

Business Communication and Technologies (Formerly BIM II)

Scope and Sequence

Endorsement: Business & Industry**Cluster:** Business, Marketing, & Finance**Meets advanced course requirement?** NO ▾**Program of Study:** Business Management**Meets foundation requirement for math, science, fine arts, English, LOTE?** NO ▾**Course Description:**

Students will complete this course utilizing and building on the skills culminated in Foundations of Business Communication and Technologies (formerly BIM I) by bringing those applications together while learning how to be a project manager. Lessons are aligned with the knowledge needed to integrate word processing, spreadsheet, database and presentation applications into skills required to become PMI Project Management Ready certified. This certification is globally recognized as the standard for demonstrating mastery of project management and may be a valuable addition to your credentials for current and future employment.

TEKS link:

- 1 credit
- Grades 10-12
- Lab supplies or fee may be required
- Required prerequisites: Foundations of Business Communication (formerly BIM I)
- Recommended prerequisites: N/A

Industry Certification/Credential: Microsoft Access EXPERT, PMI Project Management Ready**TEA recognized IBC (to count toward program of study completion)?** YES ▾

Instructional Units	Grading Period
Presentation Software Training - PowerPoint and Canva • Creating and Editing Presentations with Pictures • Enhancing Presentations with Shapes and SmartArt • Inserting WordArt, Charts, and Tables Microsoft Access • Databases and Database Objects: An Introduction • Querying a Database	N1 (fall)
Microsoft Access • Maintaining a Database • Creating Reports and Forms • Multiple-Table Forms • Advanced Report Techniques • Advanced Form Techniques • Certification Testing	N2 (fall)
Project Management Ready New Generation • Project Management Fundamentals • Starting the Project • Planning the Work • Completing the Work	N3 (spring)

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• Ending the Project • Certification Test-PMI Project Management Ready	
Career readiness • Career Project • Creating a Resume • Preparing for Interviews	N4 (spring)

Primary Instructional Materials:

Office 365-Shelly Cashman Series ISBN-9781337751698 online

Supplementary Instructional Materials:

GMetrix -Practice exams for Certification

Certiport – Testing Platform for Certification

Moore Solutions (MSI), PMI Project Management Ready