

OFFT CURRICULUM MAP
Duties/Tasks from March 9, 2016, DACUM workshop

Proficiency Level	Proficiency Level/Bloom's Taxonomy:										Bloom's Verbs (Samples)						Student Examples												
K	Knowledge/Comprehension: Recall facts, terms, basic concepts; understand facts/ideas										Identify, list, compare, explain						Student will define ... Student will describe ...												
A	Application/Analysis: Solve problems; apply knowledge to actual situations										Illustrate, solve, calculate, summarize						Student will calculate ... Student will compare ...												
S	Synthesis/Evaluation: rearrange parts to form a new pattern; make judgements										Assemble, create, judge, recommend						Student will design ... Student will evaluate ...												
OJT:	Deselected tasks which will be learned on the job.										Note: Our program is externally accredited. Name of Accrediting Agency:						Yes: _____ No: _____												
DUTIES/ Tasks	OFFT Core Courses in Which the Learning Goals are Addressed/Proficiency Level																												
A. Create documents	1160	1170	1710	1720	2000	2410	2460	2901	or	2900	BSAD 1020		1740	1800	2290	2310	or	ACCT 2230	2420	2720	ACCT 1200	or	Elec	ENGL 1110	OFFT 2120	4.38			
A1. Determine Audience and purpose					S	A		A		A										A							4.31		
A2. Research content (e.g. online)						A	A	K		K						A				A	S						4.23		
A3. Create layout/design (e.g. software, template)			A	S	S	S	A				A		S	A		A		A	S	S							4.50		
A4. Compose document			K	K	S	A	S	A		A			S	K	K	S		A	A	S							4.43		
A5. Edit document (e.g. proof, feedback, copy)			A	A	S	S	S	A		A	A		S	S	A	A		A	S	S							4.71		
A6. Publish document (e.g. print, email, online)			S	S	S	S	S	A		A	A		S	A				A	S	S							4.64		
B. Manage virtual communication (e.g. external, internal)	1160	1170	1710	1720	2000	2410	2460	2901	or	2900	BSAD 1020		1740	1800	2290	2310	or	ACCT 2230	2420	2720	ACCT 1200	or	Elec	ENGL 1110	OFFT 2120	4.77			
B1. Develop content			A	A	A	A	S							A						A	S						4.50		
B2. Research online content					A	A	A								S	S				A	A						4.36		
B3. Manage content					A	A	S						A	A						A	A						4.64		
B4. Select platform					K	K	A													K							4.07		
B5. Schedule delivery							S																				4.64		
B6. Monitor communication (e.g. social media sites)						K	S							A						K							4.43		
B7. Troubleshoot platform						K	K							A						K	A						4.14		
C. Coordinate events	1160	1170	1710	1720	2000	2410	2460	2901	or	2900	BSAD 1020		1740	1800	2290	2310	or	ACCT 2230	2420	2720	ACCT 1200	or	Elec	ENGL 1110	OFFT 2120	4.82			
C1. Determine event logistics (e.g. location, type, date, budget)						S														S							4.79		
C2. Identify target audience						S														S							4.36		
C3. Identify service providers (e.g. speakers, vendors, sponsors, catering)						S														S							4.43		
C4. Create event materials						S							A							S	A						4.36		
C5. Promote event (e.g. RSVP, follow-up)						A														A							4.71		
C6. Manage on-site logistics (e.g. set up, AV, decorations, regis.)						K														A							4.57		
C7. Manage travel (e.g. car rental, hotel, flight, expenses)						S														S							4.64		
C8. Conduct evaluations						K								A						A							4.36		

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	1160	1170	1710	1720	2000	2410	2460	2901	or	2900	BSAD 1020		1740	1800	2290	2310	or	ACCT 2230	2420	2720	ACCT 1200	or	Elec	ENGL 1110	OFFT 2120	4.82			
D. Provide clerical support																													
D1. Manage phone calls (e.g. internal & external)					K	K	S	A		A										K							4.64		
D2. Maintain office environment (e.g. office equipment, space)	K	K	K	K		A	S	A		A			A							A	A						4.43		
D3. Manage electronic communication (e.g. group list)						K	S	K		K				A						K							4.64		
D4. Manage hard-copy mail			K	A	A	A	A	A		A	K									K							4.50		
D5. Maintain inventory (e.g. hardware, supplies)						K	S																				4.21		
D6. Coordinate schedules (e.g. tasks, calendar, meeting)						A	S	A		A				A						S							4.71		
D7. Manage records/files (e.g. electronic, hard copy)			A	A		S	S	A		A	S		A	S	A	A			A	S	S						4.71		
D8. Manage public contact (e.g. external and internal)					A	A	S	A		A				A						A							4.57		
E. Manage financials	1160	1170	1710	1720	2000	2410	2460	2901	or	2900	BSAD 1020		1740	1800	2290	2310	or	ACCT 2230	2420	2720	ACCT 1200	or	Elec	ENGL 1110	OFFT 2120	3.55			
E1. Manage budgets							K												K	A		K					3.79		
E2. Prepare bank transactions							S								A				A			A					4.14		
E3. Process invoices							S								A				A			A					3.86		
E4. Process expenses						K	S								A				A	A		A					3.77		
E5. Manage bookkeeping (e.g. reconcile, receipts, A/R)							S								A				A			A					4.07		
E6. Generate reports							S								A	S			A		A	A					4.00		
F. Maintain professional development	1160	1170	1710	1720	2000	2410	2460	2901	or	2900	BSAD 1020		1740	1800	2290	2310	or	ACCT 2230	2420	2720	ACCT 1200	or	Elec	ENGL 1110	OFFT 2120	4.58			
F1. Create professional plan					S	S		A		A										S							4.15		
F2. Build professional networks					S	A		S		S										A							4.15		
F3. Attend formal training						K														K							4.38		
F4. Utilize new technology			A	A	K	A		A		A	A		A	A	A					S	A						4.46		
Program Content Not on New Chart: Modify/Remove/Rationale																													
	1160	1170	1710	1720	2000	2410	2460	2901	or	2900	BSAD 1020		1740	1800	2290	2310	or	ACCT 2230	2420	2720	ACCT 1200	or	Elec	ENGL 1110	OFFT 2120				
CHECKLIST:																													
1. Curriculum Map reviewed by PC and faculty:				Date:	08/19/16		PC signature:		Karen Hermsen/RoxAnn Coudeyras																				
2. Curriculum Map reviewed at Advisory Meeting:				Date:	9/8/2016		PC signature:		Karen Hermsen/RoxAnn Coudeyras																				
3. Curriculum Map reviewed by Dean:				Date:			Dean signature:																						
4. Summary Report completed (see below):				Date:			PC signature:																						
5. Final copy sent to VP of Instruction & DIER:				Date:			DIER signature:																						
							VP signature:																						

