Office Technology Specialist (0069)

	COURSE Prefix & Number																			
THE STUDENT (Discipline) SHALL BE ABLE TO:	OAT 121	ECON 201	OAT 155	OAT 273	BUS 101	OAT 180	OAT 175	OAT 185	ACCT 105/110	OAT 256	OAT 261	OAT 276	OAT 165	OAT 260	OAT 293	OAT 122*	OAT 190*	OAT 225*	OAT 230*	OAT 240*
Read, write, and speak effectively using business terminology.	I	E	I		E	I	I	I	I	E	R	R	I	R	R	I	E	E	I	I
Develop the necessary keyboarding skills to properly create and format documents.				R		I	I	I	I		I	E	I	R	R	I	I	E	I	I
Demonstrate competence in implementing the computer skills required in the creation of word processing documents.	I			R	I	E				E	E	R	I	R	R	E	I	R		
Demonstrate competence in implementing the computer skills required in the creation of spreadsheets.	I					I	E		E			R	I	E	R	I	I	I	R	
Demonstrate competence in implementing the computer skills required in the creation of databases.	I					I		E				E		R	R			I		R
Demonstrate competence in implementing the computer skills required in the creation of presentations.	I				I					E	E	R	E	R	R	I	I	I		
Demonstrate competence in implementing the computer skills required to be able to use the Internet to locate specific information and use email.	I	I		E	I	I	E	I		E	R	R	E	R	R	I	E	I	E	E
Demonstrate competence in analyzing new and emerging technologies and their use in the modern office.	I		I	I	I	E	E	E		E	I	R	E	R	R	I			E	E
Display professional behaviors complimentary to the profession through sound ethical decision making.	I	E	I	R	I	I	I	I	I	R	R	R	I	R	R	I	E	E	E	E
Locate and utilize resources to promote continued learning.	I	I	I	R	I	I	I	I	I	E	R	R	I	R	R	I	E	E	E	E

*Group II Electives

Reviewed:10-10-03

Submitted by:Tina Dierkes

Division:Business

Status: Approved