

Phoenix Christian High School CIS100 Introduction: Computer Information Systems Course Scope & Sequence (2010)

COURSE DESCRIPTION

CIS100 reveals the computer as a multi-faceted tool for the gathering and communication of information. Topics covered include Microsoft Office and a cross section of the A+ standard including computer hardware and operating systems, all of which include hands on lab time during class for the completion of projects. Whether on teams or as individual students they will have an opportunity to learn technical skills ranging from computer assembly to building a database using Access.

BIBLICAL INTEGRATION

With the near omnipresence of technology the need to take every thought captive to make it obedient to Christ is critical to maintain our integrity. In addition to discussing Biblical perspectives in the Ethics portion of our class, each week students are given questions that spring-board into relevant discussions related to our use of technology, our ability to share our faith and growing as believers.

COURSE SCOPE AND SEQUENCE

First Quarter

Unit: Computer Basics 8 Weeks

Key Concepts: PC hardware; Software; Networking; Ethics

Assessments: Knowledge test each section based on the information covered, Hands-on Project to disassemble and re-assemble a PC to working condition.

Unit: Technology Impact 1 Week

Key Concepts: Rapid Technology Changes; Impact on Society and Economics.

Assessments: Research of new technology; Impacts on personal communication, productivity and relationships. Group presentation of findings.

Second Quarter

Unit: Microsoft Word 2 Weeks

Key Concepts: Features and Functions of Microsoft Word; Usage, Menu Navigation and Formatting Tools. Letter writing, formatting and mail merge features are used.

Assessments: Quiz on Menus, Mail Merge Project.

Unit: Microsoft Excel 3 Weeks

Key Concepts: Features and Functions of Microsoft Excel; Menu Navigation, Charts, Equations and Macros.

Assessments: Quiz on the menus and the charts. Various Spreadsheet Creation Exercises.

Unit: Microsoft Power Point 2 Weeks

Key Concepts: Features and Functions of Microsoft Power Point; Menu Navigation, Features, Customizations, Layout, and Design.

Assessments: Quiz on the menus and features. Power Point presentation on one of several topic options.

Unit: Microsoft Access

3 Weeks

Key Concepts: Microsoft Access

Assessments: Exercises in Access, setting up tables, creating forms, creating queries, creating reports.