

Business Communication and Technologies

Local Course #: 81402

State Course ID: 13011500

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 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. Students will also have the opportunity to earn their Microsoft Office Specialist (MOS) certification in this class.

Link to TEKS:

[https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=08%2F05%2F2025&recordId=225507](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=08%2F05%2F2025&recordId=225507)

First 9 Weeks Major Topics:

Microsoft Excel 2019

Second 9 Weeks Major Topics:

Microsoft Excel Expert 2019

Third 9 Weeks Major Topics:

Advanced PowerPoint

Fourth 9 Weeks Major Topics:

Capstone Project, Microsoft Word 2019, and/or Microsoft Word Expert 2019