

Program SLOs

Business and Related Disciplines

(Business, Business Technology, Economics, Finance, Management, Marketing, Real Estate)

A.A. – Business Administration; Business, General; Business, Small Business Management/Entrepreneurship; Business, Administrative Assistant; Finance; Management; Marketing; Real Estate

Certificates of Achievement – Business, Office Assistant; Business, Office Technician; Business, Small Business Management/Entrepreneurship; Real Estate Broker

Certificate of Proficiency – Business; E-Business and the Internet; Real Estate Sales

Business Program and Related Disciplines Student Learning Outcomes from the 2005 PrOF (Program Review) and updated in Fall 2008

P-SLO 1 – Ethics:

- Demonstrate the ability to act with integrity and honesty and choose an ethical course of action.

P-SLO 2 – Skills/Knowledge:

- Demonstrate skill and comprehension in respective subject areas as indicated by course outcomes.

P-SLO 3 – Critical Thinking Skills:

- Demonstrate the ability to think critically and analyze problems.
- Be comfortable with, and be able to deal with, ambiguous situations.

P-SLO 4 – Communication:

- Express ideas and facts clearly and completely.
- Comprehend and analyze written material.

P-SLO 5 – Professionalism:

- Practice professional standards in the workplace.
- Examine and demonstrate appropriate responses to key diversity issues in the workplace.
- Undertake thoughtful consideration of divergent points of view and utilize multiple perspectives in considering information.

A.A. Business Administrative Assistant & Certificate - Office Assistant – Student Learning Outcomes*

SLO 1 - Communication Skills 1.1 Oral Communication: Present information in a persuasive, logical, and organized manner using supportive visual aids and professional oral communication. 1.2 Written Communication: Write informational, analytical, and technical documents, which are organized, precise, and relevant.

SLO 2 - Teamwork Skills 2.1 Team Membership Skills: Meet task demands and role assignments, and collaborate with other team members to successfully accomplish collective goals.

SLO 3 - Business Analyses and Applications: 3.1 Quantitative Analyses: Understand when, why, and how to use quantitative analyses including statistical models and mathematical techniques for areas such as accounting, finance, human resource, operations, and/or marketing. 3.2 Analytical Process: Solve a managerial problem by identifying the factors contributing to the problem, formulating alternative solutions, evaluating the pros and cons, conducting cost and benefit analyses of alternative solutions, and selecting a solution. 3.3 Technology Applications: Recognize and apply appropriate information and management technologies to achieve organizational goals.

SLO 4 - Business Context 4.1 Ethical Decision: Consider ethical issues when making decision to achieve individual and organizational responsibilities in business context. 4.2 Diversity: Analyze the implications of ethnic and cultural diversity for effective problem solving and decision making. 4.3 Legal and Professional Regulation: Analyze the implications of legal and professional regulation for effective problem solving and decision making. 4.4 Global and Domestic Economy: Analyze the implications of global and domestic economic systems for effective problem solving and decision making.

SLO 5 - Information Acquisition 5.1 Electronic Information: Know how to effectively search for electronic information for business research, problem solving, and decision making. 5.2 Oral Information: Know how to effectively acquire information from face-to-face communication for problem solving and decision making. 5.3 Printed Information: Know how to effectively search for printed information for business research, problem solving, and decision making.

SLO 6 - Thinking Skills 6.1 Reflective Thinking Skills: Review information, circumstances, and outcomes systematically for evaluation purposes. 6.2 Innovative Thinking Skills: Apply information to generate unique and original alternatives for effective problem solving and decision making.

*Developed through the Curriculum Committee approval process.