



Office Technology Program Outcomes

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.