

**Chemeketa Community College
Business Technology Program**

Program Outcomes

Students completing the Business Technology Program will demonstrate the knowledge, skills and attitudes to:

1. Certificate	<p>Clerical Basics:</p> <ol style="list-style-type: none">1. Accurately produce and proofread business documents using appropriate software and equipment within specified timelines.2. Follow professional business procedures and standards.3. Store and retrieve information to support office personnel. <p>Business Technology Certificate:</p> <ol style="list-style-type: none">1. Compose and accurately produce and proofread business documents using appropriate software and equipment within specified timelines.2. Follow professional business procedures and standards.3. Store, retrieve, distribute and manage information to support office personnel.4. Integrate computer, computation, and communication skills to accomplish office tasks. <p>Business Software Certificate:</p> <ol style="list-style-type: none">1. Compose and accurately produce and proofread business documents using appropriate software and equipment within specified timelines.2. Utilize a wide range of software knowledge in a variety of settings.3. Integrate computer, computations, and communication skills to accomplish personal and professional tasks.
-----------------------	--

<p>2. AAS</p>	<p>Accounting Administrative Assistant.</p> <ol style="list-style-type: none"> 1. Compose, proofread, and produce, business documents using appropriate software and equipment to meet mailability standards within specified timelines. 2. Follow professional business procedures and standards. 3. Store, retrieve, distribute, and manage information to support office and management personnel. 4. Integrate computer, computation, communication, and critical thinking skills to accomplish complex office tasks, enter bookkeeping data, prepare and review financial records, and solve problems. 5. Apply knowledge of the internal organization and management of an office. 6. Work both independently and as part of a team. <p>Administrative Assistant</p> <ol style="list-style-type: none"> 1. Compose, produce, and proofread a wide range of business documents using appropriate software and equipment to meet mailability standards within specified timelines. 2. Follow professional business procedures and standards. 3. Store, retrieve, distribute, and manage information to support office and management personnel. 4. Integrate computer, computation, communication, and critical thinking skills to accomplish complex office tasks and solve problems. 5. Apply knowledge of the internal organization and management of an office. 6. Work both independently and as part of a team. <p>Business Support Specialist</p> <ol style="list-style-type: none"> 1. Compose, proofread, and accurately produce business documents using appropriate software and equipment within specified timelines. 2. Follow professional business procedures and standards. 3. Store, retrieve, distribute, and manage information to support office personnel and management. 4. Integrate computer, computation, and communication skills to accomplish office tasks and solve problems. 5. Apply knowledge of the internal organization and management of an office. 6. Work both independently and as part of a team. 7. Determine the inter-relationships of business, government, and society on business tasks and decisions. <p>Medical Administrative Assistant</p> <ol style="list-style-type: none"> 1. Compose, produce, and proofread medical and other business documents using appropriate software and equipment within specified timelines. 2. Follow professional business procedures and standards. 3. Store, retrieve, distribute, and manage information to support office and management personnel. 4. Integrate computer, computation, communication, and critical thinking skills to accomplish medical office tasks and solve problems. 5. Work both independently and as part of a team. 6. Determine the relationships among law, ethics, and health care professionals.
<p>3. Options</p>	

4. Information Sources

1. Business Technology Advisory Committee
2. Accounting Education Change Commission of the American Accounting Association (AECCAAA)
3. American Accounting Association
4. Securities and Exchange Commission (SEC)
5. Financial Accounting Standards Board (FASB)
6. National Business Education Association (NBEA)
7. American Institute of Certified Public Accountants (AICPA)
8. Western Business and Information Technology Educators (WBITE)
9. Association of Records Managers and Administrators (ARMA)
10. Oregon Business and Management Educators (OBME)