

Business Computer Information Systems

Course Overview and Syllabus

Grade level: 9–12

Prerequisite Courses: None

Credits: 1.0

Course Description

Business Computer Information Systems is a year-long course 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, business technology, word processing, spreadsheet, and database applications, telecommunications, desktop publishing, and presentation technology, computer networks, and computer operating systems.

Course Objectives

Throughout the course, you will meet the following goals:

- Examine the use of technology applications in business and personal situations
- Develop communication and business technology skills
- Explore word processing, spreadsheet, and database applications
- Integrate text and graphics using desktop publishing and presentation software
- Communicate professionally using common telecommunication technologies
- Demonstrate an understanding of applications, computer operating systems, and networks

Student Expectations

This course requires the same level of commitment from you as a traditional classroom course. Throughout the course, you are expected to spend approximately 5–7 hours per week online on:

- Interactive lessons that include a mixture of videos, readings, and tasks
- Assignments in which you apply and extend learning in each lesson
- Assessments, including quizzes, tests, and cumulative exams

Communication

Your teacher will communicate with you regularly through discussions, email, chat, and system announcements. You will also communicate with classmates, either via online tools or face to face, as you collaborate on projects, ask and answer questions in your peer group, and develop your speaking and listening skills.

Grading Policy

You will be graded on the work you do online and the work you submit electronically to your teacher. The weighting for each category of graded activity is listed below.

Grading Category	Weight
Lesson Quizzes	20%
Unit Tests	20%
Cumulative Exams	20%
Assignments	10%
Projects	30%
Additional	0%

Scope and Sequence

When you log into Edgenuity, you can view the entire course map—an interactive scope and sequence of all topics you will study. The units of study are summarized below:

- Unit 1:** Communication Skills
- Unit 2:** Business Technology
- Unit 3:** Word Processing
- Unit 4:** Spreadsheets
- Unit 5:** Databases
- Unit 6:** Telecommunications Technology
- Unit 7:** Desktop Publishing Technology
- Unit 8:** Presentation Technology
- Unit 9:** Computer Networks
- Unit 10:** Computer Operating Systems