

Have an interest in Business Management, Administrative Assistant, or Owning a Business?

- This pathway will give you an idea about what employment is like in fields relating to Corporate America, business management and ownership.
- Throughout the three courses of the pathway you will learn about employability skills, how to make informed business decisions, solving business dilemmas between companies and governments, making professional presentations, and how to publish industry appropriate documents.
- GMetrix Skills practice and Certiport testing is available to become certified in Microsoft Office programs.



FBLA stands for Future Business Leaders of America and has over 250,000 members nationwide. Georgia's FBLA chapter is the largest in the nation with over 25,000 members. Georgia received its State Chapter 1949, making it the fourth state to get its own chapter.

FBLA is the Career Technical Student Organization (CTSO) for this pathway. Students will have opportunities to compete with other schools in the state and nationally. This CTSO also serves as a networking platform for students and offers scholarships for college.



BUSINESS AND TECHNOLOGY PATHWAY

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Introduction Business and Technology Course 1

Students will learn about the managing and owning a business, general employability skills, ethical and legal issues, as well as gain expertise in making presentations.

Students will engage in hands-on learning utilizing Microsoft Office to produce business documents. Students will create newsletters, brochures, and presentations to pitch their business to the class and teacher.



Business and Technology Course 2

Students will learn about how to maintain databases and spreadsheets, how to make informed business decisions, how to solve business dilemmas between companies and governments, and how to publish industry appropriate documents.

Students will engage in hands-on learning utilizing Microsoft Office to create and maintain business documents, databases and spreadsheets.



Business Communications Course 3

Students will learn how to communicate effectively (written and verbal skills), persuasive strategies, leadership development and teamwork skills.

Students will engage in hands-on learning with presentations to the class, writing business documents, and working together as a team.

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