MIDLAND INDEPENDENT SCHOOL DISTRICT

COURSE SYLLABUS
CAREER & TECHNICAL EDUCATION

Foundations of Business Communication and Technologies I

Midland Freshman High School | Academic Year: 2026–2027 | Length of Course:1 Year] **Semester:** S1 **| Number of Credit Hours** .5 **| Prerequisite:** None **Instructor**: Libby Medrano • **Phone** 432.240.3492 • **Email**: libby.medrano@midlandisd.net • **Conference Period**: 2nd Period

Course Description

In Foundations of Business Communication & Technologies 1, 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.

Course Objectives

By the end of this course, students will be able to:

Objective 1	Keyboarding focuses on developing a blend of technical skills and ergonomic habits to achieve efficient and accurate typing.
Objective 2	Document Creation and Formatting: Create a new document and save it with an appropriate file name, Enter and edit text, including basic functions like cut, copy, and paste, Apply basic text formatting such as bold, italics, underline, font type, and font size, Use paragraph formatting tools like alignment (left, center, right, justify) and line spacing.
Objective 3	Page Layout: Set page margins, orientation (portrait/landscape), and paper size, Insert page numbers, headers, and footers.
Objective 4	Saving and Printing: Save documents in different formats (e.g., .docx, .pdf), Print a document, specifying page ranges and number of copies.
Objective 5	Advanced Formatting and Styles: Apply and modify built-in styles (e.g., Heading 1, Heading 2, Normal), Create and customize new styles for consistent formatting, Use the Format Painter to quickly apply formatting from one section to another.
Objective 6	Structure and Navigation Create a table of contents, Use bookmarks and hyperlinks, Work with sections to apply different page formatting to different parts of a document.

Course Objectives

By the end of this course, students will be able to:

Objective 7	Objects and Media: Insert and format images, shapes, and SmartArt, Create and modify tables to organize data, Use text boxes for placing text in specific locations.
Objective 8	Document Management, Mail Merge and Data Integration: Create and use templates for frequently used document types (e.g., reports, letters, resumes), Generate a master document from sub documents, Use captions and cross-references for figures and tables, Create and perform a mail merge to generate personalized letters, emails, or labels for multiple recipients, Embed or link objects from other applications (e.g., Excel charts, PowerPoint slides).
Objective 9	Create and manage slides: Add, delete, duplicate, and rearrange slides efficiently.
Objective 10	Insert and format text and graphics: Use text boxes, bullet points, and different fonts and styles to present information clearly, Insert and manipulate simple shapes, pictures, and clip art to enhance your slides.
Objective 11	Use transitions and animations: Apply basic transitions between slides and simple animations to objects to guide the audience's attention.
Objective 12	Apply design principles: Understand and use color theory, typography, and layout to create a professional look. Learn to use PowerPoint's built-in themes and templates.
Objective 13	Integrate multimedia SmartArt and charts: Insert and edit audio and video files to make presentations more engaging, Visualize data and complex information using SmartArt graphics and various chart types (bar, pie, line, etc.) .
Objective 14	PowerPoint's advanced capabilities: Work with master slides to maintain a consistent design, create custom animations, embed objects.
Objective 15	Personal and professional ethics: develop a strong moral compass that guides your behavior and decisions in all aspects of life. This involves fostering integrity, honesty, respect for others, upholding confidentiality, avoiding conflicts of interest, and being accountable for your actions.
Objective 16	Email Etiquette: create and respond with clarity and conciseness, professionalism, tone, respect for time, privacy, security and confidentiality.

Instructional Materials & Supplies

- iCEV
- GMETRIX
- Microsoft Office 2016
- A Guide to Microsoft Office 2007
- Typing.com/Edutyping
- Google Classroom

Course Outline

UNIT	TOPIC	APPROXIMATE TIME
Keyboarding	Improve keyboarding technique, speed and accuracy	Semester
Email Etiquette	Ensuring your messages are clear, professional, and respectful: you can enhance communication, build positive relationships, and maintain a professional image.	2 - 3 days
Unit 1 Word	Getting started with Microsoft Word	3 - 4 Weeks
Unit 2 Word	Editing documents and working with tables	3 - 4 Weeks
Unit 3 Word	Creating reports and sharing documents	3 - 4 Weeks
Unit 4 PowerPoint	Getting started with Microsoft PowerPoint	3 - 4 Weeks
Unit 5 PowerPoint	Working with list and graphics	3 - 4 Weeks
Unit 6 PowerPoint	Enhanced a presentation	3 - 4 Weeks

Grading Breakdown

Major assignments are those that allow you to demonstrate mastery of the course objectives. Minor assignments include skill checks, quizzes, homework, and other short assessments that contribute to your overall understanding of the course material. Each nine weeks will have 3 major and 6 minor grades minimally.

Category	Percentage
Major Assignments(Tests, Projects)	60%
Minor Assignments (Quizzes / Skills Checks)	40%
Semester Exam / Project	15%

Grade Scale: A = 90–100 | B = 80–89 | C = 70–79 | F = < 70

Semester grades include a grade for each of the two nine week periods and an exam or project that is weighted 15% of the overall semester grade.

Classroom Expectations

Be on time, must be seated before the tardy bell rings.

- Be prepared and ready to work.
- All telecommuting devices will be off, stored in your backpack and placed in the back of the room. This includes phones, smartwatches, airpods, headphones, earphones, etc.
- Students will follow the MFHS and MISD student handbook.
- The teacher dismisses the class, not the bell.
- Respect the teacher, your peers and yourself

Classroom Supplies

- 3x5 Notecards
- Blue or Black Pen
- Headphones (must be wired)
- Clorox Wipes
- Hand sanitizer
- Kleenez

Attendance & Participation

- Consistent attendance is one of the most critical factors for your child's academic and social success. When a student is absent from school they may miss crucial instruction and fall behind in class
- Every student is expected to complete all assignments and participate in class discussions.

Late Work & Make-Up Policy

- Students are allowed one day of make-up time for each day of absence
- Late assignment penalties:
    - 1 School Day Late- Maximum Grade of 90
    - 2 School Days Late- Maximum grade of 80
    - 3-5 School Days Late- Maximum grade of 70
    - Missed assessments must be reschedule

Academic Integrity

Academic integrity is a fundamental principle in education that involves upholding honesty, trust, fairness, respect, and responsibility in all academic pursuits. Cheating or plagiarism is not tolerated. First offense may result in a zero and parent contact. Further violations follow district policy.

Industry-Based Certifications

This course aligns withand prepares students for—the following credentials. The students will take their examinations for certification in BIM II:

- **Microsoft Office Expert Word Certification**
    - Offered: Spring Semester after completion of BIM II
    - Cost: No charge to student
    - Preparation: Completion of BIM I

- **Microsoft Office Expert Word Certification**
    - Offered: Spring Semester after completion of BIM II
    - Cost: No charge to student
    - Preparation: Completion of BIM I

  Earning credentials enhances employability and may qualify for dual credit or advanced placement.

Career & Technical Student Organization (CTSO) Involvement

This organization is not available at Midland Freshman for Business; however, the following will be offered once the student is at Midland High.

- **Business Professionals of America**
    - It prepares students for careers in business, marketing, and finance by providing leadership opportunities, hands-on projects, and competitive events.

Safety & Equipment Use

- Keep liquids away from computer
- Check computer station for damage when logging and report damages to Mrs. Medrano immediately
- If equipment is damaged the student will have to replace.

Parent/Guardian Communication

- Progress reports sent every 3 weeks to all students.
- Grades available in PowerSchool. Emails and phone calls are made if students are struggling in class due to grades or behavior.
- Parents/Guardians can email at any time with concerns or questions.

Acknowledgment of Understanding

Please return this signed page by Friday August 21, 2026.

Student Name: _____ **Signature:** _____

Guardian Name: _____ **Signature:** _____

Preferred Contact (Email/Phone): _____

Statements of Nondiscrimination

Midland Independent School District does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Melissa Horner, Executive Director of Student Services, at 615 W. Missouri Avenue, Midland, TX 79701, melissa.horner@midlandisd.net, or at 432-240-1000.