

# Business Information Management II

Prerequisite: BIM I



BIMII (CTEC) (1 credit) 10th  
–12th grade



Students apply advanced technical skills to create advanced word-processing documents, develop advanced spreadsheets, formulate advanced databases for use within corporate or small business inventory purposes, as well as create and animate advanced electronic presentations using Microsoft's Office software. Students will have the option to become certified as a Microsoft Office Specialist (exam fee will apply).

