

# BIM 1

## Business Information Management 1

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### 1<sup>st</sup> Six Weeks

#### Word Processing

- Improve touch system typing skills
- Identify terminology
- Create, format, and edit a variety of business documents using word processing software
- Identify styles of business documents
- Organizing, navigating, and citing documents
- Customizing Word:., customize menus and toolbars

### 2nd Six Weeks

#### Word Processing (cont.)

- Improve touch system typing skills
- Integrating data: manipulate lists and numbers, create form letters and mailing labels using mail merge
- Collaborate with others
- Work with macros
- Utilize GMetrix learning mode to prepare for and take MOS Word 2013 Certification Exam

### 3rd Six Weeks

#### Spreadsheet

- Identify terminology
- Format and organize numerical content to perform mathematical processes
- Use both student-created formulas and preprogrammed functions to produce documents
- Create and analyze spreadsheet

### 4th Six Weeks

#### Spreadsheets (cont.)

- Identify terminology
- Format and organize numerical content to perform mathematical processes
- Use both student-created formulas and preprogrammed functions to produce documents
- Create and analyze spreadsheets
- Utilize GMetrix learning mode to prepare for and take MOS Excel 2013 Certification Exam

#### Database Basics

- Identify terminology
- Explain principles of data analysis
- Define fields and type of data

### 5th Six Weeks

#### Database Basics (cont.)

- Enter database structure
- Define relationships of tables
- Design a database
- Demonstrate proficiency with databases utilizing Microsoft Office Access 2013
- Utilize GMetrix learning mode to prepare for and take MOS Access 2013 Certification Exam

#### Multimedia Presentations

- Identify terminology
- Create, save, edit, and produce presentations
- Identify terminology

### 6th Six Weeks

#### Multimedia Presentations (cont.)

- Create, save, edit, and produce presentations
- Utilize GMetrix learning mode to prepare for and take MOS PowerPoint 2013 Certification Exam

#### Desktop Publishing Basics\*

- Identify terminology
- Identify and describe design principles
- Identify and describe types and styles of typeface used for publications such as serif and sans serif
- Produce DTP documents incorporating both text and graphics

\*This unit may be omitted if more time is needed for certification exams