**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** |  |
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