**BIM Outline**

\*subject to changes throughout the year

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| **1st six weeks: (1A-F, 6A-F,11A-D)*** Explore career development paths
* Create resume’
* Strengthen individual performance to transition to workplace or post-secondary education.
* Analyze available hardware and software options for use in business settings
* Apply spreadsheet technology
	+ Mathematical processes including functions
* GMETRIX certification lessons
 | **4th six weeks: (6B, 7A-H, 8A-D, 9A)*** Apply database technology
	+ Access information in database system
	+ Build data into meaningful data set
	+ Enter data into tables and forms
	+ Import and export databases
	+ Retrieve data from queries
	+ Formulate queries
	+ Create and print reports
* GMETRIX certification lessons
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| **2nd six weeks: (1A-F, 11A-D)*** Apply spreadsheet technology
	+ Mathematical processes continued
	+ Budget, personal and business
	+ Payroll, Inventory, Invoices
	+ Income tax preparation
	+ Charts and graphs
	+ Pivot table and charts
* Interview skills
* GMETRIX certification lessons
 | **5th six weeks: (1A-F, 10A-D, 12A-F, 13A-C)*** Discuss nature of data mining
* Data mining tools and techniques
* Ethics in data mining
* Apply presentation management technology
	+ Graphics, fonts, special effects
	+ Analyze effectiveness of multimedia presentations
	+ Create and deliver effective presentations
* GMETRIX certification lessons
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| **3rd six weeks: (1A-F, 5A-C, 6(A-I)*** Apply word: processing technology
	+ Letter writing
	+ Report writing – MLA format
	+ Demonstrate writing techniques
		- Generate ideas and gather information
		- Maintain accurate records of outside sources
	+ Mail merge features
	+ Use of desktop publishing
	+ Flyers, newsletter, brochures
* GMETRIX certification lessons
 | **6th six weeks: (1A-F, 2A-C, 4A-E, 13A-C, 14)*** Integration exercises in EXCEL, WORD, ACCESS, and POWERPOINT
* Initiate and design a business project
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