

## Amarillo College Curriculum Map Template

<b>Division:</b>	STEM
<b>Degree/Academic Program(s):</b>	Business Technology (OFAD.AAS; OFAD.CERT.EXE; OFAD.CERT, OFAD.CERT.BASIC; OFAD.CERT.BNKG)
<b>Dean:</b>	Edie Carter
<b>Chair/Director/Coordinator:</b>	Rashmi Pillai
<b>Submission Date:</b>	3/2022
<b>Purpose Statement:</b>	Train students to be successful business administrative professionals.

<b>GOAL #1:</b> Graduates possess skills necessary for employment in a business environment in a variety of positions.			
<b>Program-Specific Courses</b>	<b>PLO #1:</b> Students will demonstrate proficiency in skills associated with a business environment	<b>PLO #2:</b> Students will demonstrate collaboration and leadership skills	<b>PLO #3:</b> Students will demonstrate an understanding of basic principles of bookkeeping/accounting
<b>ACNT 1303</b> Introduction to Accounting 1	I	D	I, D
<b>ACNT 1311</b> Introduction to Computerized Accounting	D	D	M
<b>POFI 2331</b> Desktop Publishing	I	D	
<b>POFT 1309</b> Administrative Office Procedures 1	I	I	
<b>POFT 1349</b> Administrative Office Procedures II	M	M	
<b>POFI 2350</b> Databases	I	D	
<b>POFI 2301</b> Word Processing	D	D	
<b>ITSW 2334</b> Advanced Spreadsheets	D	D	
<b>BUSG 1304</b> Financial Literacy	I		
<b>BNKG 1303</b> Principles of Bank Operation	I	D	
<b>BNKG 1351</b> Selling/Bank Financial Products & Services	I, D	I, D	
<b>BNKG 1291</b> Special Topics in Banking & Financial Support Services	I, D	I, D	

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

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<b>GOAL #2:</b> Graduates will apply knowledge of computer software with proficiency			
<b>Program-Specific Courses</b>	<b>PLO #1:</b> Students will demonstrate proficiency in preparing professional office documents and/or reports	<b>PLO #2:</b> Students will demonstrate proficiency with one or more business software applications	<b>PLO #3: S</b> Students will demonstrate ability to conduct online research and assess credibility of sources
<b>ACNT 1303</b> Introduction to Accounting 1	I		
<b>ACNT 1311</b> Introduction to Computerized Accounting	D	D	
<b>POFI 2331</b> Desktop Publishing	D	M	
<b>POFT 1309</b> Administrative Office Procedures 1	I	I	I
<b>POFT 1349</b> Administrative Office Procedures II	D	D	D
<b>POFI 2350</b> Databases	D	D	D
<b>POFI 2301</b> Word Processing	M	M	
<b>ITSW 2334</b> Advanced Spreadsheets	D	D	
<b>BUSG 1304</b> Financial Literacy	I	I	
<b>BNKG 1303</b> Principles of Bank Operation	I		I
<b>BNKG 1351</b> Selling/Bank Financial Products & Services	I, D		I, D
<b>BNKG 1291</b> Special Topics in Banking & Financial Support Services	I, D	I	I, D

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<b>Goal #3:</b> Graduates will produce professional quality portfolio documents that demonstrate competency and employability.			
<b>Program-Specific Courses</b>	<b>PLO #1:</b> Students will demonstrate proficiency in creating business correspondence	<b>PLO #2:</b> Students will demonstrate keyboarding skills to business standards	<b>PLO#3:</b> Students will demonstrate proficiency in business office skills
<b>ACNT 1303</b> Introduction to Accounting 1			
<b>ACNT 1311</b> Introduction to Computerized Accounting			
<b>POFI 2331</b> Desktop Publishing			<b>D</b>
<b>POFT 1309</b> Administrative Office Procedures 1	<b>I</b>	<b>I</b>	<b>I</b>
<b>POFT 1349</b> Administrative Office Procedures II	<b>D</b>	<b>D</b>	<b>M</b>
<b>POFI 2350</b> Databases			
<b>POFI 2301</b> Word Processing	<b>M</b>	<b>M</b>	<b>D</b>
<b>ITSW 2334</b> Advanced Spreadsheets			
<b>BUSG 1304</b> Financial Literacy			<b>I, D</b>
<b>BNKG 1303</b> Principles of Bank Operation			
<b>BNKG 1351</b> Selling/Bank Financial Products & Services			<b>I, D</b>
<b>BNKG 1291</b> Special Topics in Banking & Financial Support Services			<b>I</b>

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