

**BUSINESS COMPUTER INFORMATION SYSTEMS I****COURSE OBJECTIVES/GRADING POLICY****2008-2009**

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.

The student develops skill for success in the workplace, selects appropriate technology to address business needs, applies word processing technology, applies spreadsheet technology, applies database technology, exchanges information via telecommunications technology with appropriate supervision, applies desktop publishing technology, applies presentation management technology, identifies the concepts of a computer network, and analyzes computer operating systems and emerging technologies.

**THE SIX WEEKS GRADE WILL BE DETERMINED BASED ON THE FOLLOWING:**

Guided Practice	10%
Independent Practice	40%
Projects/Tests	50%