

Subject: BCIS-I	Calendar: Weeks: 8/25-9/12	Timeframe: 3 weeks	Level/Grade: High School 9-12
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Unit Name: Technology Information

Unit Objectives:

Upon completing this unit of study student will:

- Understand the timeline for the 5 computer generations
- Demonstrate the ability to create a timeline utilizing the drawing toolbar.
- View, discuss and interpret a visual presentation on the history of computers
- Identify components of the desktop computer
- Experience the computer cycle: Input, Process, Storage and Output
- Apply appropriate technology for specific tasks
- Investigate emerging technologies

Lesson on Information Technology:

- Create a timeline using MS Word
- Use the MS Word drawing toolbar for note taking
- Compile and complete the project on History of Computers
- Prepare a summary of the visual presentation on the History of Computers
- Prepare reference material for the computer components using MS Word
- Prepare a document that integrates the computer cycle
- Research and prepare a document on emerging technologies

Activity Type:

Lecture
Creating hands on project
Video/note taking
Handouts
Individualized instruction

TEKS:

<http://www.tea.state.tx.us/rules/tac/chapter120/ch120b.html>

Please see attached TEKS documentation for BCIS-I:

1.A,1.B, 1.C,1.E, 2.A, 2.B, 2.C, 3.C,

Materials:

Computer
Textbook
Internet
Handouts
Visual Presentation

SE Modifications:

Individualized assistance
Extended time
Shorten assignments
Oral administration
Provide notes/handouts

Resources:

Visual presentation
Internet
Teacher prepared lecture material.

TA TEKS:

GT Modifications:

Evaluation Methods:

Peer tutoring
Extra credit projects

Demonstrate daily production
Portfolio
Tests

Subject: BCIS-I	Calendar: Weeks: 9/15-11/07	Timeframe: 8 weeks	Level/Grade: 9-12 High School
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Unit Name: Word Processing

Unit Objectives:

Upon completing this unit of study student will:

- Enter and edit text and save a document
- Preview and print a document
- Create a new document
- Use Cut, Copy, and Paste
- Find and replace document text
- Use the AutoCorrect feature
- Use the Spelling and Grammar tools and the Thesaurus
- Apply paragraph and character styles
- Modify paragraph formats
- Set tabs in a document
- Apply bullets, numbering, and outline numbering to lists
- Apply character formats
- Create and modify a header and footer
- Insert a page break and page number
- Apply highlights and text effects
- Create, modify, and format tables
- Insert graphics into a document
- Apply and modify newsletter columns
- Print a letter, an envelope, and a label
- Use the comments feature
- Share a document online
- Insert and modify a date/time field

<p><u>Activity Type :</u> <u>Lesson 1: Introducing Word</u> Enter and edit text</p> <p>Save a document</p> <p>Preview and print a document</p> <p>Create a new document using Word</p> <p>Use Cut, Copy, and Paste</p> <p>Find and replace document text</p> <p>Use the AutoCorrect feature</p> <p>Use the Spelling and Grammar tools and the Thesaurus</p> <p><u>Lesson 2: Formatting</u></p>	<p><u>TEKS:</u> http://www.tea.state.tx.us/rules/tac/chapter120/ch120b.html</p> <p>1.A, 1.B, 1.C,1.E, 3.B, 3.C, 3.D, 3.E, 3.F,</p>
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<p><u>Documents</u> Apply paragraph and character styles</p> <p>Modify paragraph formats</p> <p>Set tabs in a document</p> <p>Apply bullets, numbering, and outline numbering to lists</p> <p>Apply character formats</p> <p>Create and modify a header and footer</p> <p>Insert a page break and page number</p> <p><u>Lesson 3: Working with tables, graphics and columns</u></p> <p>Apply highlights and text effects</p> <p>Create, modify, and format tables</p> <p>Insert graphics into a document</p> <p>Apply and modify newsletter columns</p> <p>Print a letter, an envelope, and a label</p> <p><u>Lesson 4: Business Communications</u></p> <p>Use the comments feature</p> <p>Share a document online</p> <p>Insert and modify a date/time field</p>	<p><u>TEKS:</u> 1.A-E, 3.A, 3.B, 3.D, 3.E, 3.F</p> <p><u>TEKS:</u> 1.A-E, 2.A, 2.C, 3.A-F, 7.A-C</p> <p><u>TEKS:</u> 1.A-E, 2.A-C, 3.A-F,</p>
<p><u>Materials:</u> Computer Textbook Internet Handouts Visual Presentation</p>	

<p><u>SE Modifications:</u> Individualized assistance Extended time Shorten assignments</p>	<p><u>Resources:</u> Visual presentation Internet Teacher prepared lecture</p>	<p>TA TEKS:</p>
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Oral administration Provide notes/handouts	material.	
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<u>GT Modifications:</u> Peer tutoring Extra credit projects	<u>Evaluation Methods:</u> Demonstrate daily production Portfolio Tests
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Subject: BCIS-I	Calendar: Weeks: 11/10-12/12	Timeframe: 4 weeks	Level/Grade: 9-12 High School
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Unit Name: Business Financials (EXCEL)

Unit Objectives:

- Manage workbooks
- Navigate and edit a worksheet
- Change number formats and copy and move data
- Check and correct cell data and formats
- Manipulate rows and columns
- Apply and modify cell formats
- Apply styles and AutoFormats
- Modify the page setup
- Preview and print worksheets
- Analyze a subset of data
- Create and revise formulas
- Understand absolute and relative references
- Add functions to formulas
- Create a workbook from a template
- Create and modify charts and graphics
- Provide feedback on a worksheet
- Share a worksheet online
- Rearrange cells in a worksheet
- Rearrange worksheets in a workbook
- Share data among worksheets
- Create hyperlinks in a workbook

<p>Activity Type: <u>Lesson 1: Introducing Excel</u></p> <p>Manage workbooks</p> <p>Navigate and edit a worksheet</p> <p>Change number formats and copy and move data</p> <p>Check and correct cell data and formats</p> <p><u>Lesson 2 : Formatting and Printing Worksheets</u></p> <p>Manipulate rows and columns</p> <p>Apply and modify cell formats</p> <p>Apply styles and AutoFormats</p> <p>Modify the page setup</p> <p>Preview and print worksheets</p>	<p>TEKS:</p> <p>http://www.tea.state.tx.us/rules/tac/chapter120/ch120b.html</p> <p>1.A-E, 4.A-B</p> <p>TEKS:</p> <p>1.A-E, 4B</p>
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Materials: Computer Textbook Internet Handouts Visual Presentation	

SE Modifications: Individualized assistance Extended time Shorten assignments Oral administration Provide notes/handouts	Resources: Visual presentation Internet Teacher prepared lecture material.	TA TEKS:
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GT Modifications: Peer tutoring Extra credit projects	Evaluation Methods: Demonstrate daily production Portfolio Tests
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