Associate of Applied Business
Office Technology

Upon completion of the office technology major, students will:

- Identify and apply indirect and direct communication skills and apply both oral and written methodologies.

- Define, interpret, apply, explain, infer, create, and evaluate business concepts using technology and software application skills necessary in today's technology-driven business environment.

- Identify and apply consumer and business quantitative skills including mathematical and basic accounting principles and applications.

- Identify, apply, and illustrate administrative skills, procedures, and methodologies using them to create, plan, evaluate, and draw conclusions (e.g. clerical, customer service, interpersonal, time and stress management tools).

- Apply analytical thinking and problem solving skills.

- Define and apply skills necessary to examine and evaluate current organizational practices and institute improvements.

- Define ethical considerations for organizations and apply ethics in the workplace.

- Identify, apply, and explain leadership, managerial, and organizational roles and skills.

- Identify and apply general education knowledge gained in the university experience.