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.

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