



Associate in Applied Science Office Technology-Outcomes

Students will demonstrate outcomes in each of the following areas:

Office Technology

After successfully completing the Office Technology requirements, students will:

1. Possess the skills needed to secure entry-level employment in a variety of office support positions including résumé preparation and interviewing skills.
2. Demonstrate technical knowledge to perform general office skill proficiently, including customer service, answering phone, email, and filing.
3. Achieve industry-level proficiencies in keyboarding and the Microsoft Office applications.
4. Demonstrate the ability to communicate orally and in writing at a level necessary for successful employment in the office support field.
5. Practice professional work habits including confidentiality and business ethics.

Communication

After successfully completing the written communication requirement, students will:

1. Demonstrate literal and inferential comprehension.
2. Communicate clearly and effectively in appropriate contexts.

Computation

Students successfully completing one or more of the MATH courses satisfying the Quantitative Skills requirement at GHC will:

1. Apply algebraic, analytic, geometric or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them
3. Employ basic symbolic or quantitative reasoning to support a position or conclusion

Human Relations

After successfully completing the humanities distribution requirement, students will:

1. Understand and interpret artistic achievements in various forms.
2. Analyze and synthesize meaning in the arts.

Health/PE Outcomes

After successfully completing the PE requirement, students will:

1. Understand and articulate the various elements of fitness (e.g., cardiovascular endurance, strength, flexibility, body composition).

2. Understand, articulate, and evaluate how various factors (e.g., genetics, diet, activity) promote health and wellness.
3. Understand and practice safe workout practices.
4. Identify, understand, evaluate, and apply appropriate fitness strategies (e.g., diet, exercise).