CFISD Business Information Management II (BIM II)
Scope and Sequence

Course Description:

BIM II prepares students to apply personal, interpersonal, and technology skills in other content area, the workplace, and post-secondary education. The applications utilized in this course will include word processing, spreadsheets, multimedia presentations, databases, Internet research, and a look at emerging technologies. While an emphasis will be placed on simulations related to business, finance, and marketing, this introductory technology course is appropriate for students whose career interests fall within any of the 16 career clusters. (1 Credit)

- Grades 10-12
- Recommended prerequisite: BIM I
- Lab supplies or fee may be required

[TEKS](#)

Cluster: Business Management and Administration

Endorsement: Business & Industry

- Meets advanced course requirement (Y/N): N
- Meets foundation requirement for math, science, fine arts, English, LOTE (Y/N-area): N

Industry Certification/Credentials: Microsoft Office Specialist (WORD Expert, POWERPOINT, ACCESS, EXCEL Expert)

Instructional Units	Pacing (Marking Period)
1st Semester **MICROSOFT OFFICE – WORD (Intermediate/Advanced)** • Word Processing • Word Business Documents – letters, tables, resume • Word Research Papers • Word Mail Merge **MOS Word Expert Certification** **MICROSOFT OFFICE – POWER POINT (Intermediate/Advanced)** • Creating Multimedia Presentations • Graphics • Special Effects • Video	1st grading period 2nd grading period
2nd Semester **MICROSOFT OFFICE – EXCEL (Intermediate/Advanced)** • Formulas & Functions • Advanced spreadsheet functions **MOS Excel Expert Certification**	3rd grading period

MICROSOFT OFFICE - ACCESS
   • Introduction to Access
   • Filters
   • Queries
   • Reports
 	
MOS Access Expert Certification
	4th grading period

Primary Instructional Materials: Office 2019/365-Shelly Cashman Series **ISBN-9781337751698** online; www.SAM.cengage.com

Gmetrix - Practice exams for Certification

Certiport – Testing Platform for Certification