

BUSINESS COMPUTER INFORMATION SYSTEMS I SYLLABUS 2009-2010

<p>1st Six Weeks – August 24, 2009 – October 2, 2009 (29 days)</p>	<p>Review Keyboarding Skills Basic Windows XP Network and File Management Office 2007– Microsoft WORD Introduction</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Letters</td> <td style="width: 33%;">Memos</td> <td style="width: 33%;">Proofreading/Editing</td> </tr> <tr> <td>Labels & Envelopes</td> <td>Font</td> <td>Formatting</td> </tr> <tr> <td>Clip Art</td> <td>Tables</td> <td>Draw Tables</td> </tr> <tr> <td>Tabs</td> <td>Columns</td> <td>Mail Merge</td> </tr> </table>	Letters	Memos	Proofreading/Editing	Labels & Envelopes	Font	Formatting	Clip Art	Tables	Draw Tables	Tabs	Columns	Mail Merge	<p>August 24, 2009 Early Dismissal September 7, 2009 School Holiday</p>			
Letters	Memos	Proofreading/Editing															
Labels & Envelopes	Font	Formatting															
Clip Art	Tables	Draw Tables															
Tabs	Columns	Mail Merge															
<p>2nd Six Weeks – October 5, 2009 – November 13, 2009 (30 days)</p>	<p>Microsoft EXCEL – Spreadsheets</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Formatting</td> <td style="width: 33%;">Formulas</td> <td style="width: 33%;">Functions</td> </tr> <tr> <td>Conditional Formatting</td> <td>IF Statements</td> <td>Sorting/Filters</td> </tr> <tr> <td>Charts</td> <td>Integration WORD and EXCEL</td> <td></td> </tr> </table>	Formatting	Formulas	Functions	Conditional Formatting	IF Statements	Sorting/Filters	Charts	Integration WORD and EXCEL		<p>October 12, 2009 Early Dismissal for Students October 12, 2009 Teacher Double Day November 23-27, 2009 Thanksgiving</p>						
Formatting	Formulas	Functions															
Conditional Formatting	IF Statements	Sorting/Filters															
Charts	Integration WORD and EXCEL																
<p>3rd Six Weeks – November 16, 2009 January 15, 2010 (30 days)</p>	<p>Microsoft ACCESS – Databases</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Tables</td> <td style="width: 33%;">Forms</td> <td style="width: 33%;">Filters/Sorts</td> </tr> <tr> <td>Queries</td> <td>Reports</td> <td>Mailing Labels</td> </tr> </table> <p>Covington College-Simulation Village Pet Care- Simulation Integration – EXCEL and ACCESS Review Project- WORD, EXCEL, & ACCESS</p>	Tables	Forms	Filters/Sorts	Queries	Reports	Mailing Labels	<p>December 18, 2009 Early Dismissal December 21, 2009–January 1, 2010 Christmas Holidays</p>									
Tables	Forms	Filters/Sorts															
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<p>4th Six Weeks – January 19, 2010 – February 26, 2010 (29 days)</p>	<p>WORD- Draw Tool Bar Copyright and Internet Ethics Microsoft PowerPoint – Multimedia Presentations</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Formatting</td> <td style="width: 33%;">Backgrounds</td> <td style="width: 33%;">Charts</td> </tr> <tr> <td>Tables</td> <td>Clip Art</td> <td>Templates</td> </tr> <tr> <td>Slide Master</td> <td>Transitions</td> <td>Animations</td> </tr> <tr> <td>Embedding Slides</td> <td>Exporting Slides</td> <td>Scan Photos</td> </tr> <tr> <td>Music Clips</td> <td></td> <td></td> </tr> </table>	Formatting	Backgrounds	Charts	Tables	Clip Art	Templates	Slide Master	Transitions	Animations	Embedding Slides	Exporting Slides	Scan Photos	Music Clips			<p>January 15, 2010 Early Dismissal January 18, 2010 School Holiday</p>
Formatting	Backgrounds	Charts															
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Music Clips																	
<p>5th Six Weeks – March 1, 2010 – April 16, 2010 (29 days)</p>	<p>Microsoft Publisher – Desktop Publishing</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Template Designs</td> <td style="width: 33%;">Newsletters</td> <td style="width: 33%;">Custom Drawing Tools</td> </tr> </table> <p>Integration - PowerPoint and Publisher (College Preparation Project) HTML – Web page Language</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Copyright</td> <td style="width: 33%;">Internet Ethics</td> <td style="width: 33%;">Program Structure</td> </tr> <tr> <td>TAGS (Commands)</td> <td>Colors</td> <td>Fonts</td> </tr> <tr> <td>Tables</td> <td>Lists</td> <td>Links</td> </tr> <tr> <td>Graphics/Images</td> <td></td> <td></td> </tr> </table>	Template Designs	Newsletters	Custom Drawing Tools	Copyright	Internet Ethics	Program Structure	TAGS (Commands)	Colors	Fonts	Tables	Lists	Links	Graphics/Images			<p>March 12, 2010 Early Dismissal March 15-19, 2010 Spring Break April 2, 2010 Good Friday April 24, 2010 Bad Weather/Holiday</p>
Template Designs	Newsletters	Custom Drawing Tools															
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<p>6th Six Weeks – April 19, 2010 – May 28, 2010 (30 days)</p>	<p>Web Design – Microsoft Publisher</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Web Search Images</td> <td style="width: 33%;">Bullets/H. Bar</td> <td style="width: 33%;">Design Templates</td> </tr> </table> <p>Resume Project – WORD Resume – WORD wizard Letter of Application – WORD Online Resume – WORD Microsoft Outlook – Mail/Professional Organizer</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Calendar</td> <td style="width: 33%;">Contacts</td> <td style="width: 33%;">Appointments</td> </tr> </table> <p>Comprehensive Project – National Parks</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">WORD (Personal Letter)</td> <td style="width: 50%;">Internet Research (Park Information)</td> </tr> <tr> <td>Publisher (Brochure)</td> <td>PowerPoint (Slide Show)</td> </tr> </table>	Web Search Images	Bullets/H. Bar	Design Templates	Calendar	Contacts	Appointments	WORD (Personal Letter)	Internet Research (Park Information)	Publisher (Brochure)	PowerPoint (Slide Show)	<p>May 27, 2010 Graduation May 28, 2010 Early Dismissal May 31, 2010 Memorial Day June 1, 2010 Optional Comp Day</p>					
Web Search Images	Bullets/H. Bar	Design Templates															
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