


Business Technology Applications



Explore all the facets of technology. Learn the basics:

- ♦ *Keyboarding*
- ♦ *Business Documents*
- ♦ *PowerPoint*
- ♦ *Excel*
- ♦ *Internet*
- ♦ *Career Decisions*

Find Your Way Around Computers



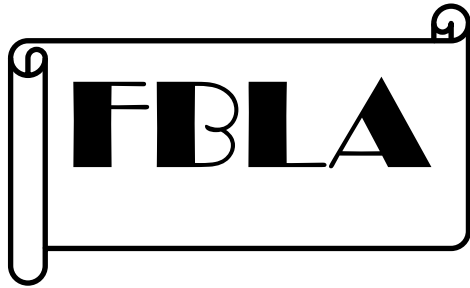
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*Gadsden
Middle
School*



**Business
Technology
Applications
(BTA)**

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Future Business Leaders of America

Future Business Leaders of America (FBLA) is a student organization to provide additional opportunities for students to develop vocational and competencies and to promote civic and personal responsibilities.

BTA is the introductory course for the business department at the high school. The skills learned in this class will not only enhance learning in school but also in their personal and professional success.

Program Goals

BTA is a class to prepares students to:

- ◆ Obtain a general knowledge of computers and the different programs that are available.
- ◆ Improve students' work habits, human relations skill job attitudes.
- ◆ Enable students to explore career opportunities and gain employability skills
- ◆ Apply communications and critical thinking skills.
- ◆ Manage resources and utilize technology.
- ◆ Become responsible citizens and leaders

BTA

BTA (Business Technology Applications) is an elective class for 7th and 8th graders at Gadsden Middle School. **This course of study covers the basics for students to be able to complete reports, forms, charts, research papers, Internet usage, career choices, to prepare them for their high school experience.**

