

Foundations of Business Communication and Technologies

Local Course #: 81401

State Course ID: 13011400

Course Description:

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 postsecondary 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.

Link to TEKS:

https://texas-sos.appianportalsgov.com/rules-and-meetings?locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=08%2F05%2F2025&recordId=225506

First 9 Weeks Major Topics:

Employability & Professionalism

MS Outlook & Specialist Certification

MS Word

Second 9 Weeks Major Topics:

MS Word & Specialist Certification

MS Word Expert Certification

Third 9 Weeks Major Topics:

MS Expert & Specialist Certification

Fourth 9 Weeks Major Topics:

MS PowerPoint & Specialist Certification