

## **4.0 COMPUTER SCIENCE AND INFORMATION TECHNOLOGY**

**4.2 Administrative Support (S):** Students will understand support services necessary for the operation of a business organization in a global society. They will demonstrate competency by utilizing multiple skills and performing tasks in support of the business organization's goals.

4.2.1 Business Environment—design and organize an ergonomic business environment that maximizes productivity while considering human needs

4.2.2 Business Management—describe and demonstrate the coordination of business operations performed by administrative personnel

4.2.3 Computer Applications—select and use appropriate hardware/software to design and produce professional documents and presentations

4.2.4 Productivity—describe methods to maximize use of available personnel, equipment and resources in a variety of organizational situations

4.2.5 Records Management—classify, store, retrieve, and purge paper, film and electronic records

4.2.6 Safety and Security—apply positive safety attitudes and work habits important in the workplace

4.2.7 Supervision—describe supervisory skills needed in a business and illustrate the use of these skills to communicate, manage, delegate, organize, plan and make decisions

4.2.8 Time Management—demonstrate effective time management skills