

Associate of Applied Science and Certificates Computer Information and Operating Systems

1. Use appropriate computer-based technology to get the job done most efficiently
2. Communicate ideas in various venues including written and oral, using a variety of media
3. Work as part of a team to develop and achieve mutual goals and objectives
4. Apply critical thinking skills to make effective decisions and solve business problems creatively
5. Exhibit professional ethics and integrity
6. Develop life-long learning skills
7. Demonstrate responsibility suitable to workplace employment
8. Demonstrate and apply knowledge of office systems to at least two of the following areas:
 - a. Office technology
 - b. Bookkeeping
 - c. Legal office support
 - d. Administrative office support
 - e. Web foundations
 - f. Desktop publishing and graphics