

## 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.

| BENCHMARKS  | COURSE TITLES |  |  |  |  |
|---|---------------|--|--|--|--|
| 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  |               |  |  |  |  |

Primary Delivery - **P**  
 Secondary Delivery - **S**

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|---|---------------|--|--|--|--|
| 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  |               |  |  |  |  |

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