

Foundations of Business YAG

One Credit | 48 Minutes Daily | 36 Weeks (4 Grading Periods) | Recommended Grades 9-12

TEKS Abbreviation: FB = Foundations of Business Communication and Technologies. The course develops professional and interpersonal skills while applying business technology to information systems, operating systems, word processing, databases, data mining, spreadsheets, presentations, desktop publishing, and integrated workplace tasks. ACCESS may support career exploration, CCMR/postsecondary planning, employability, and portfolio development.

GP	Wks	Unit & Focus	Major Learning Tasks & Assessments	Integrated TEKS	Extension Activities
1	1-2	Unit 1 – Business Essentials & Employability Skills	- Practice professional oral/written communication and collaboration - Demonstrate professionalism, productive work ethic and time management - Apply workplace rules, laws, regulations and ethical expectations - Use career scenarios to practice workplace decision making - Introduce CTSO/leadership and business career pathways	• FB1(A-F)	- CTSO introduction - Career scenario role play - ACCESS: career exploration
1	3	Career Exploration & Academic Skills	- Identify interests, strengths and business/technology career pathways - Introduce CCMR and postsecondary planning resources - Connect employability skills to career and academic goals - Develop initial four-year/career pathway map	• FB1(A-F)	- ACCESS introduction - Career pathway map - CTE counselor collaboration
1	4-5	Unit 2 – Business Technology & Operating Systems	- Determine equipment and supplies needed for business tasks - Establish and apply equipment/supply maintenance procedures - Schedule maintenance and troubleshoot hardware/software issues - Move files, create directories and organize digital workspaces - Save/export files in multiple appropriate formats	• FB4(A-E), FB5(A-C)	- Technology toolkit scavenger hunt - Troubleshooting lab - Digital file-management challenge
1	6-9	Unit 3 – Business Documents & Word Processing I	- Identify customary styles of business documents and strengthen keyboard/keypad input - Select hardware/software for document-production tasks - Generate ideas, gather information and document outside sources - Create/edit business letters, resumes, research documents and newsletters - Insert tables, graphics, hyperlinks, headers and footers	• FB6(A-G)	- Business letter project - Resume workshop - Newsletter design challenge
2	10-12	Unit 4 – Business Documents & Word Processing II	- Refine and edit professional documents for audience and purpose - Prepare personalized correspondence using mail merge - Create, edit and share documents using online word-processing tools - Apply consistent formatting, file naming and revision practices - Assemble polished business-document portfolio evidence	• FB6(A-I), FB1(A-F)	- Mail-merge project - Collaborative document editing - Portfolio review
2	13-16	Unit 5 – Desktop Publishing & Visual Business Communication	- Identify desktop-publishing technologies and appropriate uses - Apply customary publication standards, layout and design principles - Import and integrate text and graphics - Create business brochures, flyers, posters or digital publications - Evaluate publications for audience, purpose, accuracy and professionalism	• FB13(A-C), FB1(A-F)	- Canva/Publisher brochure - Poster design challenge - Peer design critique
2	17	Career Exploration, Academic Skills & Portfolio Development	- Research business/technology career options and CTE/postsecondary pathways - Review graduation planning, study skills and workplace/life skills - Update resume and professional portfolio - Connect technical skills learned to future career opportunities	• FB1(A-F), FB14	- ACCESS: postsecondary planning - CTE counselor collaboration - Portfolio update
2	18	Semester 1 Exam – Foundations of Business	- Cumulative written/performance assessment - Business-document and desktop-publishing application - Professional skills and technology portfolio reflection	• Cumulative: FB1, FB4-6, FB13-14	- Targeted remediation/enrichment - Skills showcase

3	19–24	Unit 6 – Spreadsheets for Business Decision Making	• Perform business math using percentages, decimals, order of operations, estimation and pattern prediction • Solve business problems involving budgets, payroll, inventory, invoices, balance sheets, profit/loss and currency conversion • Create charts, graphs and infographics from spreadsheet data • Use formulas/functions and organize data for accurate analysis • Create, edit and share spreadsheets using online technologies	• FB11(A–D), FB1(A–F)	• Budget challenge • Payroll/inventory spreadsheet • Formula and chart challenge
3	25–26	Unit 7 – Database Design & Structure	• Explain principles of data analysis and tools used to access database information • Choose appropriate database software for a business need • Define fields, data types and database structure • Define table relationships and analyze company data requirements • Design a database that meets business requirements	• FB7(A–H)	• Business data mockup • Database modeling card sort • Database design project
3	26–27	Unit 8 – Database Software, Queries & Reports	• Access information in a database and build data in a data warehouse • Enter/edit data using tables and forms • Import and export database data • Retrieve data from tables and queries • Formulate queries and create/print business reports	• FB8(A–D), FB9(A–C), FB7(A–B)	• Query challenge • Custom report creation • Database accuracy audit
4	28–29	Unit 9 – Data Mining & Business Analytics	• Explain the nature and business purpose of data mining • Describe common data-mining tools • Demonstrate basic data-mining techniques • Interpret findings to support business decisions • Present data-supported recommendations using professional communication	• FB10(A–D), FB1(A–F)	• Data-analysis lab • Mining findings presentation • Business recommendation memo
4	30–33	Unit 10 – Presentations & Multimedia Technology	• Apply guidelines for graphics, fonts and special effects • Analyze effectiveness of multimedia presentations • Select appropriate technology for audience and purpose • Save/share presentations in formats such as templates, video and PDF • Deliver effective presentations and use online tools to create, edit and share	• FB12(A–F), FB1(A–F)	• Multimedia presentation • Peer presentation review • Business pitch
4	34–35	Unit 11 – Information Systems, Business Planning & Integrated Applications	• Explain the strategic role of information systems/ICT in organizations • Evaluate risks and rewards of strategic information systems • Integrate information-systems planning with business planning • Identify management-information requirements and business needs • Analyze system-design issues for different environments • Integrate word processing, spreadsheets, databases, publishing and presentation tools to complete a workplace task	• FB2(A–C), FB3(A–B), FB14, FB1(A–F)	• Integrated business capstone • Information-systems case study • ACCESS: career portfolio finalization
4	36	Semester 2 Exam & Business Technology Showcase	• Cumulative written/performance assessment • Integrated software application task • Final portfolio/capstone presentation and reflection	• Cumulative: FB1–14	• Stakeholder showcase • Final reflection

Foundations of Business TEKS Coverage Checklist

Coverage verification: All 14 TEKS strands and every student expectation are intentionally addressed in the 36-week sequence.

Strand	Student Expectations	YAG Placement	Coverage
FB1	A-F	Units 1, 3-6, 9-11; career-planning weeks	100%
FB2	A-C	Unit 11	100%
FB3	A-B	Unit 11	100%
FB4	A-E	Unit 2	100%
FB5	A-C	Unit 2	100%
FB6	A-I	Units 3-4	100%
FB7	A-H	Units 7-8	100%
FB8	A-D	Unit 8	100%
FB9	A-C	Unit 8	100%
FB10	A-D	Unit 9	100%
FB11	A-D	Unit 6	100%
FB12	A-F	Unit 10	100%
FB13	A-C	Unit 5	100%
FB14	Integrated applications	Units 4, 6-11	100%

Implementation Notes

- Foundations of Business Communication and Technologies is a one-credit course recommended for students in Grades 9-12.
- Students should regularly create authentic workplace products and maintain organized electronic files and a professional portfolio of business documents, spreadsheets, database products, publications, and presentations.
- Online/collaborative technologies may be used where appropriate so students practice creating, editing, transporting, and sharing business information in realistic settings.
- Weeks 18 and 36 are reserved for cumulative semester exams. No instructional unit crosses the semester boundary, and no calendar-specific dates are included.