



Program Learning Outcomes

<i>College/School</i>	Ozark
<i>Department</i>	Business Technology
<i>Program</i>	Business Technology
<i>Link to Program Home</i>	https://www.atu.edu/ozark/academics/p-btech.php

Students who complete the program will demonstrate:

- Create oral and written communications for a variety of purposes and audiences using accurate spelling, grammar, and punctuation.
- Apply skills and concepts for the basic use of computer hardware, software, networks, and the Internet in the workplace to solve common business and management problems
- Apply basic accounting principles.
- Demonstrate proficiency in keyboarding skills.
- Create personal, academic, and business documents following current professional database, desktop publishing, and presentation software and/or industry standards using computing applications such as word processing, spreadsheets, database, desktop publishing, and presentation software
- Demonstrate professionalism in interpersonal interactions
- Apply skills and techniques for legal and ethical business decision making
- Execute the skills necessary to sit for the MOS (Microsoft Office Suite) certification exam.