

BIT Department Program Learning Outcomes

Program Level Learning Outcomes for programs in the Business Information Technology Department including:

- Business Information Management, AAS
- Office Administration, AAS
- Website Development and Management Certificate
- Desktop Publishing Certificate
- Office Technology Certificate

Outcome 1: Effective Business Communication

Graduates of business information technology programs will demonstrate the ability to exchange ideas through correct and persuasive written statements, oral presentations, active listening, and the use of communication technologies.

Outcome 2: Collaboration

Graduates of business information technology programs will demonstrate the ability to apply the following skills in a project environment: teamwork, time management, creative problem solving, conflict resolution, diversity training, customer service, and community engagement.

Outcome 3: Information Literacy/Core Technology

Graduates of business information technology programs will demonstrate core competency in information literacy and information technology including file management, word processing, spreadsheets, databases, presentation software, Web tools, information access, evaluation, and application.

Outcome 4: Discipline Specific Skills

Graduates of business information technology programs will demonstrate appropriate mastery of discipline specific skills in one of the following areas: office administration, office technology, desktop publishing, or Website development and maintenance.

Outcome 5: General Education

Graduates of business information technology AAS programs will meet the BCC General Education requirements of effective communication, critical thinking, moral reasoning, civic engagement, quantitative analysis, and scientific concepts and procedures.

Business Information Management

Course	Number	Writing Emphasis or Service Learning	Outcome 1: Effective Business Learning	Outcome 2: Collaboration	Outcome 3: Information Literacy/Core Technology	Outcome 4: Discipline Specific Skills	Outcome 5: General Education
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Office Technology and Approved Electives							
BIT	105			X		X	
BIT	106	S	X	X	X	X	X
BIT	108				X	X	
BIT	100			X	X	X	
BIT	104				X	X	
BIT	110		X			X	
BIT	130				X	X	
BIT	140	W	X	X	X	X	
BIT	255		X		X	X	
BIT	260	S			X	X	X
BIT	200				X	X	
BIT	270		X	X	X	X	
BIT	275	W	X	X	X	X	
BIT	280	W	X	X	X	X	
BIT	180				X	X	
BIT	170				X	X	X
BIT	171		X		X	X	X
BIT	172				X	X	X
BIT	290		X	X	X	X	
BUS	108					X	
BUS	112					X	
BIT	297		X	X	X	X	
Desktop Publishing							
ART	105					X	
ART	112					X	
ART	125					X	
BIT	240		X	X		X	
BIT	245		X			X	
BIT	185					X	
BIT	173		X		X	X	
BIT	285		X	X		X	

Business Information Management

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Web Site Development and Management							
BIM	150		X			X	
BIT	173		X		X	X	
BIT	182		X	X		X	
BIT	185					X	
BIT	186	S	X	X	X	X	X
BIT	190					X	
BIT	265	W	X	X	X	X	X
BIT	266					X	
BIT	286					X	
BIT	285					X	
BUS	190		X		X	X	
General Education							
ENG	110		X				X
ENG	111		X				X
Liberal Arts							X
Lab Science							X
Social Science							X
Social Science							X
Math/Science							X

