**Amarillo College Curriculum Map Template**

**Division:** STEM **Degree/Academic Program(s):**Office Administration (OFAD.AAS; OFAD.CERT; OFAD.CERT.PRO;OFAD.MKT.BASIC; OFAD.MKT.SOFT) **Person Responsible for Division:** Dan Ferguson, Dean

**Person Responsible for Area/Title:** Gay Mills **Component Director/Chair:** Carol Buse **Submission Date:** November 2, 2015 **Purpose Statement:** Train students to be successful office professionals.

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| **Goal #1: Graduates will be prepared for employment in office/administrative jobs.** | | | |
| **Program-Specific Courses** | **PLO #1: Students will demonstrate keyboarding proficiency in speed and accuracy** | **PLO #2: Students will collaborate through team projects and scenarios** | **PLO #3: Students will generate bookkeeping/**  **accounting records** |
| **POFT 2301 Intermediate**  **Keyboarding** | **I, D** |  |  |
| **POFT 1313**  **Professional**  **Workforce Prep** |  | **I, D** |  |
| **POFT 1325**  **Business Math**  **& Technology** |  |  | **D** |
| **POFT 1301**  **Business English** |  |  |  |
| **POFT 2303**  **Speed &**  **Accuracy Bldg** | **D** |  |  |
| **POFT 2333**  **Advanced**  **Keyboarding** | **M** | **D** |  |
| **POFT 1309**  **Administrative**  **Office Proc. I** | **D** | **D** | **I** |
| **ACNT 1303**  **Introduction to**  **Accounting** |  |  | **D** |
| **POFT 1349**  **Administrative**  **Office Proc. II** |  | **M** |  |
| **POFI 2331**  **Desktop**  **Publishing** | **D** |  |  |

**I = Introduced; D = Developed & Practiced with Feedback; M = Demonstrated at Mastery**

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| **Goal #2: Graduates will apply computer software knowledge with proficiency.** | |
| **Program-Specific Courses** | **PLO #1: Students will create office documents and publications** |
| **POFT 2301 Intermediate**  **Keyboarding** | **I** |
| **POFT 1313**  **Professional**  **Workforce Prep** |  |
| **POFT 1325**  **Business Math**  **& Technology** |  |
| **POFT 1301**  **Business English** | **I** |
| **POFT 2303**  **Speed &**  **Accuracy Bldg** |  |
| **POFT 2333**  **Advanced**  **Keyboarding** | **D** |
| **POFT 1309**  **Administrative**  **Office Proc. I** | **D** |
| **ACNT 1303**  **Introduction to**  **Accounting** |  |
| **POFT 1349**  **Administrative**  **Office Proc. II** |  |
| **POFI 2331**  **Desktop**  **Publishing** | **M** |

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| **Goal #3: Graduates will produce professional quality portfolio documents (in their capstone course) that demonstrate competency and employability.** | | |
| **Program-Specific Courses** | **PLO #1: Students will compose mailable correspondence in appropriate format** | **PLO #2: Students will create mailable documents in accordance with speed and accuracy industry standards** |
| **POFT 2301 Intermediate**  **Keyboarding** | **I** | **D** |
| **POFT 1313**  **Professional**  **Workforce Prep** | **I** | **I** |
| **POFT 1325**  **Business Math**  **& Technology** |  |  |
| **POFT 1301**  **Business English** | **D** |  |
| **POFT 2303**  **Speed &**  **Accuracy Bldg** | **D** | **D** |
| **POFT 2333**  **Advanced**  **Keyboarding** | **M** | **M** |
| **POFT 1309**  **Administrative**  **Office Proc. I** | **D** | **D** |
| **POFT 1349**  **Administrative**  **Office Proc. II** | **D** |  |
| **ACNT 1303**  **Introduction to**  **Accounting** |  |  |
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