

2010-2011 Academic Year Administrative Professional 101066	Semester 1						Semester 2						Semester 3					Semester 4						
	10106103-Business Technology Orient	10106110-Website Design	10106112-Business Formatting	10106119-Business Communication Skills	10106177-Personal Information Mgmt	10801195-Written Communication	10103107-Intro to MS Excel and Access	10106106-Quality Customer Service	10106123-Business Correspondence	10106149-Advanced Word & Desktop Publi	10106151-Business Procedures	10804123-Math w Business Apps	10106141-Spreadsht & Database Appl-Bus	10106188-Managing Office Finances	10801197-Technical Reporting	10801198-Speech	10809195-Economics	99999999-Elective Course	10106137-Admin Assistant Field Study	10106181-Administrative Asst Portfolio	10106183-Conference & Project Mgmt	10196191-Supervision	10809196-Intro to Sociology	10809198-Intro to Psychology
<b>Core Abilities</b>																								
Use effective communication skills.	X	X	X	X	X	X		X	X	X	X		X	X	X	X			X	X	X		X	X
Apply mathematical concepts.							X					X	X	X	X		X						X	
Transfer social and natural science theories into practical applications.								X	X		X			X		X			X	X			X	X
Demonstrate ability to think critically.	X	X	X			X	X	X		X	X	X	X	X	X	X			X	X	X		X	X
Demonstrate ability to value self and work ethically with others in a diverse population.	X					X		X	X		X			X	X	X			X				X	X
Use technology effectively.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				X	X	X		X	X
Make decisions that incorporate the importance of sustainability												X					X			X				X
<b>Program Outcomes</b>																								
1. Produce error-free business communications using appropriate software applications.	X	X	X	X	X	X	X		X	X			X		X				X	X	X			
2. Demonstrate ethical principles and professional behavior.	X	X	X	X	X	X		X	X	X		X		X					X	X	X		X	X
3. Provide excellent customer service to both internal and external customers.		X				X		X						X	X				X	X				
4. Categorize and prioritize work of self and others to meet stated deadlines.	X				X	X		X		X				X	X	X			X	X	X			
5. Demonstrate an ability to manage office finances, employees, and projects.											X		X						X	X	X	X		