

BUSINESS MANAGEMENT AND ADMINISTRATION CAREER CLUSTER  
**BUSINESS COMMUNICATIONS**  
**COURSE PACING OVERVIEW**

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COURSE PACING OVERVIEW (SEMESTER SCHEDULE)

Duration (weeks)	Quarter 1 – Unit Topic	Standard
1	FBLA & Introduction to Course	BMA-BC-10
3	Grammar & Written Communications	BMA-BC-2
2	Presentation Software	BMA-BC-9
2	Oral Communication & Presentation	BMA-BC-3 & 7
1	Listening Skills	BMA-BC-4
Ongoing	FBLA Integration	BMA-BC-10
Duration (weeks)	Quarter 2 – Unit/Topic	Standard
4	Expert Level of Word Processing	BMA-BC-5
3	Employability Skills-Georgia Best program certification	BMA-BC-1
1	Electronic Communications	BMA-BC-6 & 8
1	Digital Technologies	BMA-BC-8
Ongoing	FBLA Integration	BMA-BC-10