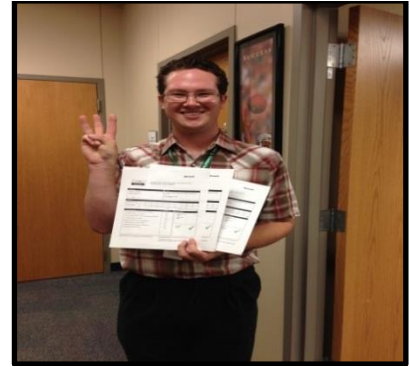


Business Information Management II

(Home Campus Only)



Prerequisite: BIM I

Course: 1250A/B

Credits: 1

Length: 36 weeks

Placement: 10-12

Course Description

Are your computer skills “certifiable?”

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 brochure, flyer or advertisement.
- Create informative presentations.

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

Topics of study include: intensive review of Microsoft Word, Excel and PowerPoint, DUCT Tape project, college brochure production, vacation budget preparation, and ABC booklet development.

Student Activities

Training for industry recognized certifications: Microsoft Office Specialist in MS Word, Excel & PowerPoint
 Marketing campaign for DUCT Tape projects
 Developing children’s ABC booklets
 Designing college brochures, informational flyers, advertisements, etc.
 Preparing vacation budgets for one week

BBIA’s DECA Site

