

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

Business Computer Information Systems II presents advanced concepts and skills of Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft Outlook. Through a learn-by-doing approach, students are challenged to master Microsoft Office within a business context. Additional features throughout the course also provide insight into how software skills can be used in other academic areas and in the business world.

The class is organized into four units:

- Advanced Business Communications (Word)
- Interpreting and Analyzing Business Data (Excel)
- Managing Business Data (Access)
- Managing Schedules and Workflow (Outlook)

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

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