Arkansas Tech University - Ozark Campus

Business Technology (AAS) Curriculum Map 2020

	COURSE NAME -->	Word Processing	Accounting	Intro to Computers	Adm. Support Proc.	Professional Communications	Spreadsheets	Advanced Word Processing	Multimedia	Legal Environment	Introduction to Economics	Computer Aps for Accounting	Introduction to Management	Desktop Publishing	Advanced Spreadsheets	Database Management
	COURSE CODE -->	1013	1073	1303	1033	1043	1053	2113	2133	1063	1083	2123	2143	2163	2053	2153
Outcome #1	Create oral and written communications for a variety of purposes and audiences using accurate spelling, grammar, and punctuation.	I/R			R	I/R		R	I/R			R	M			
Outcome #2	Apply skills and concepts for the basic use of computer hardware, software, networks, and the Internet in the workplace to solve common business and management problems.			I								I/R	R			
Outcome #3	Apply basic accounting principles.		I/R		R							M				
Outcome #4	Demonstrate proficiency in keyboarding skills.				I	R			M							
Outcome #5	Create personal, academic, and business documents following current professional database, desktop publishing, and presentation software. and/or industry standards using computing applications such as word processing, spreadsheets, database, desktop publishing, and presentation software.	I					I	M	M			M		R	M	R
Outcome #6	Demonstrate professionalism in interpersonal interactions.				I/R	R							M			
Outcome #7	Apply skills and techniques for legal and ethical business decision making.									I	R		R			
Outcome #8	Execute the skills necessary to sit for the MOS (Microsoft Office Suite) certification exams.	I						M	I/R						M	

I - INTRODUCED   **R - REINFORCED**   **I/R - DEPENDS ON COURSE**   **M - MASTERED**