

## **Office Administration Program Level Student Learning Outcomes**

### **Students completing the Office Administration Program will be able to:**

1. Use industry-standard software to generate appropriately formatted, accurate, and attractive business documents.
2. Perform basic electronic calculating at an acceptable rate of speed and accuracy.
3. Demonstrate accounting procedures used in a proprietorship, partnership, and corporation.
4. Demonstrate effective supervision in the modern office.
5. Perform basic filing procedures.
6. Communicate orally and in writing in the context of common business practice.
7. Demonstrate proficiency in the production of business documents.
8. Demonstrate the ability to communicate effectively.
9. Demonstrate the ability to effectively function in an office support role