

BIM SYLLABUS

1ST SIX WEEKS —

- Explore career development paths
- Create resume'
- Interview skills
- Strengthen individual performance to transition to workplace or Postsecondary education.
- Analyze available hardware and software options for use in business settings
- Apply spreadsheet technology
- Mathematical processes including functions

2ND SIX WEEKS —

- Apply spreadsheet technology
- Mathematical processes continued
- Budget, personal and business
- Payroll, Inventory, Invoices
- Income tax preparation:
- Charts and graphs
- Pivot table and charts

3RD SIX WEEKS

- Apply word processing technology
- Letter writing
- Report writing - MLA format
- Demonstrate writing technique;
 - Generate ideas and gather information
 - Maintain accurate records of outside sources
- Mail merge features
- Use of desktop publishing
- Flyers, Newsletters, Brochures

4TH SIX WEEKS

- 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

5TH SIX WEEKS

- 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

6TH SIX WEEKS

- Integration Exercises in EXCEL, WORD, ACCESS, and POWERPOINT
- Initiate and design a business project