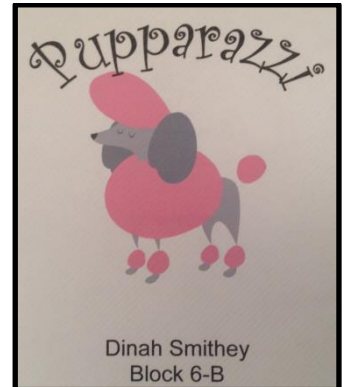


Business Information Management I

(Home Campus Only)



Prerequisite: None

Course: 1240A/B

Credits: 1

Length: 36 weeks

Placement: 9-12

Course Description

Are you “computer literate?”

Can you easily use the computer for the following tasks?

- Type a report for school or work.
- Prepare a personal budget or statistical charts that show the financial condition of a business.
- Design a flyer or advertisement.
- Create informative presentations.

If you need these skills or need to improve them, Business Information Management I (BIM I) is the course for you. Sign up today to prepare yourself with skills that you will use over a lifetime!

Topics of study include: introduction of Microsoft Word, Excel, PowerPoint, and Access.

Student Activities

Training for industry recognized certifications: Microsoft Office Specialist in MS Word, Excel & PowerPoint

Creating a fall or Halloween drawing

Creating a business plan for a candy company

Creating a presentation over any subject of your choosing

Organizations

DECA is the CTSO for students enrolled in Business, Marketing or Finance courses.

DECA students have access to:

- Guest speakers
- Field trips to the Cowboys Stadium, Mavs game, Six Flags and MOCK DECA competition
- Local, State & Nationwide travel with DECA competitive events

BBIA's DECA Site

