

## Business Computer Information Systems II

### Pecos High School

**Syllabus Student Expectations:** Students will be utilizing a new software suite since software upgrades have been made over the summer. Take time to learn some differences in new software. Students given review of business letter formats and will begin a series of business letter projects.

**Week of August 24:** Students will apply prior knowledge and learn new processes for appropriate business letter projects. Concentrate on grammar, punctuation, word processing and formats. Mailable letters are the goal—one that could actually be used in business.

**Student Expectations:** Continue word processing with business letters. Use textbook to learn about basic business skills and ethics.

**Week of August 31:** Students will read/discuss items to help learn how to be successful in the business office. Prioritize work and time management are important in completing assignments in the classroom. Productive work habits and attitudes will always be stressed.

**Student Expectations:** Complete working on student productivity in the classroom. Letter projects and text discussions and projects.

**Week of September 8:** Students will continue letter projects and textbook assignments.

**Student Expectations:** Continue word processing and presentation systems. Students will research designated topic and prepare a PowerPoint presentation to be shown to the class.

**Week of September 14:** Students complete research and preparation of presentations.

**Student Expectations:** View student presentations. Critique points of information and how presentation was completed.

**Week of September 21:** Students complete exercises

**Student Expectations:** Review for six weeks exam and complete exam.

**Week of September 28:** Production exams to complete during designated time. Tests skill and time management.