

## Administrative Professional, AAS

Old	New
<p>Upon successful completion of this program, students should be able to:</p> <p>effectively and independently <b>use</b> Microsoft Office (Word, Excel, Access, and PowerPoint), Adobe Professional, and Google Applications;</p> <p><b>identify</b> and analyze organizational and planning procedures in business office operations;</p> <p><b>identify</b> and <b>analyze</b> effective working relationships and Human Resources practices within a business or office environment;</p> <p><b>articulate, analyze, and apply</b> basic business math and accounting skills common to business operations;</p> <p><b>analyze</b> the concepts, rules, and principles of law applying to effective business practices.</p>	<p>Upon successful completion of this program, students should be able to:</p> <p><b>analyze</b> and <b>apply</b> basic computer literacy skills, including typing by touch and numerical data entry keyboarding skills;</p> <p>effectively and independently <b>utilize</b> business standard software applications (word processing, spreadsheets, database creation/organization, presentations, email/calendars, creation of forms and pdf documents, and office organizational tools);</p> <p><b>identify</b> and <b>analyze</b> the skills necessary for effective office, business, and organizational operations;</p> <p><b>articulate, analyze, and apply</b> basic business math and accounting skills common to business and organizational operations;</p> <p><b>articulate, analyze, and apply</b> basic English grammar within common business documents (letters, reports, memos) as well as in verbal communication and presentations common to business offices and organizations.</p>

## Administrative Assistant, CC

Old	New
<p>Upon successful completion of this program, students should be able to:</p> <p><b>identify</b> and <b>analyze</b> effective working relationships and Human Resources practices within a business or office environment;</p> <p><b>identify</b> and <b>analyze</b> the skills necessary for effective business office operations;</p> <p>effectively <b>use</b> of Microsoft Office (Word, Excel, Access, and PowerPoint);</p> <p><b>apply</b> correct English grammar in a business office environment;</p> <p><b>apply</b> key concepts in the full cycle bookkeeping process;</p> <p>effectively <b>apply</b> basic math skills as required in business and financial environments.</p>	<p>Upon successful completion of this program, students should be able to:</p> <p><b>analyze</b> and <b>apply</b> basic computer literacy skills, including typing by touch and numerical data entry keyboarding skills;</p> <p>effectively <b>utilize</b> business standard software applications (word processing, spreadsheets, database creation/organization, presentations, email/calendars, creation of forms and pdf documents, and office organizational tools);</p> <p><b>identify</b> and <b>analyze</b> the skills necessary for effective office and business operations;</p> <p>effectively <b>apply</b> basic business math skills within the full cycle bookkeeping process utilized within office and business operations;</p> <p><b>articulate, analyze, and apply</b> basic English grammar within common business documents (letters, reports, memos) as well as in verbal communication and presentations common to business offices and organizations.</p>

## Administrative Assistant Training, CC

Old	New
<p>Upon successful completion of this program, students should be able to:</p> <p><b>identify</b> and <b>analyze</b> organizational and planning procedures in business office operations;</p> <p>effectively <b>use</b> Microsoft Office Outlook (email, calendar, and meeting scheduling);</p> <p>effectively <b>use</b> Microsoft Office Word;</p> <p><b>apply</b> correct English grammar in a business office environment;</p> <p><b>analyze</b> and <b>apply</b> basic computer literacy, including typing by touch;</p> <p><b>apply</b> key concepts in the full cycle bookkeeping process;</p> <p>effectively <b>apply</b> basic math skills as required in business and financial environments.</p>	<p>Upon successful completion of this program, students should be able to:</p> <p><b>analyze</b> and <b>apply</b> basic computer literacy skills, including typing by touch;</p> <p>effectively <b>utilize</b> business standard software applications (word processing, spreadsheets, database creation/organization, presentations, and email/calendars);</p> <p><b>identify</b> and <b>analyze</b> the skills necessary for effective office operations;</p> <p>effectively <b>apply</b> basic business math skills within the full cycle bookkeeping process utilized within office and business operations;</p> <p><b>articulate, analyze, and apply</b> basic English grammar within common business documents (letters, reports, memos) as well as in verbal communication and presentations common to business offices and organizations.</p>

Administrative Professional, AAS	Administrative Assistant, CC	Administrative Assistant Training, CC
<b>analyze</b> and <b>apply</b> basic computer literacy skills, including typing by touch and numerical data entry keyboarding skills;	<b>analyze</b> and <b>apply</b> basic computer literacy skills, including typing by touch and numerical data entry keyboarding skills;	<b>analyze</b> and <b>apply</b> basic computer literacy skills, including typing by touch;
effectively and independently <b>utilize</b> business standard software applications (word processing, spreadsheets, database creation/organization, presentations, email/calendars, creation of forms and pdf documents, and office organizational tools);	effectively <b>utilize</b> business standard software applications (word processing, spreadsheets, database creation/organization, presentations, email/calendars, creation of forms and pdf documents, and office organizational tools);	effectively <b>utilize</b> business standard software applications (word processing, spreadsheets, database creation/organization, presentations, and email/calendars);
<b>identify</b> and <b>analyze</b> the skills necessary for effective office, business, and organizational operations;	<b>identify</b> and <b>analyze</b> the skills necessary for effective office and business operations;	<b>identify</b> and <b>analyze</b> the skills necessary for effective office operations;
<b>articulate, analyze, and apply</b> basic business math and accounting skills common to business and organizational operations;	effectively <b>apply</b> basic business math skills within the full cycle bookkeeping process utilized within office and business operations;	effectively <b>apply</b> basic business math skills within the full cycle bookkeeping process utilized within office and business operations;
<b>articulate, analyze, and apply</b> basic English grammar within common business documents (letters, reports, memos) as well as in verbal communication and presentations common to business offices and organizations.	<b>articulate, analyze, and apply</b> basic English grammar within common business documents (letters, reports, memos) as well as in verbal communication and presentations common to business offices and organizations.	<b>articulate, analyze, and apply</b> basic English grammar within common business documents (letters, reports, memos) as well as in verbal communication and presentations common to business offices and organizations.