

<b>WDT Core Ability</b>	<b>Program Learning Outcomes</b>
<i>Life Skills</i>	Students will be able to: <ul style="list-style-type: none"> <li>• Demonstrate personal responsibility and professional behaviors expected of a business professional by showing personal responsibility and observing group norms.</li> </ul>
<i>Analytic Techniques</i>	Students will be able to: <ul style="list-style-type: none"> <li>• Identify appropriate critical thinking processes to make informed business decisions by completing business transactions and computing business financials.</li> </ul>
<i>Communication Skills</i>	Students will be able to: <ul style="list-style-type: none"> <li>• Practice appropriate communication skills in the business environment by producing written communications and preparing oral presentations.</li> </ul>
<i>Technology Skills</i>	Students will be able to: <ul style="list-style-type: none"> <li>• Utilize technology in performing business functions by constructing documents and analyzing spreadsheets.</li> </ul>
<i>Teamwork Techniques</i>	Students will be able to: <ul style="list-style-type: none"> <li>• Relate with other business professionals working cooperatively on a business task by summarizing contribution, identifying responsibility, and distinguishing viewpoints.</li> </ul>
<i>Social Values</i>	Students will be able to: <ul style="list-style-type: none"> <li>• Express an awareness of the importance of community as it relates to their business career by analyzing current trends and showing the impact businesses have on social values.</li> </ul>
<i>Employability</i>	Students will be able to: <ul style="list-style-type: none"> <li>• Show the aptitude for employment in the office professional field by practicing accountability and demonstrating work skills.</li> </ul>