

**Pecos High School**  
**BCIS 1B**  
**Grade Level 10-12**  
**1<sup>st</sup> Six Weeks Syllabus**

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to produce professional-looking written documents; business letters, memos, merge letters, style sheets, columns with graphics, tables, and business letterhead stationery, using the Microsoft Word, word processing program. Students will also learn to use Windows XP during this course.

**August 25:**

Login procedures, class rules, computer use agreement, computer ethics and responsibility will be covered.

Formatting rules for written business documents will be refreshed.

Lesson 1 - Creating and saving documents

Lesson 2 – Recalling, Inserting & Printing

Proofreading rules

Spell Check

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**September 2:**

Formatting rules reinforced.

Create Cover Sheet

Print Lesson 1

Review retrieving documents, saving, and printing procedures.

Print Lesson 2 – Recalling, Inserting and Printing

Spell Check

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**September 8:**

Lesson 3 Creating Numbered Lists

Proofreader's Marks

Editing, Inserting Text, and

Lesson 4 Proofreading Skills

Spell Check

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**September 15:**

Print Lesson 4

Lesson 5 Multi-Page documents

Multi-page reports

Formatting rules for multi-page document

Headers & Footers

Page number commands

Spell Check

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**September 22:**

Print Lesson 5

Lesson 6 Style Sheets

Lesson 7 Business Reports

Formatting rules reinforced

Proofreading reinforced

Spell Check

Peer review

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to produce professional-looking written documents; business letters, memos, merge letters, style sheets, columns with graphics, tables, and business letterhead stationery, using the Microsoft Word, word processing program.

**October 29:**

Lesson 8 Merge Letters

Lesson 9 Tables

Formatting rules

Spell Check

Proofreading

Peer review

**Pecos High School  
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Grade Level 10-12  
2nd Six Weeks Syllabus**

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to produce professional-looking written documents; business letters, memos, merge letters, style sheets, columns with graphics, tables, and business letterhead stationery, using the Microsoft Word, word processing program.

**Students will design multi-page documents using business block formatting.**

**October 6:**

Lesson 7 - Multiple Page Business Letters

Formal Business Reports

Formatting rules for written business documents.

Proofreading

Spell Check

Chapter 3 Summary, Concept Review, Vocabulary, Vocabulary Review & True/False

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to produce professional-looking written documents; business letters, memos, merge letters, style sheets, columns with graphics, tables, and business letterhead stationery, using the Microsoft Word, word processing program.

**Students will create merge letters and database, and combine the two into professional business documents to be mailed out.\*\***

**October 13:**

Lesson 8 - Merge Documents

Formatting rules for written business documents.

Proofreading

Spell Check

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to produce professional-looking written documents; business letters, memos, merge letters, style sheets, columns with graphics, tables, and business letterhead stationery, using the Microsoft Word, word processing program.

**October 20:**

Lesson 8 - Merge Documents continued

Proofreader's Marks Review

Proofreading

Spell Check

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to produce professional-looking written documents; business letters, memos, merge letters, style sheets, columns with graphics, tables, and business letterhead stationery, using the Microsoft Word, word processing program.

**Students will design tables, insert text and graphics, format line spacing, format row height and width.**

**October 27:**

Lesson 9 - Tables  
Borders & Shading  
Proofreading  
Spell Check

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to produce professional-looking written documents; business letters, memos, merge letters, style sheets, columns with graphics, tables, and business letterhead stationery, using the Microsoft Word, word processing program.

**Students will design columns, using graphics and text, and column dividers.**

**November 3:**

Lesson 10 - Columns with Graphics  
Proofreading  
Spell Check

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to produce professional-looking written documents; business letters, memos, merge letters, style sheets, columns with graphics, tables, and business letterhead stationery, using the Microsoft Word, word processing program.

**Students will design text box style sheets as a test in listening, and following verbatim instructions.**

**November 10:**

Freestyle - Style Sheet - Text Box Design  
Proofreading  
Spell Check

**\*\* Documents will not really be mailed out of the building, but they need to be designed so that they could be, and would be ready to mail out in a real office setting.**

**Pecos High School  
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Grade Level 10-12  
3rd Six Weeks Syllabus**

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to design and produce spreadsheets using the MS Excel program. Students will write simple and complex formulas to find correct information, using addition, subtraction, division, and multiplication. Students will then take the correct information and design charts.

**November 17:**

Chapter 7 Concept Summary & Review, Vocabulary Concept & Review, True False  
Lesson 1 - Introducing Spreadsheets  
Ex. 1 - Exploring the Spreadsheets  
Ex. 2, 3, 4, 5, 6 - Entering Values & Labels - Ex. 7 - Design Grid - Exam

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to design and produce spreadsheets using the MS Excel program. Students will write simple and complex formulas to find correct information, using addition, subtraction, division, and multiplication. Students will then take the correct information and design charts.

**November 24:**

Lesson 2 - Entering Formulas  
Ex. 9-14

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to design and produce spreadsheets using the MS Excel program. Students will write simple and complex formulas to find correct information, using addition, subtraction, division, and multiplication. Students will then take the correct information and design charts.

**December 1:**

Lesson 3 - Ex. 15-21 Formatting & Editing Spreadsheets  
Lesson 4 - Ex. 22-30 SUM, MAX, MIN, AVERAGE, AUTOSUM commands.

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to design and produce spreadsheets using the MS Excel program. Students will write simple and complex formulas to find correct information, using addition, subtraction, division, and multiplication. Students will then take the correct information and design charts.

**December 8:**

Lesson 4 continued - Ex. 22-30 SUM, MAX, MIN, AVERAGE, AUTOSUM commands.

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to design and produce spreadsheets using the MS Excel program. Students will write simple and complex formulas to find correct information, using addition, subtraction, division, and multiplication. Students will then take the correct information and design charts.

**December 15:**

Lesson 5 - Ex. 31-37 Chart Design

Wrap up Lessons 1-4 and prepare for Advanced Spreadsheets

**Student Expectations:** Students will learn to follow procedures for acceptable computer use. Students will learn to listen and follow verbal, written, and visual instructions and directions for completing all assignments. Students will learn to design and produce spreadsheets using the MS Excel program. Students will write simple and complex formulas to find correct information, using addition, subtraction, division, and multiplication. Students will then take the correct information and design charts.

**December 22: CHRISTMAS BREAK**

**Pecos High School**  
**BCIS 1B**  
**Grade Level 10-12**  
**4th Six Weeks Syllabus**

**Student Expectations:** Students will learn to use Microsoft PowerPoint to design presentations. Presentation will include graphics, sounds, video, text, and animation. Students will format slide design choosing backgrounds, colors, font styles and types, and font sizes. Student will decide on appropriate topic for presentation, and then design a presentation incorporating as many different types of available technology as possible. Upon completion of presentation, student will present to the class for a grade. This is a 6 weeks project.

**January 21-25:**

Brainstorming Topics: Students will discuss and decide on topic for PowerPoint presentation. Slide design and basic format for presentation begins.

**Student Expectations:** Students will learn to use Microsoft PowerPoint to design presentations. Presentation will include graphics, sounds, video, text, and animation. Students will format slide design choosing backgrounds, colors, font styles and types, and font sizes. Student will decide on appropriate topic for presentation, and upon approval of topic, they will then design a presentation incorporating as many different types of available technology as possible. Upon completion of presentation, student will present to the class for a grade. This is a 6 weeks project

**January 28-February 1:**

Students will decide on music for presentation and set up sound track.

**Student Expectations:** Students will learn to use Microsoft PowerPoint to design presentations. Presentation will include graphics, sounds, video, text, and animation. Students will format slide design choosing backgrounds, colors, font styles and types, and font sizes. Student will decide on appropriate topic for presentation, and upon approval of topic, they will then design a presentation incorporating as many different types of available technology as possible. Upon completion of presentation, student will present to the class for a grade. This is a 6 weeks project

**February 4-8:**

Students will continue work on PowerPoint presentation, setting animation and graphics.

**Student Expectations:** Students will learn to use Microsoft PowerPoint to design presentations. Presentation will include graphics, sounds, video, text, and animation. Students will format slide design choosing backgrounds, colors, font styles and types, and font sizes. Student will decide on appropriate topic for presentation, and upon approval of topic, they will then design a presentation incorporating as many different types of available technology as possible. Upon completion of presentation, student will present to the class for a grade. This is a 6 weeks project

**February 11-15:**

Continue working on PowerPoint.

**Student Expectations:** Students will learn to use Microsoft PowerPoint to design presentations. Presentation will include graphics, sounds, video, text, and animation. Students will format slide design choosing backgrounds, colors, font styles and types, and font sizes. Student will decide on appropriate topic for presentation, and upon approval of topic, they will then design a presentation incorporating as many different types of available technology as possible. Upon completion of presentation, student will present to the class for a grade. This is a 6 weeks project

**February 18-22:**

**Students will begin presenting presentations to the class.**

**Student Expectations:** Students will learn to use Microsoft PowerPoint to design presentations. Presentation will include graphics, sounds, video, text, and animation. Students will format slide design choosing backgrounds, colors, font styles and types, and font sizes. Student will decide on appropriate topic for presentation, and upon approval of topic, they will then design a presentation incorporating as many different types of available technology as possible. Upon completion of presentation, student will present to the class for a grade. This is a 6 weeks project

**February 25-29:**

**Students will present completed presentations to the class for final vote to see which ones will be placed on the PBTISD school web page.**

**Pecos High School  
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Grade Level 10-12  
5th Six Weeks Syllabus**

**Student Expectations:** Students will learn to use Microsoft PowerPoint to design presentations. Presentation will include graphics, sounds, video, text, and animation. Students will format slide design choosing backgrounds, colors, font styles and types, and font sizes. Student will decide on appropriate topic for presentation, and then design a presentation incorporating as many different types of available technology as possible. Upon completion of presentation, student will present to the class for a grade. This is a 6 weeks project.

**March 3 - March 7:**

**PowerPoint presentations will be wrapped up. Final viewing of presentations.**

**Student Expectations:** Students will design and create database forms using Microsoft Access. After completion of forms and field names, records will be entered into the database. Students will recall, edit, and replace records inside the database forms.

**March 10 - March 14:**

**Introduce Database – Lesson 1-3 Creating the Database  
MEMBER, CARDS, STORES, PROGRAM , INVEN  
LAP, CHAT, MUSIC**

**March 17 – March 21: SPRING BREAK**

**Student Expectations:** Students will design and create database forms using Microsoft Access. After completion of forms and field names, records will be entered into the database. Students will recall, edit, and replace records inside the database forms.

**March 24 – March 28:**

**Students will edit records – PROGRAM, CHAT, MUSIC, LAP, INVEN  
Students will search database records to find specific information, and will then export that information to MSWord to create a database report.**

**Student Expectations:** Students will learn to use Microsoft's Windows Movie Maker to design and create their own movie project. Students will use the Internet to locate information and material to use in the creation of their movie project. Students may also use existing PowerPoint material, and incorporate it into movie.

**March 31 – April 4:**

**Introduce Windows Movie Maker Project**

Students begin creating movie maker project using the Internet as a research tool.

**Student Expectations:** Students will learn to use Microsoft's Windows Movie Maker to design and create their own movie project. Students will use the Internet to locate information and material to use in the creation of their movie project. Students may also use existing PowerPoint material, and incorporate it into movie. Students will also create bibliography sheets on prominent people and their contributions to computers.

**April 7 – April 11:**

Students will continue working on Movie Maker projects. Last day is 4-8.

Students will design and create bibliography sheets on the following contributors to the world of computers as we know it: Charles Babbage, Howard Aiken, John W. Mauchly, Augusta Ada Byron, Clifford Berry, Joseph Marie Jacquard, Blaise Pascal, Herman Hollerith, John Vincent Atanasoff, and J. Presper Eckert.

**Student Expectations:** Students will design and create a web page using Microsoft's FrontPage web design program. Students will use the Internet as a research tool. Students will create a web page as a class project with instruction, and then they will create their own web page which will be capable of running on the Internet (local host only for our use).

**April 14 – April 18:**

**Begin PAWS – class web project with instruction**

Upon completion of PAWS web page, students will begin their own web page design.

**Pecos High School  
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Grade Level 10-12  
6th Six Weeks Syllabus**

**Student Expectations:** Upon completion of a step-by-step Web Page called “PAWS”, the students will design and create their own Web Page. Students will use the Internet, videos, graphics, sounds, music, and animation. Upon completion of all Web Pages, students will present them to the class. After the Web Pages have been viewed by all classes, the final four Web Pages will be selected by me and placed on our school Web Page at PBTISD.

**April 21 – April 25:**

**Students will design and create their own Web Page project.**

**Student Expectations:** Upon completion of a step-by-step Web Page called “PAWS”, the students will design and create their own Web Page. Students will use the Internet, videos, graphics, sounds, music, and animation. Upon completion of all Web Pages, students will present them to the class. After the Web Pages have been viewed by all classes, the final four Web Pages will be selected by me and placed on our school Web Page at PBTISD.

**April 28 - May 2:**

**Students will continue working on Web Page project.**

**Student Expectations:** Upon completion of a step-by-step Web Page called “PAWS”, the students will design and create their own Web Page. Students will use the Internet, videos, graphics, sounds, music, and animation. Upon completion of all Web Pages, students will present them to the class. After the Web Pages have been viewed by all classes, the final four Web Pages will be selected by me and placed on our school Web Page at PBTISD.

**May 5 – May 9:**

**Students will complete Web Pages and present them to the class for final grade.**

**Student Expectations:** Upon completion of a step-by-step Web Page called “PAWS”, the students will design and create their own Web Page. Students will use the Internet, videos, graphics, sounds, music, and animation. Upon completion of all Web Pages, students will present them to the class. After the Web Pages have been viewed by all classes, the final four Web Pages will be selected by me and placed on our school Web Page at PBTISD.

**May 12 – May 16:**

**BEGIN REVIEW PACKET FOR FINAL EXAMS**

**Student Expectations:** Upon completion of a step-by-step Web Page called “PAWS”, the students will design and create their own Web Page. Students will use the Internet, videos, graphics, sounds, music, and animation. Upon completion of all Web Pages, students will present them to the class. After the Web Pages have been viewed by all classes, the final four Web Pages will be selected by me and placed on our school Web Page at PBTISD.

**May 19 – May 23:**

**REVIEW FOR FINAL EXAM – TESTING BEGINS**

**Student Expectations:** Upon completion of a step-by-step Web Page called “PAWS”, the students will design and create their own Web Page. Students will use the Internet, videos, graphics, sounds, music, and animation. Upon completion of all Web Pages, students will present them to the class. After the Web Pages have been viewed by all classes, the final four Web Pages will be selected by me and placed on our school Web Page at PBTISD.

**May 26 – May 30:**

**COMPLETE FINAL EXAMS**