

Amarillo College Curriculum Map Template

Division: STEM

Degree/Academic Program(s):

Business Technology (OFAD.AAS; OFAD.CERT.EXE; OFAD.CERT, OFAD.CERT.BASIC, OFAD.CERT.BNKG)

Person Responsible for Division: Edythe Carter, Executive Dean

Person Responsible for Area/Title: Rashmi Pillai

Component Director/Chair: Edythe Carter

Submission Date: September 14, 2025

Purpose Statement: The Business Technology program empowers students to master business applications, sharpen professional skills, and confidently step into today's technology-driven workplace.

GOAL #1: Develop Technical Proficiency			
Program-Specific Courses	PLO #1: Create, edit, and manage documents, spreadsheets, presentations, and databases using industry-standard applications.	PLO #2: Analyze and organize data using Excel, Access, or business analytics tools.	PLO #3: Apply file management, collaboration platforms, and productivity software effectively.
ACNT 1303 <i>Introduction to Accounting 1</i>			
ACNT 1311 <i>Introduction to Computerized Accounting</i>	I	D	D
POFI 2331 <i>Desktop Publishing</i>	D		I
POFT 1309 <i>Administrative Office Procedures 1</i>	I		I
POFT 1349 <i>Administrative Office Procedures II</i>	D		D
POFI 2350 <i>Databases</i>	D	D	
POFI 2301 <i>Word Processing</i>	D	D	D
ITSW 2334 <i>Advanced Spreadsheets</i>	M	M	
BNKG 1303 <i>Principles of Bank Operation</i>	I		I
BNKG 1351 <i>Selling Bank/Financial Products and Services</i>	I		I
BUSG 1404 <i>Financial Literacy</i>	I	I	I
POFI 1341 <i>Computer Applications II</i>	D		D

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

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GOAL #2: Integrate Business and Professional Skills			
Program-Specific Courses	PLO #1: Demonstrate effective written, oral, and digital communication in professional contexts.	PLO #2: Apply problem-solving and critical thinking to business and technology-based projects.	PLO #3: Collaborate in team projects, demonstrating adaptability, leadership, and conflict resolution skills.
ACNT 1303 <i>Introduction to Accounting 1</i>		D	
ACNT 1311 <i>Introduction to Computerized Accounting</i>		D	
POFI 2331 <i>Desktop Publishing</i>	I		D
POFT 1309 <i>Administrative Office Procedures 1</i>	I	I	D
POFT 1349 <i>Administrative Office Procedures II</i>	D	D	
POFI 2350 <i>Databases</i>	I	D	
POFI 2301 <i>Word Processing</i>	D	D	D
ITSW 2334 <i>Advanced Spreadsheets</i>		M	M
BNKG 1303 <i>Principles of Bank Operation</i>	I	I	D
BNKG 1351 <i>Selling Bank/Financial Products and Services</i>	D	D	M
BUSG 1404 <i>Financial Literacy</i>		I	
POFI 1341 <i>Computer Applications II</i>	D	D	D

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GOAL 3: Develop Analytical and Decision-Making Skills			
Program-Specific Courses	PLO #1: Analyze business data using spreadsheets, databases, and/or analytics tools.	PLO #2: Make informed, data-driven decisions to support organizational goals.	
ACNT 1303 <i>Introduction to Accounting 1</i>	I	I	
ACNT 1311 <i>Introduction to Computerized Accounting</i>	D	D	
POFI 2331 <i>Desktop Publishing</i>			
POFT 1309 <i>Administrative Office Procedures 1</i>	I	I	
POFT 1349 <i>Administrative Office Procedures II</i>	D	D	
POFI 2350 <i>Databases</i>	D	D	
POFI 2301 <i>Word Processing</i>			
ITSW 2334 <i>Advanced Spreadsheets</i>	M	M	
BNKG 1303 <i>Principles of Bank Operation</i>			
BNKG 1351 <i>Selling Bank/Financial Products and Services</i>			
BUSG 1404 <i>Financial Literacy</i>	I	I	
POFI 1341 <i>Computer Applications II</i>	I	I	

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