

Calallen ISD 2025-2026

Syllabus

Campus: Calallen High School

Course and/or Grade Level: Foundations of Business Communication & Technologies

Course Description: Students will create word processing documents, develop spreadsheets, build databases, and create digital presentations using Microsoft Office. These computer application skills will help prepare students for college and career entry.

Semester 1: August 13 – December 19, 2025

1st Quarter Topics	2nd Quarter Topics
Microsoft Word Document Basics Formatting Text Formatting Paragraphs & Editing Text Working with Tables	Microsoft Word Working with Tabs & Columns Using Headers & Footers Working with Graphics & Visual Elements Certiport Testing-Word 2019 Specialist

Semester 2: January 5 – May 29, 2026

3rd Quarter Topics	4th Quarter Topics
Access Database Basics Creating Tables Working with Queries Creating Forms & Reports Excel Worksheet Basics Formatting Data Working with Numbers & Formulas	Excel Working with Shapes & Elements Working with Charts & Graphs Certiport Testing-Excel 2019 PowerPoint Presentation Basics Customizing & Enhancing Presentations Applying Transitions & Animation Integrated Business Projects

**Minor adjustment to the schedule may be made based on campus schedules and student needs.*