

For
Administrative Assistant

- Create and edit correspondence, reports, memorandums, tables, spreadsheets, charts, and database reports from rough drafts of text and data using word processing, spreadsheet, database, and desktop publishing software.
- Utilize DOS commands and Window's file manager to create and organize files and directories.
- Demonstrate a knowledge of office procedures including business etiquette, time management, answering phones, scheduling appointments, and filing and retrieving documents.
- Demonstrate knowledge of document formatting and desktop publishing techniques to create, format, and edit newsletters, brochures, and fliers.
- Identify functions of business organizations and management in the global marketplace.
- Compose and edit business documents using proper grammar, spelling, and English composition skills at the college sophomore level.
- Use appropriate interpersonal skills with sensitivity to ethnic and cultural differences as they relate to various situations: dealing with customers, working as a team, managing conflicts or handling telephone communications.
- Apply fractions, decimals, percentages, and simple equations to the solution of business problems in the areas of discounts, payroll, commissions, markup, simple and compound interest, and depreciation.

- Operate an electronic 10-key calculator by touch.
- Present numerical data in the form of tables, graphs, and statistics.

For

Business Software Applications Specialist

- Create and edit correspondence, reports, memorandums, tables, spreadsheets, charts, and database reports from rough drafts of text and data using word processing, spreadsheet, database, and desktop publishing software.
- Utilize DOS commands and Window's file manager to create and organize files and directories.
- Demonstrate a knowledge of office procedures including business etiquette, time management, answering phones, scheduling appointments, and filing and retrieving documents.
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- Apply fractions, decimals, percentages, and simple equations to the solution of business problems in the areas of discounts, payroll, commissions, markup, simple and compound interest, and depreciation.
- Operate an electronic 10-key calculator by touch.
- Present numerical data in the form of tables, graphs, and statistics.

For
Clerical Assistant

- Edit business documents implementing proper grammar, spelling, word usage, and sentence structure.
- Identify appropriate interpersonal skills with sensitivity to ethnic and cultural differences in dealing with customers or fellow employees and handling telephone communications.
- Apply fractions, decimals, percentages, and simple equations to the solution of business problems in the areas of discounts, payroll, commissions, markup, simple and compound interest, and depreciation.
- Use a spreadsheet to solve common business math problems and display them in a “business ready” manner.
- Operate 10-key by touch.
- Produce basic documents using word processing skills.
- Set up a filing system and maintain accurate paper and computer records.

- Utilize time management skills and set priorities while organizing and scheduling varied office activities.
- Identify appropriate attire and grooming for a business office.

For
Office Assistant

- Produce professional documents using word processing, spreadsheet, graphics, and database software.
- Set up a filing system and maintain accurate paper and computer records.
- Utilize time management skills and set priorities while organizing and scheduling varied office activities.
- Edit business documents implementing proper grammar, spelling, word usage, and sentence structure.
- Use appropriate interpersonal skills with sensitivity to ethnic and cultural differences as they relate to various situations: dealing with customers, working as a team, managing conflicts or handling telephone communications.
- Apply fractions, decimals, percentages, and simple equations to the solution of business problems in the areas of discounts, payroll, commissions, markup, simple and compound interest, and depreciation.
- Operate 10-key by touch.

For
Office Software Application

- Produce professional documents using word processing, spreadsheet, graphics, and database software.
- Take and transcribe shorthand notes and transcribe from machine dictation.
- Set up a filing system and maintain accurate paper and computer records.
- Utilize time management skills and set priorities while organizing and scheduling varied office activities. Use electronic tools for some actions: E-Mail, calendaring, and scheduling.
- Edit business documents implementing proper grammar, spelling, word usage, and sentence structure.
- Use appropriate interpersonal skills with sensitivity to ethnic and cultural differences as they relate to various situations: dealing with customers, working as a team, managing conflicts or handling telephone communications.
- Apply fractions, decimals, percentages, and simple equations to the solution of business problems in the areas of discounts, payroll, commissions, markup, simple and compound interest, and depreciation.
- Use a spreadsheet to solve common business math problems and display the results in a "business ready" manner.
- Operate 10-key by touch.

For
Office Support Specialist

- Produce basic documents using word processing skills.
- Set up a filing system and maintain accurate paper and computer records.
- Utilize time management skills and set priorities while organizing and scheduling varied office activities.
- Identify appropriate attire and grooming for a business office.
- Edit business documents implementing proper grammar, spelling, word usage, and sentence structure.
- Identify appropriate interpersonal skills with sensitivity to ethnic and cultural differences in dealing with customers or fellow employees and handling telephone communications.
- Apply fractions, decimals, percentages, and simple equations to the solution of business problems in the areas of discounts, payroll, commissions, markup, simple and compound interest, and depreciation.
- Use a spreadsheet to solve common business math problems and display them in a “business ready” manner.
- Operate 10-key by touch.

For
Receptionist Program

- Produce basic documents using word processing skills.
- Set up a filing system and maintain accurate paper and computer records.
- Utilize time management skills and set priorities while organizing and scheduling varied office activities.
- Identify appropriate attire and grooming for a business office.
- Edit business documents implementing proper grammar, spelling, word usage, and sentence structure.
- Identify appropriate interpersonal skills with sensitivity to ethnic and cultural differences in dealing with customers or fellow employees and handling telephone communications.
- Apply fractions, decimals, percentages, and simple equations to the solution of business problems in the areas of discounts, payroll, commissions, markup, simple and compound interest, and depreciation.
- Operate 10-key by touch.