

Business Applications			INSTITUTIONAL LEARNING OUTCOMES (CORE COMPETENCIES) MAPPING						
Discipline	Course No.	Course Title	I. Communication Skills	II. Thinking & Reasoning	III. Information Management	IV. Diversity	V. Civic Responsibility	VI. Life Skills	VII. Careers
BUS	080	Business Mathematics		X					
BA	016	Computer Office Modules							
BA	017	Business Writing Skills	X	X					
BA	018	Office Procedures	X						
BA	034	Machine Calculation		X					
BA	035	Computer Fundamentals			X				
BA	036	Data Entry			X				
BA	038	Telephone Techniques	X						
BA	043	Microsoft Certified Application Specialist Preparation			X				
BA	047	Introduction to the Legal Office							
BA	049	Introduction to Microsoft Access			X				
BA	056	General Foundation for Bilingual Business Interpretation - Spanish/English							X
BA	057	Medical Interpretation & Translation - Spanish/English							X
BA	058	Legal Interpretation & Translation - Spanish/English							X
BA	059	Court & Business Work Experience for Interpreters and Translators							X
BA	066	Microsoft Outlook			X				
BA	101	Cooperative Work Experience Education-Occupational							X
BA	110A	Computer Keyboarding Skills I			X				
BA	110B	Computer Keyboarding Skills II			X				
BA	115A	Computer Keyboarding Speed and Accuracy Development I			X				
BA	115B	Computer Keyboarding Speed and Accuracy Development II			X				
BA	120	Administrative Office Management		X					
BA	125	Microsoft Word Basics			X				
BA	147	Introduction to Windows			X				
BA	148	Advanced Windows			X				
BA	150	Introduction to Geographic Information Systems		X					
BA	151	Intermediate Geopraphic Information Systems		X					
BA	160	Microsoft Publisher			X				

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BA	163	Adobe Acrobat			X				
BA	164	Introduction to Adobe Photoshop			X				
BA	166	Adobe Illustrator			X				
BA	167	Adobe Photoshop Applications			X				
BA	169	Adobe Dreamweaver			X				
BA	170	Adobe In Design			X				
BA	173	Adobe Flash			X				
BA	174	Creating Web Pages with Dreamweaver and Flash			X				
BA	176	Microsoft Expression Web			X				
BA	177	Microsoft OneNote		X					
BA	179	Introduction to Microsoft Office			X				
BA	180	Advanced Microsoft Office			X				
BA	184	Advanced Microsoft Word for the Workplace	X						
BA	185	Real World Microsoft Office Projects		X					
BA	187	Graphics and Scanning			X				
BA	188	Microsoft Excel			X				
BA	189	Excel-Application Projects			X				
BA	190	Microsoft PowerPoint			X				