



Computer Technology for Business

Accredited by Microsoft Office Specialist (MOS) and Certified Internet Web Professional



The COMPUTER TECHNOLOGY FOR BUSINESS program will provide students with instruction and credentials that are recognized throughout the industry. Students will develop an overview of business organizations, managerial processes and software systems, internet knowledge and web technology. Hands-on opportunities will be available to explore computer productivity tools and the internet.

Work Environment

Today, most large and small companies require their employees to have skills in using personal computers. Knowledge of computer applications can be applied to all fields of the job market including finance, law, journalism, communications, research and civil service. Career opportunities exist within the areas of word processing, data entry and financial information processing.

Workspaces in the field of Computer Technology are usually located in well-lighted, comfortable areas. Workers will be expected to participate in group projects as well as work individually. Students are expected to be mature, self-motivated, conscientious, well organized and able to work accurately.

Individuals within the area of Computer Technology for Business generally work a standard 37-40 hours week. Full-time employees can expect to receive health insurance and other such benefits as paid vacation and holidays.

Career Opportunities

Administrative Assistant
Data Entry Operator
Database Specialist
Presentation Developer
Word Processing Specialist
Web Page Design

Advanced Standing Available*

Art Institute of Pennsylvania
Berkeley College
Boston University
Briarcliffe College
Dowling College
Five Towns College
Monroe College
New England Institute of Technology
SUNY Canton

*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements on page 41.

Employment Outlook

As most large and small firms are now computerized, growing opportunities are available on both a local and national level.

Starting Weekly Salary: \$400 per week, \$20,000-\$22,000 yearly.

Student Supplies (approx. \$10)

1. 1 gb or higher flash drive

Academic credits integrated:

See chart, page 26

CTE Endorsement

In order to be granted the Technical Diploma endorsement, students must successfully meet the academic and attendance criteria for a two-year Wilson Tech Certificate of Completion, including Career and Financial Management (CFM), and pass the following national certification exam: Microsoft Specialist Exam (MOS)- Specialist Certification (Word, Excel, Access, PowerPoint, Outlook)

Helpful Preparatory Courses

- Keyboarding

Course Outline

- Business Analysis
- Business Computer Applications
- Data Entry
- Internet Applications
- Microsoft Windows and Microsoft Office Access
Excel
PowerPoint
Word
- Entrepreneurship

Consider these classes at Tech

- Medical Assisting
- Office Skills*

All placements are based upon individual needs and approval from the district and parent/guardian.

*Smaller class size.