



Program: Business Computing

Generic Employability Skills

- **Communication Skills**
 - understand and speak the language of the trade/occupation
 - listen, read, write and speak effectively in work settings
- **Technical Skills**
 - use technology, tools and information systems effectively
 - access and apply skills required in specific fields
- **Thinking Skills**
 - solve problems and make appropriate decisions
 - understand and solve problems involving mathematics and/or logic
- **Personal Management Skills**
 - display:
 - confidence and self-esteem
 - honesty, integrity and personal ethics
 - positive attitude toward learning and personal health
 - initiative, energy and persistence to get the job done
 - creativity and flexibility
 - accountability for actions taken
 - recognition of and respect for diversity and individual differences
- **Teamwork Skills**
 - respect the thoughts and opinions of others in the group
 - use “give and take” to achieve group results
- **Computer Skills**
 - keyboard efficiency
 - perform tasks requiring knowledge of specific software package (name software)
 - perform complex data or text entry requiring in-depth knowledge of a software package
 - performs tasks using Internet
- **Languages Spoken/Written**

Program Specific Skills

- Perform functions in operating systems
- Operate computers in a networked system
- Identify and demonstrate ethical standards
- Analyze ethical and legal issues
- Create documents using word processing, spreadsheets, database, and integrated software
- Select and use desktop publishing software
- Produce print and electronic communications and presentations
- Research and plan oral and written reports
- Demonstrate effective use of web sites
- Select, justify, and implement the technology and/or software required to complete business tasks
- Identify and demonstrate skills required to manage business information
- Demonstrate efficiency using industry-standard software
- Understand and apply ergonomic principles
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