Management Information Systems (MIS), General

Putting the 21st Century Business Essentials Skills to Work

Student Name: ______________________ WBA Internship position: ________________________________

WBA Site: ______________________________________________________________________________

WBA Objectives: The Bergen County Technical Schools (BCTS) Adult & Continuing Education Full-Time Day Program has designed an action plan for students in their field of study to participate in WBAs or internships, as outlined by the Commission on Occupational Education (COE), this institution’s accrediting agency. The plan provides: (a) students with the opportunity to develop and apply ‘real-world’ work experiences using the knowledge and skills attained in their program of study, and (b) input from potential employers or customers of program graduates for the institution to develop and monitor goals and objectives.

General WBA Goals

Cognitive: Comprehend principles and practices associated with office management systems
Performance: Apply principles and practices associated with office management protocols
Affective: Value the importance of following safety and regulatory standards associated with professional office settings

Industry Competencies

• Follow safety protocols in professional office work settings
• Apply digital literacy components in multiple office settings
• Use multiple computer software applications in multiple office settings
• Apply business and Google fundamentals in multiple professional office settings
• Apply WBA skills with chosen elective course of study applications to construct an engaging culminating project
• Apply job readiness and career skills such as customer service and communication
• Use effective writing and mathematical applications

WBA Coordinator: Ms. Lisa Joy Alessandrino Date: ________________________________

Student: ________________________________ Date: ________________________________

Employer/WBA Sponsor: ________________________________ Date: ________________________________

Revised: 5.22.2018/jmk