Accounting Office Specialist (032C)

	COURSE Prefix & Number																					
THE STUDENT (Discipline) SHALL BE ABLE TO:	OAT 121	OAT 273	OAT 175	ACCT 105/110	BUS 101	ACCT 110/111	OAT 122/180	OAT 155	OAT 156	OAT 169	OAT 260	ACCT 111/211	OAT 276	OAT 261	OAT 256	ACCT 106	OAT 293	ECON 201	OAT 171*	OAT 172**	OAT 190***	OAT 225***
Read, write, and speak effectively using business terminology.	I		I	I	E	E	I	I	I	I	R	E	R	R	E	I	R	E			E	E
Develop the necessary keyboarding skills to properly create and format documents.		R	I	I		E	I		I	E	R	E	E	I		E	R		I	E	I	E
Demonstrate competence in implementing the computer skills required in the creation of word processing documents.	I	R			I		E		E	E	R		R	E	E		R		I	E	I	R
Demonstrate competence in implementing the computer skills required in the creation of spreadsheets.	I		E	I		E	I		E		E	E	R				R				I	I
Demonstrate competence in implementing the computer skills required in the creation of databases.	I						I		E		R		E				R					I
Demonstrate competence in implementing the computer skills required in the creation of presentations.	I				I		I		E		R		R	E	E		R				I	I
Demonstrate competence in implementing the computer skills required to be able to use the Internet to locate specific information and use email.	I	E	E		I		I		E		R		R	R	E		R	I	I	I	E	I
Demonstrate competence in the understanding and application of accounting principles.				E		R						E				I						
Display professional behaviors complimentary to the profession through sound ethical decision making.	I	R	I	I	I	I	I	I	I	E	R	I	R	R	R	I	R	E		E	E	E
Locate and utilize resources to promote continued learning.	I	R	I	I	I	E	I	I	I	I	R	E	R	R	E	I	R	I		E	E	E

*Prerequisite for OAT 172

**Group I Elective taken by most students

*** Group I Electives

Reviewed:

Submitted by:

Division:

Status: