

## BIM - 2 Fall 2024 Semester

### Date

09/12 - 09/13	Business Communication Guest Speaker: The importance of effective communication in the workforce.
09/16 - 09/17	Business communication: Discuss effective verbal and nonverbal communication, conflict resolution, collaboration skills, teamwork. professionalism.
09/18- 09/20	Project- Collaborate with FFA organization to create Flyer for start up Dog Grooming Business.
09/23 - 09/24	Project- Collaborate with FFA organization to create Flyer for start up Dog Grooming Business.
09/25 - 09/26	<b>TEST</b> Present Project- Collaborate with FFA organization to create Flyer for start up Dog
09/27 - 09/30	Maintaining Electronic Portfolios:Food Truck Project: Create a start up Food Truck
10/01 - 10/02	Maintaining Electronic Portfolios:Food Truck Project: Create a start up Food Truck
10/01 - 10/02	Maintaining Electronic Portfolios:Food Truck Project: Create a start up Food Truck
10/03 - 10/04	<b>TEST</b> Maintaining Electronic Portfolios:Food Truck Project: Create a start up Food Truck
10/07 - 10/08	Business Documents and Word Processing Technology: Memorandums
10/09 - 10/10	Business Documents and Word Processing Technology:University Application Letters:
10/11 - 10/14	<b>TEST Mail Merge</b>
10/15 - 10/16	Block Business Letters
10/17 - 10/18	Business Documents and Word Processing Technology: Creating 2 Column Article with
10/21 - 10/22	Business Documents and Word Processing Technology: Creating Maps using Shapes
10/23 - 10/24	Business Documents and Word Processing Technology: MLA Report - Stress on the Job
10/25 - 10/29	Business Documents and Word Processing Technology: Tab Stops within a Professional
10/30 - 11-01	<b>Test</b>
11/04- 11/05	Multi Column Documents, layout and design

11/06 - 11/7	Creating Professional Documents
11/8 - 11/11	Professionalism in the Workplace
11/12- 11/13	Formatting Resumes
11/14 - 11/15	Personal Resume Development
11/18- 11/19	Personal Resume Development
11/20 - 11/21	Report Formatting - Footnotes, Parenthetical Notations, Works Cited Pages, Report Formatting - Footnotes,
11/22 - 12/03	Parenthetical Notations, Works Cited Pages,
12/04 - 12/05	Creating Databases
12/06- 12/09	Creating Databases
12/10- 12/12	<b>Final</b>

