

# Business Technologies

Accountant

Accounts Receivable and Payable Clerk

Administrative Assistant

Auditor

Bank Teller

Bookkeeper

Bookkeeping Clerk

Data Entry Operator

Desktop Publisher

General Office/  
File Clerk

Legal Clerk/Secretary

Loan Officer

Receptionist

Tax Consultant

Word Processor

## Career Opportunities



Today's workplace requires the services of highly trained individuals who possess computer as well as human relations skills. The Business Technologies program prepares students to pursue careers in accounting, administrative support, finance, management and administration. The curriculum is designed so that students can gain skills to succeed in both the small business and corporate environments. Using current technology and software, students learn high level skills in accounting, office systems, management and telecommunications. In-depth business

education instruction and a simulated professional office environment are at the center of the program. The students also receive instruction in the Microsoft Office Suite and Quickbooks Pro accounting programs. Motivated students can earn certifications in Microsoft Office through the Office Proficiency Assessment and Certification (OPAC) program. Business Technologies is a Tech Prep program and will articulate directly with several Tech-Prep associate and baccalaureate programs at area technical colleges. Students interested in the Business Technologies program need to successfully complete courses in algebra and keyboarding before enrolling at the career center.

## You will learn to:

- Manage work flow operations.
- Demonstrate decision-making and problem solving skills.
- Maintain computer files.
- Proofread and edit business reports.
- Operate all aspects of Microsoft Office.
- Configure automated databases and spreadsheets.
- Understand and demonstrate the importance of teamwork.
- Develop business communication skills.
- Operate computers in a network situation.