MISSION STATEMENT AND STUDENT LEARNING OUTCOMES FOR:

OAT Office Technology Specialist

Review Year: 2024

Division:	Discipline/Program/Department:	Contact Person:
BHSHS	OAT Office Technology Specialist	**Becker, Ashley**

Mission Statement

The Office Technology Specialist program will prepare you for a career as an information processor or software specialist. You will study computers, specialized technology, electronic communications and electronic information systems. The program will provide you with a benchmark to measure your computer skills using Microsoft Office software.

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	***Course Prefix and Number***															
Graduates of this program or discipline shall be able to:	OAT 121	OAT 171	OAT 180	OAT 172	OAT 165	OAT 175	0AT 185	OAT 261	OAT 256	OAT 169	OAT 276	OAT 260	OAT 293	OAT 225	OAT 230	OAT 128
Read, write, and speak effectively using business terminology.	I	I	I	E		I		R	E	R	R	R				
Develop the necessary keyboarding skills to properly create and format documents.		I	I	R		I	R	E	E			R	R			
Demonstrate competence in implementing the computer skills required in the creating and formatting of word processing documents, spreadsheets, databases, presentations, and email.			I		E		E		E							I
Display professional behaviors complimentary to the profession through sound ethical decision making.		I	E	E		E		R	E	E	E	R	E			
Locate and utilize resources to promote continued learning.					R			R		E	E	R		R	R	

Map Comments:

Note: The Office Technology Assistant 1 and 2, Virtual Assistant, and Microsoft Office certificates stack to this degree.

Core Competency Map

Core Competencies	***Course Prefix and Number***															
Communication Skills	OAT 121	OAT 171	OAT 180	OAT 172	OAT 165	OAT 175	0AT 185	OAT 261	OAT 256	OAT 169	OAT 276	OAT 260	OAT 293	OAT 225	OAT 230	OAT 128
1. Computer Literacy		X	X													X
2. Oral Communications								X								
3. Writing								X								
Reasoning Skills																
4. Critical Thinking																
5. Quantitative Literacy						X										
Citizenship																
6. Personal Accountability																
7. Civic And Social Accountability																