the Pieces	
		Identify and describe the components of the telecommunications industry.
		Explain how telecommunications technology is used in the workplace.
	Case Studies	
		Evaluate the use of different telecommunications technologies for performing a specific task.
		Use decision-making strategies to select the most appropriate telecommunications technology for a specific business need.
	E-Mail	
		Identify valid e-mail addresses.
		Send, receive, reply to, and print e-mail messages.
	Beyond E-Mail	
		Describe the features of blogs and wikis.
		Explain business uses for blogs and wikis.
		Evaluate the use of blogs and wikis for specific business needs.
	Evaluating Telecommunication Technologies	
		Describe the factors that businesses need to consider when selecting telecommunications solutions.

Business Computer Information Systems		Scope and Sequence
Unit	Lesson	Objectives
		Analyze telecommunications technologies using these factors.
	Project: Analyze It	
		Evaluate the use of different telecommunications technologies for performing a specific business purpose.
		Compare similar telecommunications technologies using a spreadsheet.
		Use decision-making strategies to select the most appropriate telecommunications technology for a specific business need.
	E-Mail Ethics and Work Habits	
		Describe ethical and unethical uses of e-mail.
		Explain how the use of good e-mail work habits improves productivity in the workplace.
	Netiquette	
		Explain the rules of netiquette.
		Apply netiquette in electronic communication.
	Review	
		Explain how telecommunications technologies improve workplace productivity.
		Evaluate telecommunications technologies for specific business tasks.
		Describe appropriate work habits and etiquette when using telecommunications technology.
	Test	
DESKTOP PUBLISHING TECHNOLOGY		
	What Is Desktop Publishing?	
		Define desktop publishing.
		Identify jobs in which desktop publishing is used.
		Discuss the uses of desktop publishing.

Business Computer Information Systems		Scope and Sequence
Unit	Lesson	Objectives
		Manipulate text and graphics.
	Case Study: The Uses of DTP	
		Explain the purpose of various business documents created using DTP.
		Identify and describe the components of a variety of business documents created using DTP.
		Evaluate the layout and design of a variety of business documents.
	Planning	
		List the elements that need to be considered when planning business documents.
		Explain the design considerations involved in creating effective business documents.
		Analyze page layouts using the principles of effective design.
		Apply design principles in the creation of business documents.
	Design Considerations	
		Describe DTP techniques that can be used to improve workplace communication.
		Analyze a variety of business documents to analyze their effectiveness.
		Add columns to a page.
	More Design Considerations	
		Describe DTP techniques that can be used to improve workplace communications.
		Analyze a variety of business documents to evaluate their effectiveness.
		Set first-line indents.
		Control for widows and orphans.
	Importing Text	
		Explain the capabilities of popular desktop publishing technologies.
		Describe the steps involved in importing text into DTP documents.

Business Computer Information Systems		Scope and Sequence
Unit	Lesson	Objectives
		Import text into documents using desktop publishing software.
	Importing Graphics	
		Describe the steps involved in importing graphics into DTP documents.
		Import graphics into documents using desktop publishing software.
		Explain the functions of the Properties dialog box.
	Project: Creating an Instructional Manual	
		Apply design considerations in the creation of a two-page instructional manual.
		Enter or import text into a DTP document.
		Enter or import graphics into a DTP document.
	Review	
		Identify the features of desktop publishing software.
		Describe, identify, and apply basic desktop publishing principles.
		Use desktop publishing technologies to create business documents.
	Test	
PRESENTATION TECHNOLOGY		
	What is Presentation Technology?	
		Describe the functions of presentation technology's menus, toolbars, panes, and views.
		Identify the parts of the presentation window.
		Navigate between views and through presentation slides.
		Select a presentation layout.
		Enter text on a slide.
	How Is Presentation Technology Used?	

Business Computer Information Systems		Scope and Sequence
Unit	**Lesson**	**Objectives**
		Describe business uses for presentation software.
		Add slides to a presentation.
		Change the slide layout.
		Save a presentation.
	Working with Text	
		Format text in presentations.
		Create and modify bulleted and numbered lists.
		Delete text from presentations.
	Working with Graphics	
		Insert artwork into presentations.
		Modify artwork within presentations.
		Insert tables and spreadsheets into presentations.
		Format tables and spreadsheets within presentations.
	Working with Special Effects	
		Apply animation to text and graphics.
		Apply transitions to individual presentation slides and entire presentations.
	Content	
		Compare the purposes of different types of presentations.
		Explain how presentation content is influenced by audience and setting.
		Describe the function of outlines in content development.
		Discuss the guidelines that make the addition of content to presentations more effective.
	Layout	

Business Computer Information Systems		Scope and Sequence
Unit	**Lesson**	**Objectives**
		Explain how color schemes affect readability.
		List the guidelines that govern presentation text and graphics.
	Putting It All Together	
		Revise presentations.
		Create presentation handouts.
		Describe procedures to set up presentations for different methods of delivery.
		Explain the steps involved in publishing presentations.
	Project: Creating a Presentation	
		Select or create a design template for a presentation.
		Create a presentation using text and special effects.
		Apply presentation guidelines to create an effective presentation.
	Review	
		Describe business uses of presentation technology.
		Create and revise slide shows.
		Discuss strategies for the successful delivery of slide shows.
	Test	
COMPUTER NETWORKS		
	Why Use a Network?	
		Explain what a computer network is.
		Describe the benefits provided by computer networks.
	How Do Networks Work?	
		Describe the function of network components.

Business Computer Information Systems		Scope and Sequence
Unit	**Lesson**	**Objectives**
		Explain how computer networks work.
	Network Architecture	
		Describe the different types of network topologies.
		Discuss the advantages and disadvantages of each topology.
	Network Areas	
		Explain the differences between a LAN, a MAN, and a WAN.
		Describe the criteria businesses use to determine what type of network they need.
	Network Models	
		Describe the purpose and function of server-based and peer-to-peer networks.
		Discuss the factors that influence the choice of one network model over another.
		Compare server-based and peer-to-peer networks.
	Hardware and Software	
		Describe the function of network hardware components.
		Describe the function of the network operating system.
	Needs Assessment	
		Identify the factors that must be considered when designing a network.
	Designing Your Network	
		Discuss the ways in which business operations affect network design.
	Project: Networking Interview	
		Describe how network administrators choose or build networks for their organizations.
		Discuss how network administrators evaluate their networks.
	Review	

Business Computer Information Systems		Scope and Sequence
Unit	**Lesson**	**Objectives**
		Describe the purpose and function of network components.
		Compare network systems.
		Explain the factors that influence the choice of a computer networking system.
	Test	
COMPUTER OPERATING SYSTEMS		
	What is an Operating System?	
		Explain the functions of the computer operating system.
		Identify and describe the components of common GUIs.
	Utilities	
		Identify common operating system utilities.
		Describe the function of common operating system utilities.
	Mac	
		Identify the common features of the Mac OS
		Explain the functions of common components of the Mac OS
	Windows	
		Explain the difference between an operating system and an operating environment.
		Compare the features of different Windows operating systems.
	Linux	
		Compare Linux and commercial operating systems.
		Explain the difference between proprietary and open source software.
		Discuss the advantages and the disadvantages of the Linux operating system.
	Getting Started – Exploring the Desktop	

Business Computer Information Systems		Scope and Sequence
Unit	**Lesson**	**Objectives**
		Identify the items on the Windows desktop.
		Explain the purpose of the items on the Windows desktop.
	Using the Interface	
		Explain the reasons why Windows menus change.
		Describe the significance of symbols found in Windows menus.
		Discuss the role of dialog boxes.
		Identify places you can go in Windows to get help.
	Programs and Files	
		Describe the different types of programs that can be run on your computer.
		Explain file management procedures—organizing, opening, printing, saving, and deleting.
	Project: Customize Your Desktop	
		Customize your desktop.
	Review	
		Explain OS functions.
		List and describe OS utility programs.
		Compare different operating systems.
		Identify and discuss the function of GUI components.
		Discuss the role of Windows menus and dialog boxes.
		Describe where Help with Windows and its programs can be located.
	Test	
SEMESTER REVIEW AND EXAM		
	Review	

Business Computer Information Systems	Scope and Sequence
Unit Lesson	Objectives
Exam	