

BIM 2 SYLLABUS

1ST SIX WEEKS – BUSINESS COMMUNICATION

Communicate effectively with others using oral and written skills
Verbal and nonverbal skills
Collaboration and team work
Conflict resolution
Professionalism and positive , productive work ethic
Small group task completions
Presentation software of above objectives
GMETRIX certification lessons

2ND SIX WEEKS – ELECTRONIC PORTFOLIO

Examine portfolios
Contents and requirements
Timelines, strategies for successful task completion
Editing and revising documents
Presentation software of above objectives
Gmetrix certification lessons

3RD SIX WEEKS – BUSINESS DOCUMENTS AND WORD PROCESSING TECHNOLOGY

Create , edit, and share formal business report on business related topics
Conflict resolution , effective communication in diverse workplace
Review for formatting, grammar, spelling, punctuation, and other course criteria
Provide constructive feedback
Use advanced word processing features for business correspondence
Presentation software of above objectives
Gmetrix certification lessons

4TH SIX WEEKS – DATABASE TECHNOLOGY

Design database to solve business problems including
Queries, formulas, built in formulas, custom format report
Presentation software of above objectives
Gmetrix certification lessons

5TH SIX WEEKS – SPREADSHEETS

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

6TH SIX WEEKS

Integration Exercises in EXCEL, WORD, ACCESS, and POWERPOINT
Initiate and design a business project
Initiate, plan, execute, monitor, close business project.
Project management processes - demonstrate and apply