

LEARNING OUTCOMES – Technology and Office Administration Program

Students will:

1. Manages effectively diverse application programs and integrates their functions in the business document production.
2. Applies oral and written communication skills through the writing and editing paragraph in English and Spanish.
3. Develops filing skills to use in simulated office.
4. Integrates knowledge and skills in office procedure.
5. Uses information technology knowledge to evaluate and recommends office equipment and application programs.
6. Applies logical and critical thinking skills in study cases.
7. Establishes and maintains effective interpersonal relations and demonstrates an ethical behavior in the environment.
8. Demonstrates the ethics and civic values competency in community service project.
9. Applies basic accounting knowledge and skills competency to business documents.
10. Performs appropriately in a global economy by means of diverse administrative task, forming a critical judgment on the decision-making considering the cultural diversity.
11. Applies management competency through team works skills.
12. Uses management skills in problem solving and decision making.
13. Demonstrates macro and micro economics skills.
14. Demonstrates basic knowledge of finance.
15. Indicates appropriate knowledge with regards to the principles of marketing.