ECISD Academics & Accountability

Business Communication and Technology - Year at a Glance - 2025/2026

1st Nine Weeks — 9wk Start Date: 8/11/25 - 9wk End Date: 10/10/25

- Unit 01: - Intro to Business Communication and Technology 15 days Aug. 11-29, 2025
  - TEKS in this Unit: 1a, !c-f,
  - Target Completion Date: Aug. 29, 2025
- Unit 02: Formatting Various Business Documents - 14 days Sept. 2-19, 2025
  - TEKS in this Unit: None
  - Target Completion Date: Sept. 19, 2025
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- Checkpoint 1A: Technology and Formatting Check
  - TEKS Assessed: 1a, 1c-f
  - Window: September 22-26, 2025
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- Unit 03: Managing Document Options and Settings - 14 days Sept 22-Oct. 10, 2025
  - TEKS in this Unit:
  - Target Completion Date: Oct. 10, 2025
- Checkpoint 1B: Final Exam Odessa College 1st Term
  - TEKS Assessed:
  - Window: October 6th - October 10th

2rd Nine Weeks — 9wk Start Date: 10/15/25 - 9wk End Date: 12/18/25

- Unit 04: Using Advanced Editing and Formatting Features - 14 days Oct. 15-Nov.3, 2025
  - TEKS in this Unit:
  - Target Completion Date Nov. 3, 2025:
- Unit 05: Create Custom Document Elements - 14 days Nov. 4-21, 2025
  - TEKS in this Unit:
  - Target Completion Date: Nov. 21, 2025
- Checkpoint 2A: MOS Domain 2 & 3
  - TEKS Assessed:
  - Window: November 17-21, 2025
- Unit 06: Using Advanced Word Features - 10 days Dec. 1-12, 2025
  - TEKS Assessed:
  - Target Completion Date: Dec. 12, 2025
- Checkpoint 2B: Semester Final
  - TEKS Assessed:
  - Window: December 15th - December 18th

3rd Nine Weeks — 9 wk Start Date: 1/6/26 - 6wk End Date: 3/6/26

- Unit 07: Unit Name - # of Days in Unit
  - TEKS in this Unit:
  - Target Completion Date:
- Unit 08: Unit Name - # of Days in Unit
  - TEKS in this Unit:
  - Target Completion Date:
- Checkpoint 3A:
  - TEKS Assessed:
  - Window: February 2nd - 6th
- Unit 09: Unit Name - # of Days in Unit
  - TEKS in this Unit:
  - Target Completion Date:
- Checkpoint 3B:
  - TEKS Assessed:
  - Window: March 2nd - 5th

4th Nine Weeks — 9wk Start Date: 3/16/26 - 9wk End Date: 5/21/25

- Unit 10: Unit Name - # of Days in Unit
  - TEKS in this Unit:
  - Target Completion Date:
- Unit 11: Unit Name - # of Days in Unit
  - TEKS in this Unit:
  - Target Completion Date:
- Checkpoint 4A:
  - TEKS Assessed:
  - Window: April 13th - 17th (Optional for STAAR Areas)
- Unit 12: Unit Name - # of Days in Unit
  - TEKS in this Unit:
  - Target Completion Date:
- Checkpoint 2B:
  - TEKS Assessed:
  - Window: May 18th - 20th