

MISSION STATEMENT AND STUDENT LEARNING OUTCOMES FOR:

OAT Administrative Assistant

Review Year: 2024												
Division:	Discipline/Program/Department:	Contact Person:										
BHSHS	OAT Administrative Assistant	Becker, Ashley										

Mission Statement

The mission of the Administrative Assistant program is to enable students to obtain in-depth employability skills in the most current learning environment and hands-on office support situations. Students will utilize current technology to develop new skills and attributes required for successful entry into the office support field at working in person and/or virtually. Students are encouraged to further their education and improve their employability by becoming lifelong learners. The program will continually assess student outcomes and community needs to identify and implement methods and strategies to achieve its mission more effectively.

Program/Discipline Curriculum Map

- I = Introduce: Student is first exposed to the concept/idea and is requested to apply the concept in a limited scope.
- E = Emphasize: Student applies concept(s) in varying/multiple situations of greater complexity than when initially introduced.
- R = Reinforce: Student may be expected to understand the concept upon taking the course and utilizes the concept in conjunction with other concepts/ideas to solve problems.

Program/Discipline Outcomes	Cou	rse P	refix	and	Num	ber																		
Graduates of this program or discipline shall be able to:	OAT 121	OAT 171	OAT 180	OAT 155	OAT 156	OAT 172	OAT 169	OAT 285	OAT 276	OAT 261	OAT 175	OAT 260	OAT 293	OAT 256	OAT 275	OAT 280	OAT 274*	OAT 132#	OAT 146#	OAT 170#	OAT 130#	OAT 128		
Read, write, and speak effectively using business terminology.	ı	ı	i		E	E	R	E	R	R	ı	R		E	R	R								
Develop the necessary keyboarding skills to properly create and format documents.		1	1		E	R				E	ı	R	R	E	E					I.				
Demonstrate competence in implementing the computer skills required in the creating and formatting of word processing documents, spreadsheets, databases, presentations, and email.			ı		R			R						E	E				IE			I		
Display professional behaviors complimentary to the profession through sound ethical decision making.		1	E	Е	E	E	E	R	E	R	E	R	E	E	E	E								
Locate and utilize resources to promote continued learning.							E		E	R		R				E								
									S.					0										

Map Comments:

*=this class is taught and assessed by the Paralegal program #=this class is dual credit Note: The Administrative Office Support and Office Support Technology certificates stack to this degree.

Core Competency Map																									
Core Competencies	Course Prefix and Number																								
Communication Skills	OAT 121	OAT 171	OAT 180	OAT 155	OAT 156	OAT 172	OAT 169	OAT 285	OAT 276	OAT 261	OAT 175	OAT 260	OAT 293	OAT 256	OAT 275	OAT 280	OAT 274*	OAT 132#	OAT 146#	OAT 170#	OAT 130#	OAT 128			
1. Computer Literacy		х	х																			х			
2. Oral Communications									8	х															
3. Writing										х															
Reasoning Skills																									
4. Critical Thinking																х									,
5. Quantitative Literacy					х						х														3
Citizenship																									
6. Personal Accountability																									
7. Civic And Social Accountability																									