LEARNING OUTCOMES

Associate in Applied Science (AAS)
Program: Office Systems/Administrative Assistant

Upon completion of this program, students will be able to:

1. Proofread and edit business documents to ensure that they are free of errors and meet business mailability standards.

2. Demonstrate the ability to use word processing software in the creation, editing, and proper formatting of professional business documents.

3. Demonstrate the ability to use spreadsheet software to create and edit business spreadsheets and charts.

4. Demonstrate the ability to use database software to create and manage tables, reports, and forms.

5. Demonstrate the ability to create and deliver professional business presentations using presentation graphics software.

6. Properly record debits and credits to general ledger accounts and generate fiscal period financial statements.

7. Collect and organize documents highlighting individual job skills through the creation of a personal employment portfolio.

SLOs AAS Office Systems-Administrative Assistant

Learning Outcomes
November 2011; Revised March 2019