

Foundations of Business Communication and Technologies (Formerly BIM I)

Scope and Sequence

Endorsement: Business & Industry

Cluster: Business, Marketing, & Finance

Meets advanced course requirement? NO ▾

Program of Study: Accounting & Financial Services,
Business Management, Entrepreneurship

Meets foundation requirement for math, science, fine arts, English, LOTE? NO ▾

Course Description:

Foundations of Business Communication and Technologies (formerly BIM I) prepares students to apply personal, interpersonal, and technology skills in other content areas, the workplace, and post-secondary education. The applications utilized in this course will include word processing, spreadsheets, multimedia presentations, databases, Internet research, and a look at emerging technologies.

TEKS link:

- 1 credit
- Grades 9-12
- Lab supplies or fee may be required
- Required prerequisites: N/A
- Recommended prerequisites: Touch System Data Entry

Industry Certification/Credential:

Word Expert and Excel Expert (Only Excel Expert is for CCMR in the Accounting & Financial Services Program of Study)

Word Expert and Excel Expert (Both are for CCMR in the Business Management Program of Study)

Word Expert and Excel Expert (Neither is for CCMR in the Entrepreneurship Program of Study)

TEA recognized IBC (to count toward program of study completion)? YES ▾ (see stipulations above)

Instructional Units	Grading Period
Windows & File Management • Computer Operating Systems, Ethics • Information Systems/Communication Technology/Cyber Safety MICROSOFT OFFICE - WORD • Word Processing • Word Business Documents – letters, tables, resume • Word Research Papers • Word Mail Merge	N1 (fall)
Microsoft WORD • Mail Merge • Word Application Project • Resumes & Business Letters • MOS WORD EXPERT Certification Exam MICROSOFT OFFICE - EXCEL • Worksheets and Charts • Formulas, Functions, and Formatting • Large Worksheets, Charting, and What-if Analysis	N2 (fall)

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MICROSOFT OFFICE – EXCEL • Financial Functions, Data Tables • Working with Multiple Worksheets and Workbooks • Sorting and Filtering Data MOS EXCEL EXPERT Certification	N3 (spring)
MICROSOFT OFFICE – POWERPOINT (Intro) • Creating Multimedia Presentations • Graphics • Special Effects • Video Canva	N4 (spring)

Primary Instructional Materials:

Office 2019/365-Shelly Cashman Series ISBN-9781337751698

Supplementary Instructional Materials: N/A