

Teacher(s): Walton

Time:

# The Course Organizer

Student: Cedar Valley 8<sup>th</sup> grader

Course Dates: 2009-2010 School Year

This Course: **Business Computer  
Information Systems I (BCIS)**

is  
about

Applying technical skills to address business applications of emerging technology

Course Questions:

- How can you develop skills for success in the workplace?
- How can you demonstrate productive work habits and attitudes?
- How can you select appropriate technology to address business needs and solve business problems?
- How can you demonstrate proficiency in written, oral and electronic forms of communication?
- How can you produce standard business documents?
- How can you perform standard business procedures?
- How can you present information in a competent manner when using appropriate technology?

Course Standards

**Tests & Projects --- 60%**

Are measured in the following ways–

Tests ...Understanding the main concepts of the unit

Projects ...Applying the overall skills learned in the unit

**Daily Assignments --- 40%**

Are measured in the following ways–

Classwork ...Demonstrating the ability to apply individual skills

Observation/ Participation ...  
Demonstrating effective work habits and attitudes

# Course Map

This Course: Business Computer Information Systems I (BCIS)

Student: CeVMS – 8<sup>th</sup> grader

includes

Community Principles

- Personal Best
- Respectful & Responsible
- Only Appreciations
- Work Ethically
- Lifelong Learners

Learning Rituals

Course Organizer	Journaling
Unit Organizer	Peer-to-peer tutoring
Frames	Note taking
Warm-up	

Performance Options

- Classwork
- Projects
- Tests
- Observation/ Participation
- Student Self-Evaluation
- Test Corrections
- Tutorials/ Extra Lab Time

Critical Concepts

technology	teamwork
evaluation	communication
problem-solving	methods
consistency	work habits

Learned in these Units

Computer Basics

Databases

Word Processing

Desktop Publishing

Spreadsheets

Presentation software

Telecommunications