**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
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| **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
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| **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
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