

# Business Computer Information Systems I (BCIS I)

2009– 2010

Mrs. Moody - Rm. 311

## Introduction

The purpose of Business Computer Information Systems I course is to build the skills students will need as business participants. A business participant is a consumer, business owner, or employee. Students will also build their technology skills. In BCIS I, technology will be used as it is in the business world, as a tool. The goal of BCIS I is not to memorize software commands, but for students to learn to apply technology in a meaningful way. Word processing activities are used to build communication skills. Spreadsheets are a tool for solving business math problems. Databases are used to build informational skills. Presentation and desktop publishing software are tools to inform and persuade. IT IS IMPORTANT THAT STUDENTS LEARN TO LOCATE AND APPLY INFORMATION. CLASSROOM MATERIALS USED MUST ALLOW STUDENTS TO FIND INFORMATION ON THEIR OWN.

## Grading

Classroom Daily Grades / Folder	25%
Quizzes/Projects	25%
Major Tests	50%

\*\* The six weeks average of Daily grades and Quiz grades each will count as a major test that six weeks.

\*\*\* Comprehensive Semester Exams

## Textbooks

(All books will be provided in the classroom)

## Supplies

FOLDER (**not binder**) with pockets and brads. This will hold all notes and assignment sheets needed each day. Always have your folder and pen during class.

\*\*Mrs. Moody's Website – [www.hendersonisd.org/staff/smooddy](http://www.hendersonisd.org/staff/smooddy)

\*\*\*Please feel free to e-mail me with any concerns or questions.

