

Business Technology Pathway

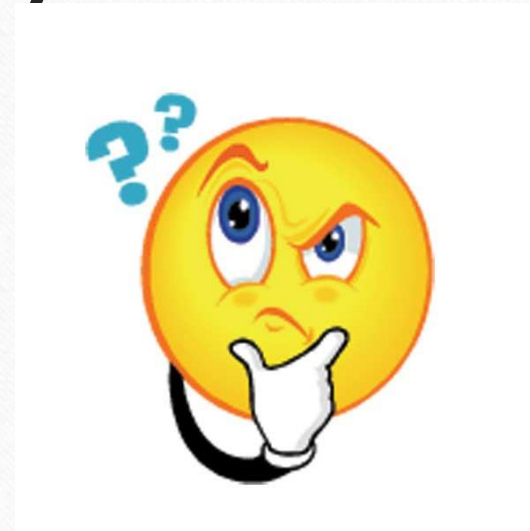


Business Education Department

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What Path do I take?

- There are three classes in this Pathway
 - Introduction to Business Technology
 - Business Technology
 - Business Communication



Introduction to Business Technology

1st class in Pathway

- Focus is **Microsoft Word** Office Suite
 - Certification Test Mandatory
- You will learn basic computer skills
- Employability Skills
- Soft Skills(Communication, Time Management, Teamwork, Collaboration, and more)
- Writing and Speaking
- Future Business Leaders of America Opportunity (FBLA)



Business Technology

2nd class in Pathway

- **Focus is Microsoft Excel**
 - **Certification Test Mandatory**
- **Employability Skills**
- **Soft Skills(Communication, Time Management, Teamwork, Collaboration, and more)**
- **Writing and Speaking**
- **Future Business Leaders of America Opportunity (FBLA)**



Business Communications

3rd class in Pathway

- Focus is **Microsoft PowerPoint**
 - Certification Test Mandatory
- **Employability Skills**
- **Soft Skills(Communication, Time Management, Teamwork, Collaboration, and more)**
- **Writing and Speaking**
- **Finance and Budgeting**
- **Career Readiness Preparation**
- **Future Business Leaders of America Opportunity (FBLA)**



What's in it for You?

- **Career Readiness**
 - **Attire to interview, Create Resumes, Cover Letters, and Business Cards**
- **Learn People skills**
- **Ahead of the game when entering college or the workforce**
- **Top employers are looking for employees who know how to use Microsoft Office.**

Additional Questions

Please email me at
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