

## **ASSOCIATE OF APPLIED SCIENCE COMPUTER INFORMATION & OFFICE SYSTEMS STUDENT LEARNING OUTCOMES**

### **As a result of participation in the AAS CIOS program Students Will:**

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. Obtain, organize, analyze, evaluate, and manage information
7. Develop life-long learning skills
8. Demonstrate responsibility suitable to workplace employment
9. Demonstrate and apply to knowledge of office systems at least two of the following areas: Office Technology, Bookkeeping, Legal Office Support, Administrative Office Support, Web Foundations, Desktop Publishing and Graphics