



2024-2025 Year at a Glance

1st Nine Weeks			2nd Nine Weeks		
Days to Teach 41	TEKS	Concept	Days to Teach 36	TEKS	Concept
10	1.A-F	Unit 1: Business Communication	20	6. B 7. A,B 8.A-C 9. A-C	Unit 3: Using Database Software
31	1.A-D 5.A-C 6.A-I	Unit 2: Business Documents and Word Processing Technology	16	6. B 7. C-H 8. A-C 9. A	Unit 4: Creating a Database
			17	10. A-D	Unit 5: Data Mining
3rd Nine Weeks			4th Nine Weeks		
Days to Teach 37	TEKS	Concept	Days to Teach 39	TEKS	Concept
27	11. A-D	Unit 6: Spreadsheets	15	6. C-G 13. A-c	Unit 8: Desktop Publishing
10	1.A 12 A-F	Unit 7: Presentations and Technology	20	1.A 2.A-C 3.A,B 14	Unit 9: Information Systems and Management

			15	1.A 4. A-E 14	Unit 10: Equipment and Supplies
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