

**BCIS I**

**( Business Computer Information Systems) 2008-2009  
Syllabus/Class Management**

**Morse Hall #3B**

**Instructor: Joy Block**

## **San Angelo Independent School District**

### **Course Syllabus Form**

**TEACHER:** Joy Block

**CAMPUS:** Central

**GRADE LEVEL:** 10-12

**COURSE NUMBER/TITLE:** 751032/Business Computer Information Systems I

**TEXTBOOK TITLE:** Microsoft Office XP Introductory & Supplement Application Texts

**COURSE DESCRIPTION:** Develops technology skills with applications to personal and business situations focusing on word processing, spreadsheets, databases, telecommunications, desktop publishing, presentation management, networking, operating systems, and emerging technologies; and develops intermediate-level skills.

**GRADING PROCEDURES:** Class Work- 30%, Tests/Projects-60%, Organizational Effectiveness and Employable Work Habits-10%

#### **First Semester:**

Computer Concepts, Word Processing, Spreadsheets

#### **Second Semester:**

Databases, Desktop Publishing, Telecommunications, Presentations

**APPROXIMATE NUMBER OF COMPOSITIONS/RESEARCH /ANNOTATED BIBLIOGRAPHIES/PERIODICALS/ PRESENTATIONS REQUIRED:** Three or more

**POLICY FOR MAKE-UP ASSIGNMENTS WITH EXCUSED ABSENCES:** All excused absences will require make-up work. Students are responsible for getting the missed assignments. Students have one day + one to makeup work missed begins first class period back from absence. If the work is not completed, student(s) will receive an incomplete and no-pass score for the assignment.

**AVAILABILITY OF EXTRA CREDIT ASSIGNMENTS:** Extra credit will be given to students completing technology research on a given topic. Other extra credit assignments will be given throughout the year as necessary.

**COURSE OBJECTIVES:** Focus is on practice and knowledge in interpersonal and intrapersonal skills, business applications of emerging technologies, computer networks and operating systems.

**BCIS I**

**( Business Computer Information Systems) 2008-2009  
Syllabus/Class Management**

**Morse Hall #3B**

**Instructor: Joy Block**

## **San Angelo Independent School District**




Classroom Management Plan

**Conference Period 9:00 to 10:00**

**Phone: 659-3443**

**E-mail: jblock@saisd.org**

### **Classroom Required materials:**

-  **Pen/pencil**
-  **Folder w/pockets**
-  **Develop Electronic Portfolio CD-RW / Flash drive**

### **Classroom Standards of Conduct & Expectations:**

#### **Student Classroom Conduct Policy:**

- 1. Students will respect the classroom learning environment—be respectful to everyone in the class-students and teachers alike.**
- 2. Students will be in their place, ready to begin work, before the bell rings. Warm-up activities or other opening activities are to be started upon entering the room. Before class: (*History, Science, Math, Technology Internet Research Exercise*)**
- 3. Students will Dress for Success—adhere to student dress code policy**
- 4. No drink other than bottled water with a cap at computer stations.**
- 5. No food allowed at computer stations.**
- 6. Respect other people's property. (All work areas must be cleaned before dismissal from class.)**

#### **Classroom/Business Expectations:**

- 1. Student regular attendance and punctuality are an absolute necessity**
- 2. All assignments must be completed/handed in on time. Make-up work is the student's responsibility. Check with your instructor for assignments. Make-up assignments are due the next class date unless prior arrangements have been noted with the instructor. Make-up is your responsibility. Expect lower scores if assignments are late.**
- 3. Students are not allowed – under any circumstances – to engage in “horseplay” in the computer programming lab. Obey all school rules. (See Student Handbook for other rules and consequences.)**
- 4. Students will NOT BRING FOOD or DRINK (other than bottled water INTO this computer lab. If you have been handling food or drink prior to coming into the lab, you will ensure that your hands are clean before working at any computer station.**

**Instructor: Joy Block**

## **San Angelo Independent School District**

- 5. Students will not leave the classroom at any time without permission from the instructor. Permission to go to the restroom will be granted to one person at a time which also means you are requesting to be the last one to leave at the end of class.**
- 6. Students are to keep all assignments in folder in your designated drive...  
Folder name: Semester 1  
Sponge Tek/Taks (Sci, Hist, Math, Tech, Type)  
MS Word  
Keyboarding  
Document Formatting  
Spreadsheets  
Access  
Desktop Publishing  
Telecommunications  
Career Portfolio  
Power Point**
- 7. Inappropriate subject/topics will not be acceptable. When students are working on the computers, creating BCIS projects, or when accessing the Internet. (Appropriateness will be determined by the teacher.)**
- 8. Students are encouraged to join and participate in the Business and Technology Professionals of America club.**

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Instructor's Signature**

**No Student shall be denied the right to participate in any school program, education service or activity because of the student's race, religion, color, sex, national origin or disability. San Angelo Independent School District does not discriminate on the basis of a disability by denying access to the benefits of district services, programs or activities.**

**BCIS I**

**( Business Computer Information Systems) 2008-2009  
Syllabus/Class Management**

**Morse Hall #3B**

**Instructor: Joy Block**

## **San Angelo Independent School District**

**I have read and understand the information. Until this form is returned I cannot remove the Zero (0) in my Organizational Business Expectations category.**

\_\_\_\_\_  
**Please Print Parent Name**

\_\_\_\_\_  
**Parent/Guardian Signature**

**Phone/E-Mail where you can be reached:**

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
**Student Please Print Legibly**

\_\_\_\_\_  
**Student Signature**

.....  
**Date: \_\_\_\_\_**

**I understand this computer course uses many different methods to teach the technologies offered. My presence here means that I chose to be here and agree to make the most of the opportunity I have to learn. I promise to study diligently, prepare my assignments to the best of my ability, return school documents such as signed code of conduct and student – parent handbook forms and pay attention in class.**

**By signing my name, I confirm that I have read all the standards of classroom conduct and will abide by them.**

**Please return to: Joy Block-Multimedia/BCIS  
Morse Hall Room 3B**