

Family New Life Community Services

Alpha Tech Virtual WBLE Experience Descriptions

Experience 1 - Google Research & Data Entry Experience

Google Research

1. Students will be given assigned zip codes. Students will google businesses in the zip code and enter the business information (name, address, and phone number) onto the Business Development Form.
2. Students will review the completed form (s) for accuracy (Family New Life monitor will support as needed) before submitting to the employer.
3. Students will scan the completed business development forms to the employer with a copy to Family New Life.

Data Entry

1. The employer will introduce and demonstrate to the student Excel spreadsheet and how it is used in the workplace.
2. Employer will demonstrate how the data should be entered onto an Excel spread sheet in its appropriate space.
3. Students will use the business development forms he/she developed to enter data onto the spreadsheet.
4. Excel spreadsheet will be submitted to the employer at the end of the day.

Experience 2 - Word Document and Microsoft PowerPoint Experience

Typing Word Documents

1. Employer will give a pdf document to the student to type and save as a Word document.
2. Student will review Word document for accuracy before submitting to the employer.
3. Student will submit Word document to the employer at the end of the day.

Microsoft PowerPoint

1. Employer will select sections of the Word document created by the student. Student will create three Power Point slides for each section.
2. Student will review the PowerPoint slides for accuracy and save.
3. Student will submit PowerPoint slides to the employer.