

Business Education and Office Administration 2023-2024 Student Learning and Program Outcomes

- SLO (1): The student will demonstrate mastery of basic accounting theory and practice as used by service and merchandising enterprises (LO 1,2).
- SLO (2): The student will demonstrate mastery of skills related to records and information management, with emphasis on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records used in the modern office environment (LO 1,5)
- SLO (3): The student will demonstrate awareness and understanding of current trends in office technology and practice, addressing such areas as electronic mail, multimedia interaction, presentation hardware and software, and Internet use (LO 3,5).
- SLO (4): The graduating student will demonstrate competency in database software for general business applications in the modern office environment (LO 2,5).
- SLO (5): Students will demonstrate the requisite job-seeking skills for entry-level employment (LO 3,4).
- PO (1): Business Education and Office Administration faculty will demonstrate a commitment to discipline-specific professional development.
- PO (2): Business Education and Office Administration faculty will demonstrate a commitment to the achievement of standard performance benchmarks regarding program effectiveness.

Business Management and Supervision Student Learning and Program Outcomes

- SLO (1): The student will demonstrate the ability to work in a team setting to produce and present a project that reflects the application of core communication principles reflective of unique motivation styles used in planning, organizing, staffing, directing, and controlling (LO 1,2,3,4).
- SLO (2): The student will demonstrate understanding of business as a dynamic process in a global setting, including private enterprise, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation. (LO 1,2,5,6).
- SLO (3): The student will demonstrate mastery of basic statistical concepts as applied to economic and business contexts (LO 2).
- SLO (4): The student will demonstrate the integration of academic knowledge and practical applications in the business environment (LO 2,6)
- SLO (5): Students will demonstrate the requisite job-seeking skills for entry-level employment (LO 1,2,4).
- PO (1): Business Management and Supervision faculty will demonstrate a commitment to discipline-specific professional development.
- PO (2): Business Management and Supervision faculty will demonstrate a commitment to the achievement of standard performance benchmarks regarding program effectiveness.