



Business Information Management (BIM)

About the Program

Business Information Management I & II are a part of the Business program offered at Red Oak High School. These courses provided a foundation for any area of business. Industry certifications are earned through the Microsoft Office Systems: Word Core, Word Expert, Excel Core, Excel Expert, PowerPoint, Access, and Outlook.

Course Descriptions

In BIM I, students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce and post-secondary education. Students apply technical skills to address business applications of emerging technologies, create word-processing documents, develop a spreadsheet, formulate a database, and make an electronic presentation using appropriate software.

In BIM II, students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate multimedia software.

Student Organizations

- University Interscholastic League (UIL)
- Business Professionals of America (BPA)
- National Technical Honor Society (NTHS)
- Technology Student Association (TSA)