



The mission of ENMU-Roswell's Special Services Program is to educate, train, and empower students with disabilities to obtain entry-level, competitive jobs and to live independently.

## **OFFICE SKILLS**

### **PROGRAM LEARNING OUTCOMES:**

1. Develop keyboarding and proofreading skills.
2. Produce business documents, forms, and other pertinent written communication.
3. Apply customer service skills to include greeting and directing customers, proper telephone etiquette, and message taking.
4. Use and maintain different filing systems to include alphabetizing and indexing.
5. Employ good email practices by creating, sending, and forwarding email messages and maintaining email folders.
6. Demonstrate skills and behaviors needed to live independently, problem-solve, live a healthy lifestyle, and obtain and retain employment.

### **EXPERIENCES:**

- Live on campus in dorms
- Utilize public transportation
- Join in ENMU – Roswell campus life (clubs, meetings, guest speakers, etc.)

### **GRADUATES:**

- ❖ Eleven – month program (August – July)
- ❖ 50 – credit – hour program
- ❖ Prepare students for competitive employment and independent living
- ❖ Receive Certificate of Occupational Training
- ❖ Receive completed checklist of technical skills related to Office Skills

### **For more information:**

**ENMU – Roswell Special Services**

**PO Box 6000**

**Roswell, NM 88202**

**Phone: 575-624-7286 Fax: 575-624-7350**

# **SPECIAL SERVICES PROGRAM**

## **OFFICE SKILLS**

**One of six certificate of occupational training programs for college – aged students with disabilities.**

## **HANDS ON INSTRUCTION**

**16-20 hours per week of classroom lectures, labs, and local business site experiences.**

## **CORE CLASSES**

- **Adaptive Physical Education**
- **Conflict Management**
- **Independent Living**
- **Job Skills**
- **Life Skills**