

Course Guide to BCIS Mr. Walton's Class

Contact Information

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Welcome & Class Introduction

Welcome to BCIS! The first question that you are asking is probably, "What the heck is a BCIS?" The acronym stands for Business Computer Information Systems. The basis of the BCIS course is computer applications commonly used in business situations. After starting the year with computer basics and keyboarding, we will move onto our main units of study in word processing, spreadsheets, databases, presentation technology, telecommunication technology, and desktop publishing.

I am looking forward to working with you and having both a fun and productive year together. Keep this sheet in your class folder for future reference.

Classroom Expectations

This class is a high school course that we are able to offer you at the middle school level. The good news is that, when you pass this class, you will receive a high school technology credit. The bad news is that, since this class will be taught at a high school level, your work will be graded at a high school level.

In order to have a fun and productive year, I expect that each student will conduct him or herself in a manner appropriate to the classroom environment. Being respectful to others and having a good attitude is vital. We cannot get the work done that we need to get done if you do not have a good attitude. In addition, respect for the classroom is critical. We will be working in a computer lab environment, so we will need to take care of our equipment. Furthermore, I expect that each student will come to class prepared to learn. Students must take care of personal matters (e.g. restroom breaks, talking to friends) before class starts.

Homework vs. Classwork

Almost all of the work that you will do in BCIS will be finished in the computer lab. This is both good and bad for you. What it means is that you will have an extremely minimal amount of homework from this class. However, because of this, the time that is spent in class absolutely **MUST** be spent wisely. If you get behind on a set of lessons, you may end up spending homework time getting caught up. Certain larger assignments and projects may require some out of class work time. Extra computer lab time will be available to you on an as needed basis.

Textbook & Resources

Each student will have access to a textbook for use during BCIS class. Since this work will almost exclusively be done in the computer lab classroom, we will not issue a textbook to each student for home use. There will be a class set textbook available to each student on those days that we need them. The textbook for this course is ***Business Computer Information Systems I*** by Prentice Hall Publishing (2004.) We are in the process of updated this textbook to the same text for the Office 2007 version. Hopefully, we will make that change before we start the Microsoft Word unit in the 2nd six weeks.

If a student falls behind in his or her classwork for whatever reason, a textbook may be signed out by a student for work to be done at home. This will be done on a very limited basis. The student will be responsible for safe return of that book at that point.

In addition to the textbook, we will use a few online resources. One is called *Connected Tech*. Using this resource, students will log onto their own homepage to get assignments and work through lessons at their own pace. These homepages will be accessible from the computer or home once their IDs and passwords are set up. The webpage for *Connected Tech* is <https://tech.classroom.com/tech/home.do>. Additional online tutorials and lessons will be made available through Atomic Learning and the Microsoft Training website . Links to all of these websites will be made available through the LINKS section of the class website.

Class Website

Each student will be responsible to bring up the class website each day in class in order to find directions for the day. In addition, links to resources and lessons will be made available to each student through this website. Students must be ready to receive instruction through this conduit. The address for this site is <http://teacherweb.com/TX/CedarValleyMiddleSchool/MrWalton/>

Daily Materials

Each student will have the responsibility of maintaining a personal folder in the BCIS classroom. All current work and materials should be kept in this folder. A pen or pencil and small amount of loose leaf paper should be kept in this folder for note taking purposes.

Absences & Make-up Work

If a student is absent, it is the student's responsibility to find out what assignments he or she missed. If he or she was in the middle of an assignment or project, they will be given an appropriate amount of time to finish. It is the student's responsibility to schedule any missed quizzes or tests. Extra computer lab time may be available to you in this case. However, it remains the student's responsibility to schedule this and to show up for extra lab time.

Grading & Late Work Policies

The student's grades for BCIS are broken down into two categories as follows:

- Tests & Major Projects..... 60%
- Daily Assignments 40%

I cannot stress enough the importance of getting assignments turned in on time. Since nearly all work is done in class, it is often difficult to get caught up, once behind, without coming in for extra lab time. In the event a daily assignment is turned in late, the assignment grade will have 20 point deducted from grade assigned. If major projects are turned in late, the project will be counted down at the rate of 10 points per day. For example a project that is turned in 3 class-days late will incur a 30 point deduction.

I look forward to having a great year!

Sincerely,

Mr. Walton

Acknowledgement Sheet

By signing below the student is agreeing to the following guidelines:

- I have read and understand the Course Guide to BCIS and the BCIS Course Organizer.
- I agree to follow the policies of the class as described in the course guide to the best of my abilities.
- I agree to respect the computer lab environment that I will be working in by keeping food and drinks out of the BCIS classroom. Also, I will leave the computer equipment in as good condition as it was in when I started using it.
- I agree not mark or damage the class set textbooks.

I, _____, agree to the above statements.
(student name)

Student Signature

Date

*****STUDENTS: Please return this completed acknowledgement sheet promptly. Keep the Course Guide and Course Organizer in your class folder.

As a parent of the BCIS student, I have read and understand the Course Guide to BCIS and the BCIS Course Organizer.

Parent Signature

Parent Name (printed)

Date

PARENTS: Please fill out the contact information below—

Name	Contact Phone #	Email Address	Preferred Method of Contact (email or phone)