

Business Communication and Technologies Syllabus

Course Description/Goals:

In the Business Communication and Technologies course students apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and produce advanced electronic presentations using appropriate multimedia software. Students will be expected to complete advanced Microsoft Certification exams throughout this course.

Course TEKS/Objectives:

In 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 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.

[Chapter 127.246 Business Communication and Technologies TEKS](#)

Course Outline:

Semester 1	Semester 2
-Microsoft Word Expert - Getting Started -Microsoft Word Expert - Working with Text -Microsoft Word Expert - Formatting Documents -Microsoft Word Expert - Organizing Text -Microsoft Word Expert - Graphic Objects -Microsoft Word Expert - Working with Documents -Microsoft Word Expert - Using Advanced Word Features -Microsoft Office Specialist Expert - Word Certification Exam	- Microsoft Excel Expert - Getting Started - Microsoft Excel Expert - Formatting Worksheets - Microsoft Excel Expert - Formulas and Functions - Microsoft Excel Expert - Inserting Elements - Microsoft Excel Expert - Advanced Excel Features - Microsoft Office Specialist Expert - Excel Certification Exam