

Phoenix Christian Sr High School

CIS100 Introduction to Computer Information Systems Course Scope & Sequence

COURSE DESCRIPTION

In CIS100, students investigate 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. This includes hands on lab time during class for the completion of computer projects. Working on teams and individually, students will have the opportunity to learn technical skills ranging from computer assembly to oral presentations using PowerPoint. With the near omnipresence of technology, we will emphasize the need to take every thought captive to make it obedient to Christ to maintain integrity (2 Corinthians 10:5).

COURSE SCOPE AND SEQUENCE

Computer Basics 9 Weeks

Key Concepts: A+ material – PC hardware; Troubleshooting; Networking; Ethics

Assessments: Weekly Knowledge Test on Information Covered.

Biblical Integration: James 4: Submit yourselves to God

With the proliferation of computers and the temptation to get caught up in the distractions of the world comes the need to be continually aware that we must continue to submit ourselves to God on a daily basis.

Microsoft Word 3 Weeks

Key Concepts: The Features and Functions of Microsoft Word: Menu Navigation, Fonts, and Formatting Tools.

Assessments: Quiz on the Menus, Greeting Card, and College Letter.

Project: Greeting Card & College Letter

Biblical Integration: Philippians 3: No confidence in the flesh

With a focus on the future and the potential of college and employment one must know that any future success must include God or it's of no value because whatever is to our profit is certainly trash compared to the "surpassing greatness of knowing Christ Jesus" our Lord.

Microsoft Excel 3 Weeks

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

Assessments: Quiz on Menus and Charts, Spreadsheet Creation.

Project: Chart

Biblical Integration: Colossians 1: The supremacy of Christ

As technology continues to push the envelope it becomes increasingly difficult to manage all the tasks required to stay proficient in the field. Fortunately we have a God in whom “all things hold together” and as we seek Him certainly things to have a habit of refocusing.

Microsoft PowerPoint

3 Weeks

Key Concepts: The Features and Functions of Microsoft PowerPoint: Menu Navigation, Slideshow Creation, Text and Graphics.

Assessments: Quiz on the Menus, Individual Presentation, and Team Presentation.

Project: Multimedia, Animated presentation

Biblical Integration: 2 Timothy 4: Paul’s charge to Timothy

With PowerPoint and the closing of the year comes the challenge to focus on the call to communicate. What better way to redirect our focus than Paul exclaiming “PREACH” and “be prepared” in and out of season to “correct, rebuke, and encourage with great patience and careful instruction.”