

Business Computer Information Systems I (BCIS)

Time on Task: 3.5 hours per week

Course Philosophy

In our world, technology is increasing faster than law can regulate it. In order to prepare students to become leaders in the world they inherit, we must teach them to use technology ethically and properly. This communication tool can be both a blessing and a curse, and users must be responsible in their technology use. Students must learn to filter all communications through a Biblical worldview.

Course Description

Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce and/or postsecondary education. Students apply technical skills to address business applications of emerging technologies.

<p>Goals and Objectives Texas Essential Knowledge and Skills (TEKS)</p> <p>§120.23. Business Computer Information Systems I (One-Half to One Credit).</p> <p>(a) General requirements. The prerequisite for this course is Keyboarding, one-half credit or equivalent, as described in §120.26(a) of this title (relating to Keyboarding (One-Half to One Credit)). This course is recommended for students in Grades 9-10.</p> <p>(b) Introduction. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce and/or postsecondary education. Students apply technical skills to address business applications of emerging technologies.</p>	<p>Scope and Sequence <u>Microsoft Office 2008 for Mac</u></p> <p>Concepts</p> <ul style="list-style-type: none"> • Understanding Essential Computer Concepts <p>Mac OS X</p> <ul style="list-style-type: none"> • Getting Started with Mac OS X Leopard • Understanding File Management <p>Internet</p> <ul style="list-style-type: none"> • Getting Started with Safari <p>Office 2008</p> <ul style="list-style-type: none"> • Getting Started with Microsoft Office 2008 for Mac <p>Word 2008</p> <ul style="list-style-type: none"> • Creating a Document • Enhancing a Document 	<p>Spiritual Goals God's intended purpose for technology:</p> <ol style="list-style-type: none"> 1. To encourage the use of knowledge and skills in service to God. 2. To teach the child that just as there is a logic and order in technology, there is a logic and order in God's plan 3. To recognize the ability to communicate with one another is part of His plan for our lives. 4. To acknowledge that God is concerned that communication is clear and easily understood. 5. To acknowledge that God recognizes writing as a powerful tool to influence people. 6. To learn how to communicate with others and with God in a way that glorifies Him. 7. To learn to communicate in such a
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	<ul style="list-style-type: none"> • Adding Special Elements to a Document <p>Excel 2008</p> <ul style="list-style-type: none"> • Creating and Enhancing a Worksheet • Using Complex Formulas and Functions • Working with Charts <p>PowerPoint 2008</p> <ul style="list-style-type: none"> • Creating a Presentation • Polishing and Running a Presentation <p>Integration</p> <ul style="list-style-type: none"> • Integrating Office 2008 Programs <p><u>Microsoft Office 2007 Introduction Course for PC Introduction</u></p> <ul style="list-style-type: none"> • Windows Basics • Microsoft Office 2007 Basics and the Internet <p>Access</p> <ul style="list-style-type: none"> • Access Basics • Creating a Database • Creating Queries • Creating and Modifying Forms • Creating and Modifying Reports <p>Outlook</p> <ul style="list-style-type: none"> • Outlook Basics and E-Mail • Calendar • Working with Other 	<p>way as to draw men to Christ.</p> <ol style="list-style-type: none"> To learn accuracy and clarity of meaning so as not to cause misunderstanding in communication. To learn to appreciate the gift of creativity in written and oral form. <p>Biblical Integration Truth Statements</p> <ol style="list-style-type: none"> <i>What is prime reality, the really real?</i> God exists and is the ultimate reality. (Psalm 90:2, Revelation 22:13) <ol style="list-style-type: none"> God designed, created, and sustains His creation. (Genesis 1:1-31) God is good, holy, and loving. (Luke 18:19, 1 John 4:16, 1 Peter 1:16, Psalm 145:12) God is omniscient – all knowing. (Romans 11:33-36, Psalm 147:5) God is sovereign – nothing is beyond His ultimate interest, control, and authority. (Daniel 4:25) God is personal and also triune- He is coequally and coeternally God the Father, God the Son, Jesus, and God the Holy Spirit. (Hebrews 1:3) <i>What is the nature of external reality, that is, the world around us?</i> <ol style="list-style-type: none"> God is the source of everything and created the universe out of nothing. (Genesis 1:1) The universe was created by God
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<p>(c) Knowledge and skills.</p> <p>(1) The student develops skills for success in the workplace. <i>The student is expected to:</i></p> <ul style="list-style-type: none"> (A) locate and interpret written information; (B) incorporate supplementary resources and references; (C) demonstrate active listening through oral and written feedback; (D) demonstrate productive work habits and attitudes, for example, dependability and punctuality; and (E) organize ideas logically and sequentially. <p>(2) The student selects appropriate technology to address business needs. <i>The student is expected to:</i></p>	<p>Outlook Tools Publisher</p> <ul style="list-style-type: none"> • Publisher Basics • Enhancing Publisher Documents <p>Correlation with TEKS <u>Microsoft Office 2008 for Mac</u> (Mac) Course Technology Cengage Learning Student ISBN 978-1-4390-4047-8 Teacher ISBN – resources online</p> <p><u>Microsoft Office 2007 Introduction Course for PC</u> (PC) Course Technology Cengage Learning Student ISBN 978-1-4239-0398-7 Teacher ISBN – resources online</p> <p>Mac – all lessons Mac – all lessons Mac – all lessons</p> <p>Mac – all lessons</p> <p>Mac – all lessons</p>	<p>to be orderly. (Isaiah 45:18, Psalm 147:4)</p> <ul style="list-style-type: none"> c. God is constantly involved in the unfolding pattern of the ongoing operation of the universe. (Psalm 24:1-2, Psalm 32:13-15) d. The universe reflects His glory. (Psalm 8:1, Psalm 19:1) <p>3. <i>What is a human being?</i></p> <ul style="list-style-type: none"> a. God created humans to know Him intimately and to have a loving relationship with Him. (Psalm 100:3) b. Human beings are created in the image of God with the capacity to choose. (Genesis 1:27, Proverbs 8:10) c. Adam and Eve chose disobedience and brought death to themselves and sin entered the world. (Romans 5:12) d. All human beings have a choice and all have chosen sin that brings separation from God. (Romans 3:23) e. Sin is rebellion against God’s wishes and ways and this destroys our relationship with God. (Romans 8:7-8) f. God provides a way back to Himself through the death of His son Jesus (the second person of the Trinity), on the cross. (John 3:16, Romans 6:23) g. Human beings must respond to God with repentance of our sins, receiving forgiveness, and accepting Jesus as our Savior.
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<p>(A) identify and explain the functions of various types of technology, hardware, and software used in business;</p> <p>(B) explore functions of emerging technologies; and</p> <p>(C) list available hardware and software most appropriate for specific tasks.</p> <p>(3) The student applies word processing technology. <i>The student is expected to:</i></p> <p>(A) identify customary styles of business documents;</p> <p>(B) improve the touch-system skill using the keyboard and keypad to input data;</p> <p>(C) utilize hardware and software flexibility needed to produce documents to address different computer applications;</p> <p>(D) demonstrate basic writing techniques;</p> <p>(E) edit a variety of written documents; and</p> <p>(F) produce business documents, including:</p> <p>(i) business letters;</p> <p>(ii) business reports, integrating charts, and graphics;</p> <p>(iii) research papers;</p> <p>(iv) statistical data tables;</p> <p>(v) newsletters; and</p> <p>(vi) resumes.</p> <p>(4) The student applies spreadsheet technology. <i>The student is expected to:</i></p> <p>(A) perform correct mathematical processes, including:</p> <p>(i) addition, subtraction, multiplication, and division;</p> <p>(ii) percentages and decimals;</p> <p>(iii) order of operations principle;</p> <p>(iv) estimation; and</p> <p>(v) prediction of patterns of data; and</p> <p>(B) formulate and produce solutions to a variety of business problems, such as:</p> <p>(i) budget, personal, and business;</p> <p>(ii) payroll;</p> <p>(iii) inventory;</p>	<p>Mac – all lessons</p> <p>Mac – all lessons</p> <p>Mac – all lessons</p> <p>Mac – Units F, G, H, N</p> <p>Mac – Units F, G, H, N</p> <p>Mac – Units F, G, H, N</p> <p>Mac – Units F, G, H, N</p> <p>Mac – Units F, G, H, N</p> <p>Mac – Units F, G, H, N</p> <p>Mac – Units F, G, H, N</p> <p>Mac – Units I, J, K, N</p> <p>Mac – Units I, J, K, N</p>	<p>(Romans 10:9-10)</p> <p>4. What happens to a person at death?</p> <p>a. For each person death is either the gate to life with God and His people or the gate to eternal separation from God. (1 Corinthians 50:52)</p> <p>b. After death, your soul will continue to exist in an eternal way and there is a final judgment by God. (Revelation 20:12)</p> <p>c. Everyone chooses to honor and love Him by accepting Jesus as our Lord and Savior or makes a choice to reject Jesus and grasp for self-fulfillment and personal glory. (Romans 6:23)</p> <p>d. Those who received Jesus as Savior will spend eternity in Heaven with God. (Philippians 4:10-21)</p> <p>e. Those who rejected Jesus as Savior will spend eternity in Hell without God. (Hebrews 10:26-27)</p> <p>5. Why is it possible to know anything at all?</p> <p>a. Human beings can both know the world around them and God Himself because God has built within them the capacity to do so and because He takes an active role in communicating with them. (John 16:13)</p> <p>b. God’s own intelligence is the basis of human intelligence. Knowledge is possible because there is something to be known</p>
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<p>(iv) invoices; (v) balance sheets; (vi) profit-loss statements; (vii) income tax preparation; (viii) charts and graphs; and (ix) conversion of foreign currencies.</p> <p>(5) The student applies database technology. <i>The student is expected to:</i> (A) differentiate the nature and interrelationships of fields, records, and files in databases; (B) perform data management procedures, including: (i) locate, sort, and organize data; (ii) search and query data; (iii) retrieve data; and (iv) export and import data; and (C) produce and analyze business reports.</p> <p>(6) The student exchanges information via telecommunications technology with appropriate supervision. <i>The student is expected to:</i> (A) identify and describe the different components of the telecommunications industry; (B) send and receive information using electronic methods, such as mail, image transfer, remote bulletin board access, access of on-line information services, and emerging technologies; (C) evaluate telecommunications methods for specific business needs, including: (i) cost (locally, nationally, and internationally); (ii) convenience; and (iii) availability; and (D) model acceptable telecommunications ethics and etiquette and follow guidelines and laws.</p> <p>(7) The student applies desktop publishing technology. <i>The student is expected to:</i> (A) identify technologies available for desktop publishing; (B) identify customary standards and styles of desktop publishing;</p>	<p>PC – Lessons 1, 2, 3, 4, 5</p> <p>PC – Lessons 1, 2, 3, 4, 5</p> <p>PC – Lessons 1, 2, 3, 4, 5</p> <p>PC – Lessons 1, 2, 3</p> <p>PC – Lessons 1, 2, 3</p> <p>PC – Lessons 1, 2, 3</p> <p>PC – Lessons 1, 2, 3</p> <p>PC – Lessons 1, 2</p> <p>PC – Lessons 1, 2</p>	<p>(God and His creation) and someone to know (God and human beings made in His image). (Genesis 1:27)</p> <p>c. God reveals, Himself to us in two basic ways: by general revelation and by special revelation. (Exodus 3:2, Psalm 19:1-4)</p> <p>d. In general revelation, God speaks through the creation of the universe and through His word, the Bible. (2 Samuel 22:31, Psalm 19:1)</p> <ul style="list-style-type: none"> ➤ The Bible is internally consistent and unified in its principles and claims. ➤ There is tremendous coherence across the many authors and centuries during which the various books were written and in which its stories unfold. ➤ It is relevant to all the cultures of the world <p>e. Special revelation is God revealing Himself through supernatural ways. Jesus Christ is the ultimate special revelation. He showed us what God is like more fully than any other form of revelation can. Because Jesus was also completely human, he spoke more clearly to us than any other form of revelation can. (John 14:7)</p> <p>6. How do we know what is right and</p>
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<p>(C) create desktop publications importing text and graphics; and</p> <p>(D) create an instructional manual.</p> <p>(8) The student applies presentation management technology. <i>The student is expected to:</i></p> <p>(A) identify the guidelines for using graphics, fonts, and special effects in presentations;</p> <p>(B) analyze the effectiveness of multimedia presentations; and</p> <p>(C) determine the appropriate technology to create and deliver an effective presentation.</p> <p>(9) The student identifies the concepts of a computer network. <i>The student is expected to:</i></p> <p>(A) describe the components necessary to establish a network;</p> <p>(B) describe the factors influencing the selection of a networking system; and</p> <p>(C) compare the resources available on various types of networks.</p> <p>(10) The student analyzes computer operating systems and emerging technologies. <i>The student is expected to:</i></p> <p>(A) describe various types of operating systems, environments, and utilities;</p> <p>(B) compare the functions and features of different operating systems, environments, and utilities; and</p> <p>(C) demonstrate operating system commands.</p>	<p>PC – Lessons 1, 2</p> <p>PC – Lessons 1, 2</p> <p>Mac – Units L, M, N</p> <p>Mac – Units L, M, N</p> <p>Mac – Units L, M, N</p> <p>Mac – all lessons</p> <p>Mac – all lessons</p> <p>Mac – all lessons</p> <p>Mac – all lessons</p> <p>Mac – all lessons</p> <p>Mac – all lessons</p> <p>Mac – all lessons</p> <p>Mac – all lessons</p> <p>Student Activities Lessons Practice</p> <p>Teaching Strategies Direct Instruction Open-ended Questions</p>	<p>wrong?</p> <p>a. Ethics or the knowledge of right and wrong is based on the character of God as good (holy and loving). (Psalm 33:4)</p> <p>b. There is an absolute standard by which all moral judgments are measured and God Himself – His character of goodness (holiness and love) – is the standard. (1 Samuel 2:3)</p> <p>c. As a result of sin, morally, we have become less able to discern good and evil and less able to know God as He truly is. (Proverbs 1:7)</p> <p>d. God has revealed His standard in the various laws and principles expressed in the Bible. (Psalm 111:10)</p> <ul style="list-style-type: none"> ➤ He has dictated absolute moral truth to us. ➤ Every truth must conform to Biblical principles. ➤ Every choice must reflect God’s moral truth. ➤ We must promote, defend, and teach these truths to others. <p>7. <i>What is the meaning of human history?</i></p> <p>a. History is a meaningful sequence of events leading to the fulfillment of God’s purposes for humanity. (Psalm 22:27-28, Psalm 47:3)</p> <p>b. History is going somewhere, directed toward a known end.</p>
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