

Office Technology Assistant II Mission Statements

The mission of the Office Technology Assistant II certificate is to enable students to obtain additional office employment skills that build on the foundation skills obtained in the Office Technology Assistant I certificate program. Students are encouraged to further their education and improve their employability by becoming lifelong learners. The certificate program will continually assess student outcomes and community needs to identify and implement methods and strategies to achieve its mission more effectively.

Educational Goals

The Office Technology Assistant II program at Southwestern Illinois College will graduate students who can:

- Read, write, and speak effectively using business terminology.
- Develop the necessary keyboarding skills to properly create and format documents.
- Demonstrate competence in implementing the computer skills required in the creation of word processing documents, spreadsheets, databases, presentations, and email, as well as be able to use the Internet to locate specific information.
- Display professional behaviors complimentary to the profession through sound ethical decision making.
- Locate and utilize resources to promote continued learning.

*Reviewed: 9-5-2003
Submitted by Tina Dierkes
Division: Business
Status: Approved*