Administrative Assistant (032A) Curriculum Map

	COURSE Prefix & Number																			
THE STUDENT (Discipline) SHALL BE ABLE TO:	OAT 121	OAT 273	BUS 101	ACCT 105/110	OAT 122	OAT 155	ECON 201	OAT 156	OAT 180	OAT 256	OAT 169	OAT 276	OAT 260	OAT 285	OAT 261	OAT 293	OAT 171*	OAT 172**	OAT 190***	OAT 225***
Read, write, and speak effectively using business terminology.	I		E	E	I	I	E	I	I	E	I	R	R	E	R	R			E	E
Develop the necessary keyboarding skills to properly create and format documents.		R		I	I			I	I		E	E	R	R	I	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	E	E	R	R	R	E	R	I	E	I	R
Demonstrate competence in implementing the computer skills required in the creation of spreadsheets.	I			E	I			E	I			R	E	R		R			I	I
Demonstrate competence in implementing the computer skills required in the creation of databases.	I				I			E	I			E	R	R		R				I
Demonstrate competence in implementing the computer skills required in the creation of presentations.	I		I		I			E	I	E		R	R	R	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	I	E		R	R	R	R	R	I	I	E	I
Display professional behaviors complimentary to the profession through sound ethical decision making.	I	R	I	I	I	I	E	I	I	E	I	R	R	R	R	R		E	E	E
Locate and utilize resources to promote continued learning.	I	R	I	I	I	I	I	I	I	E	I	R	R	R	R	R		E	E	E

*Prerequisite for OAT 172

**Group I Elective taken by most students

*** Group I Electives

Reviewed:10-10-03

Submitted by:Tina Dierkes

Division:Business

Status: Approved