



# Computer & Business Skills

Certiport Authorized Testing Center



COMPUTER and BUSINESS SKILLS will provide students with the opportunity to immerse themselves into a virtual work environment. This program will explore, simulate and analyze the different skills necessary for a business to be successful. Students will actually visit other businesses (Tech programs) in order to discover business needs and, at a basic level, apply organizational strategies to the "businesses" explored. Students will have the opportunity to experience working for both service and product-focused businesses. In addition, students will be provided with instruction in basic money management on a personal and business level. Opportunities will be available for students to work together as entrepreneurs and provide the school with a service or product for their enjoyment.

## Work Environment

Today, most large and small companies require their employees to have skills in using personal computers and to have an understanding of business applications.

Workspaces are usually located in well-lighted, comfortable areas. Workers will be expected to participate in group projects as well as work individually.

## Career Opportunities

Knowledge and skills obtained from this program can be applied to all fields in which computer applications, office knowledge and business skills are utilized. Office work, clerical duties, basic computer programs, telephone skills, customer services are some of the skills required.

## Advanced Standing Available\*

Berkeley College  
Dowling College  
Five Towns College  
Monroe College  
New England Institute of Technology

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. 1gb or higher flash drive

## Academic credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Eco, CFM, Comp App

## CTE Endorsement

Students must successfully meet the academic and attendance criteria for a two-year Wilson Tech Certificate of Completion, be High School diploma eligible and pass the following national certification exam: Microsoft Office Specialist Exam (MOS).

## Average Annual Wage

National entry-level to experienced:

\$22,810 - \$34,500

NY entry-level to experienced:

\$21,960 - \$36,200

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## Helpful Preparatory Courses

Keyboarding

## Course Outline

Advertising  
Basic Record Keeping  
Co-Worker Collaborations  
Customer Service  
Data Entry  
Entrepreneurship  
Interpersonal/ Communication Skills  
Job Interview Skills  
Microsoft Office Instruction  
Office Routines  
Paychecks  
Record Keeping  
Resume Development  
Telephone Skills  
Using/ Creating forms  
Workplace Professionalism