Administrative Professional, AAS

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

Administrative Assistant, CC

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

Administrative Assistant Training, CC

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

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