



Business Technology Lab



A Career Technical Program for high school Juniors and Seniors

J. Everett Light Career Center
1901 E. 86th St.
Indianapolis, IN 46240
317.259.5265
www.jelcc.com

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Important Information for high school juniors & seniors

**The
J. Everett Light Career
Center
serves the following high
schools:**

**Carmel
Fishers
Hamilton Heights
Hamilton Southeastern
Lebanon
Noblesville
North Central
Pike
Sheridan
Western Boone
Westfield
Zionsville**

**We offer the following two and
three hour programs to high
school juniors and seniors:**

**Automotive Collision Repair
Automotive Service Technology
Business Technology
Computer Aided Drafting
Computer Repair
Construction Trades
Cosmetology
Dental Assisting
Education/Early Childhood Careers
Electronic Journalism
Emergency Medical Technician
Firefighting
Graphic Imaging
Health Occupations
Hospitality: Food Service & Lodging
Law Enforcement
Manufacturing Technology
Medical Assisting
Radio TV Production
Veterinary Assisting
Visual Design & Advertising
Welding**

Business Technology Lab

A one or two year program
Two or three hours per day
Prerequisite: Keyboarding
Related post secondary majors: Business, Office Management
Possible job opportunities: Professional Offices, retail business, insurance offices

BTL Operates in a simulated office atmosphere with the latest office equipment, including personal computers with a variety of software applications.

Students will learn a variety of office positions ranging from: office manager, secretary/receptionists, word processing/data-entry positions, administrative assistants, and medical transcription.

Additional Activities are designed to reinforce previously learned business skills such as telephone usage, oral and written communications, job interview techniques, positive human relations skills and other related workplace skills

Purpose of Business Professionals of America

- Prepare Students for Business Workforce
- To Build Leadership Skills and Professionalism
- Develop Community Business Connections
- Opportunity to Make New Friends Across the State
- Provide Opportunities to Demonstrate Their Skills
- Understand What Employers Need in Today's Workforce

Lab Simulations

The Lab Simulations allows the student to understand activities performed in a real work environment. The Lab Simulations include:

- Document Formatting:
 - ≈Business Letters
 - ≈Resumes
 - ≈Reports
 - ≈Publications
 - ≈Brochures
 - ≈Business Cards
 - ≈Newsletters
- Telephone Technique
 - ≈Understanding Multi-line Telephones
 - ≈Answering Telephone
 - ≈Preparing Messages
 - ≈Transferring Calls
- Transcription
- Microsoft Office Software
 - ≈Microsoft Word
 - ≈Microsoft Excel
 - ≈Microsoft PowerPoint
 - ≈Microsoft Publisher



Dual Credits and Internship Opportunities

Dual Credits with Ivy Tech
OAD121 Office Procedures 3 cr hrs

Second year opportunities:

CO-OP: Cooperative education is an opportunity to use skills gained in BTL and work in a business environment. The student will find employment and are required to complete week information forms, and will be paid for their services and receive high school credit.

Internship: Internship is an opportunity to use skills gained in BTL and work here at JELCC with Finance Center Federal CU. The student will receive high school credit, but will not be compensated for their work.



The Metropolitan School District of Washington Township School Corporation has a policy of providing equal opportunity. Its courses are open to students regardless of race, color, sex, handicap, marital status, religion, national origin, or ethnic background. English as a Second Language (ESL) students are eligible for special programs and facilities. English proficiency. Education service programs, instruction, and facilities will not be denied to anyone in the Metropolitan School District of Washington Township as the result of his or her age, race, color, sex, handicap, condition, or national origin, including limited English proficiency. For further information, clarification or complaint, please contact the following person:

Title IX Coordinator and Section 504 Coordinator—Americans With Disabilities Act Coordinator
Phil Smith, Director of Student Programs
Community Education Center

8550 Woodfield Crossing Blvd., Indianapolis, IN. 46240-2478
Phone: 317.265.3332 extension 236

All other information concerning the above policies may be obtained by contacting the superintendent:

Dr. James D. Mervilde
Community Education Center
8550 Woodfield Crossing Blvd.
Indianapolis, IN. 46240-2478
Phone: 317.845.9400