**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 |
| **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 |
| **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 |