

Learning Outcomes: Office Administration

❖ Office Administration Degree

- Students will be able to support management in office administration.
- Students will be able to prepare business documents.
- Students will be able to manage records.
- Students will be able to demonstrate business communication skills.
- Students will be able to utilize appropriate office technology.
- Students will be able to execute the duties of an office administrator.

❖ Office Management, College Credit Certificate

- Students will be able to support management in office administration.
- Students will be able to prepare business documents.
- Students will be able to manage business records.
- Students will be able to demonstrate business communication skills.
- Students will be able to utilize appropriate office technology.

❖ Office Specialist, College Credit Certificate

- Student will be able to support management in office administration.
- Students will be able to prepare business documents.
- Students will be able to manage records.
- Students will be able to demonstrate business communication skills
- Students will be able to utilize appropriate office technology.

❖ Office Support, College Credit Certificate

- Students will be able to support management in office administration.
- Students will be able to prepare business documents.
- Students will be able to utilize appropriate office technology.