



Program Outcomes

Program Name: OFFICE PROFESSIONS
Division: Business & Information Technology
Discipline: Office Administration & Tech **Contact Person:** Diane Pena

Outcomes

Demonstrate professional behaviors such as interacting effectively with others, using time management strategies to meet project deadlines, and making ethical choices in the workplace.

Demonstrate the ability to use quantitative reasoning.

Recognize and apply the principles of edited standard written English to various forms of business communication.

Access, analyze, and utilize information using a variety of resources.

Use standard formatting models to create business documents.

Demonstrate the ability to use a variety of hardware and software typically encountered in an office setting.