Virginia Computer Information Systems, Semester A

Course Overview

This one-semester course is intended as a practical, hands-on guide to help you understand the basic computer skills required during your college education and when pursuing a career. This course has 20 lessons organized into five units, plus five Unit Activities. Each lesson contains one or more Lesson Activities.

Additionally, there are two Course Activities that you need to work on throughout the duration of the course. These activities are long-term projects spread over the length of the course. The due dates for these activities are to be determined by the course instructor.

This course will cover the needs for technology in business organizations and how businesses use hardware, software, Internet, and emerging technologies. This course also covers productivity applications such as word processing software and spreadsheet software.

You will submit the Unit Activity documents to your teacher, and you will grade your work on the Lesson Activities by comparing them with the given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

Course Goals

This course will help you meet the following goals:

- Learn about the different career choices in the field of Business Information Management.
- Understand the importance of technology in business organizations.
- Learn about the various risks and rewards of developing and using information systems in business organizations.
- Explore the role and use of the Internet and its various applications.
- Learn how to browse and communicate through the Internet.
- Explore security risks and concerns associated with the use of computers.
- Learn how to use word processing software to create, enhance, and review documents.
- Learn how to use spreadsheet software to perform basic calculations and present data visually in the form of graphs and charts.

Prerequisite Skills

Virginia Computer Information Systems, Semester A has the following prerequisites:

- basic math knowledge
- ability to visualize and apply creativity and innovation
- familiarity with the writing process and following guidelines

General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations on a computer.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

For a complete list of the general skills required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Credit Value

Virginia Computer Information Systems, Semester A is a 0.5-credit course.

Course Materials

- Notebook
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent
- Microsoft PowerPoint or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class. Also, the course instructor will determine the due dates for the Course Activities, which are long-term projects over the length of the course.

Unit 1: Introduction to Business Information Management

Summary

In this unit, you will familiarize yourself with the career opportunities available in Business Information Management. You will also learn about the importance of technology in business organizations. Additionally, you will learn about the risks and rewards of implementing information systems in business organizations.

Day	Activity/*Objective*	Type
1 day: 1	**Syllabus and Plato Student Orientation** *Review the Plato Student Orientation and Course Syllabus at the beginning of this course.*	Course Orientation
Extended Project	**Joining a Student Organization**	Course Activity
3 days: 2–4	**Careers in Business Information Management** *Describe career opportunities in Business Information Management.*	Lesson
3 days: 5–7	**Technology Needs in Business Organizations** *Describe the technology that business organizations need to manage information.*	Lesson
3 days: 8–10	**Risks and Rewards of Information Systems** *Identify the risks and rewards of using information systems in a business environment.*	Lesson
1 day: 11	**Para Jumble**	Game
4days: 12–15	**Unit Activity/ Threaded Discussion —Unit 1**	Unit Activity
1 day: 16	**Post-test—Unit 1**	Assessment

Unit 2: Computing Technology for Business

Summary

In this unit, you will learn about the basic hardware configurations and software applications needed to work on a computer. You will also learn about the role of new and emerging computer technologies in a business organization. Finally, you will learn how to maintain equipment and supplies for business continuity.

Day	Activity/*Objective*	Type
3 days: 17–19	**Computer Hardware and Software** *Describe the basic hardware and software configurations of computer systems.*	Lesson
3 days: 20–22	**Managing Files and Directories** *Explore file management techniques.*	Lesson
3 days: 23–25	**Emerging Technologies** *Explain the use of emerging technologies in the field of computers.*	Lesson
3 days: 26–28	**Equipment and Supply Maintenance** *Describe the process of maintaining equipment and supplies in a business environment.*	Lesson
1 day: 29	**Space Jumble**	Game
4 days: 30–33	**Unit Activity/Threaded Discussion—Unit 2**	Unit Activity
1 day: 34	**Post-test—Unit 2**	Assessment

Unit 3: Connecting through the Internet

Summary

In this unit, you will familiarize yourself with some of the crucial aspects of the Internet and the World Wide Web. You will also learn how to exchange information with the help of the Internet. In addition, you will familiarize yourself with the ethics and security issues concerning the use of the Internet.

Day	Activity/*Objective*	Type
2 days: 35–36	**Introduction to the Internet** *Explain the fundamental concepts of the Internet.*	Lesson
3 days: 37–39	**World Wide Web** *Discuss the World Wide Web and the functions of web browsers.*	Lesson
2 days: 40–41	**Exchanging Information Using the Internet** *Explain various methods to exchange information over the Internet.*	Lesson
3 days: 42–44	**Security Concerns and Ethics of Internet Use** *Demonstrate proper Internet use and security.*	Lesson
1 day: 45	**Thwack-a-Mole**	Game
4 days: 46–49	**Unit Activity/Threaded Discussion—Unit 3**	Unit Activity
1 day: 50	**Post-test—Unit 3**	Assessment

Unit 4: Working with Documents

Summary
In this unit, you will learn to create documents with the help of word processing software and to edit and format them. You will also learn to enhance documents with the help of graphics and illustrations. Additionally, you will explore different options of word processing software programs that help you review and proofread documents.

Day	Activity/*Objective*	Type
3 days: 51–53	**Creating Documents Using Word Processing Software** *Explore options for creating basic documents using word processing software.*	Lesson
3 days: 54–56	**Editing and Formatting Documents** *Edit and format a document using word processing software.*	Lesson
Extended Project	**Preparing for a Career in Business Information Management**	Course Activity
2 days: 57–58	**Illustrating Documents** *Add images and illustrations to enhance a document.*	Lesson
3 days: 59–61	**Proofreading a Document** *Identify and explain options for reviewing a document.*	Lesson
1 day: 62	**Para Jumble**	Game
4 days: 63–66	**Unit Activity/Threaded Discussion—Unit 4**	Unit Activity
1 day: 67	**Post-test—Unit 4**	Assessment

Unit 5: Working with Spreadsheets

Summary

In this unit, you will learn to create and manage workbooks. You will learn how to perform basic calculations and use various formatting and viewing options available in spreadsheet programs. You will also explore options for performing logical operations and sort and filter data. Additionally, you will use charts and graphs to represent data visually.

Day	Activity/*Objective*	Type
3 days: 68–70	**Creating and Managing a Workbook** *Discuss options for creating and managing a workbook.*	Lesson
3 days: 71–73	**Performing Basic Calculations in a Spreadsheet** *Explain the options for performing basic calculations in a spreadsheet.*	Lesson
3 days: 74–76	**Formatting and Viewing a Spreadsheet** *Describe formatting and viewing options in a spreadsheet.*	Lesson
3 days: 77–79	**Performing Logical Operations and Ordering Data** *Apply logical functions and sorting and filtering options on data.*	Lesson
3 days: 80–82	**Representing Visual Data in a Spreadsheet** *Discuss the options for representing visual data in a spreadsheet.*	Lesson
1 day: 83	**Space Jumble**	Game
4 days: 84–87	**Unit Activity/Threaded Discussion—Unit 5**	Unit Activity
1 day: 88	**Post-test—Unit 5**	Assessment
1 day: 89	**Semester Review**	
1 day: 90	**End-of-Semester Test**	Assessment