

Foundations of Business Communication and Technologies Syllabus (SECHS)

Course Description/Goals:

In the Business Information Management I course students develop technical skills creating word-processing documents, spreadsheets, presentations, and using email client/personal information manager using Microsoft Office software. Students will be expected to complete Microsoft Certification exams throughout the course.

Course TEKS/Objectives:

In Foundations of Business Communication and Technologies (TEKS), 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.

[Chapter 127.245 Foundations of Business Communication and Technologies TEKS](#)

Course Outline:

Semester 1	Semester 2
-Critical Career Skills - Professional Communication training and certification testing -ePortfolio building -Microsoft Office Specialist - PowerPoint Certification Exam -ePortfolio building	-Microsoft Office Specialist - Word skill training and Certification Exam -ePortfolio building - Microsoft Office Specialist - Excel skill training and Certification Exam -ePortfolio building
***Additional opportunities for students to develop their competitive advantage: ● Microcredential Courses: ○ Interview Skills ○ Cybersecurity Essentials for Work ○ Time Management ○ Human Resource Management ○ Teamwork ○ Personal Financial Management ● Knowledge Matters - Virtual Business	

