**BIM 2 Outline**

\*subject to changes throughout the year

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| **1st six weeks: (1A-F, 6A-F,11A-D)**   * Explore career development paths * Verbal and Nonverbal skills * Strengthen individual performance to transition to workplace or post-secondary education. * Small Group Task Completion * Presentation software of above objectives * GMETRIX certification lessons | **4th six weeks: (6B, 7A-H, 8A-D, 9A)**   * Design database to solve business problems including   + Queries   + Formulas   + Built in formulas   + Custom Format report * Presentation software of above objectives * GMETRIX certification lessons |
| **2nd six weeks: (1A-F, 11A-D)**   * Examine Portfolios   + Contents and requirements   + Timelines and strategies   + Editing and Revising documents * Presentation software of above objectives * GMETRIX certification lessons | **5th six weeks: (1A-F, 10A-D, 12A-F, 13A-C)**   * Create and interpret tables, charts, figures to accomplish specific occupational tasks * Design solutions to mathematical business problems * Lookup tables, What if analysis, Macros * Create and interpret financial statements * Presentation software of above objectives * GMETRIX certification lessons |
| **3rd six weeks: (1A-F, 5A-C, 6(A-I)**   * Create, Edit and share formal business reports * Conflict resolution and communication * Review formatting, grammar, spelling, punctuation and other course criteria * Use advance word processing features * Presentation software of above objectives * 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, execute, monitor, close a business project * Project Management processes-demonstrate and apply |