

Business Administration - Student Learning Outcomes

BUS 010	Practical Accounting	1. Demonstrate knowledge of accounting concepts to analyze, journalize, and post transactions. (ILO1, ILO2, ILO3, ILO4, ILO5)
		2. Prepare a bank reconciliation statement. (ILO1, ILO2, ILO3)
		3. Calculate employee earnings and deductions. (ILO1, ILO2, ILO3)
BUS 059	Practical English for the Workplace	1. Identify the eight parts of speech. (ILO2, ILO4)
		2. Identify two people, companies, or topics and compare differences and similarities of each. (ILO1, ILO2, ILO3, ILO4, ILO5)
		3. Deliver a well-organized, professional interview. (ILO1, ILO2, ILO3, ILO4)
BUS 061	Business English	1. Recognize and apply English grammar usage when analyzing and writing business-related sentences.
		2. Locate and identify the subject, predicate, and direct object in a sentence.
		3. Deliver an organized, well-informed chapter presentation using PowerPoint.
BUS 063	Essentials in Workplace Communication	1. Using analytical and written skills in an oral presentation, persuade an audience of a certain point of view. (ILO1, ILO3, ILO5)
		2. Analyze a business letter. (ILO1, ILO2, ILO4)
		3. Create a letter following the six C's of correspondence. (ILO1, ILO2, ILO4)
BUS 124	Introduction to Business	1. Identify the major business and political forces nurturing economic globalization. (ILO1, ILO3, ILO5)
		2. Explain the concepts of ethics and corporate responsibility. (ILO1, ILO2, ILO5)
		3. Explain the impact of the Internet on business and on methods of doing business and compare e-business and e-commerce. (ILO1, ILO3, ILO4, ILO5)
		4. Describe the purpose of a securities market and explain the basic concepts of stock research activities. (ILO1, ILO3, ILO4, ILO5)
		5. Explain the purpose of money, banking, and accounting, and design a basic business budget as a part of the business planning process. (ILO1, ILO2, ILO3, ILO4, ILO5)
BUS 126	Business and the Legal Environment	1. Evaluate and analyze three distinct legal case problems and communicate the results demonstrating writing competencies at the college level.(ILO1, ILO2, ILO4)
		2. Identify, define, appropriately apply and analyze the five elements of a contract in a simulated factual situation based on an actual legal case. (ILO1, ILO2, ILO4)
		3. Identify, define, appropriately apply and analyze the four elements of negligence in a simulated factual situation based on an actual legal case. (ILO1, ILO2, ILO4)
BUS 132	Business Management	1. Successfully conclude a negotiation.(ILO1, ILO2, ILO3, ILO5)
		2. Demonstrate an ability to productively work as a team member with people of diverse experiences and backgrounds by exchanging ideas and viewpoints with other team members to develop a united position for negotiating a solution to a common business problem as posed in a negotiation scenario. (ILO1, ILO2, ILO3, ILO5)
		3. Identify and define the four functions of management and describe how each element applies to managers in a typical business environment. (ILO1, ILO2, ILO3, ILO5)
		4. Identify and define the steps of the managerial decision-making process and follow the steps to make a decision in a simulated business case. (ILO1, ILO2, ILO3, ILO5)
BUS 134	Management Concepts of Supervision	1. Evaluate the common practices used in compensating, appraising, and training developing employees. (ILO1, ILO2, ILO4)
		2. Demonstrate the use of the three methods of communication in giving an order to an employee. (ILO1, ILO2, ILO4)
		3. Demonstrate procedures for handling troubled employees and applying discipline in the work place. (ILO1, ILO2, ILO4)

Business Administration - Student Learning Outcomes

BUS 136	Human Relations in Management	<p>1. Describe different employee attitudes and analyze the consequences of those attitudes on a business. (ILO1, ILO2, ILO3, ILO5)</p> <p>2. Explain the importance of interpersonal dynamics by applying the Gung Ho! approach. (ILO1, ILO2, ILO3, ILO4, ILO5)</p> <p>3. Apply human relations techniques in their workplace and personal lives.(ILO1, ILO2, ILO3, ILO4)</p>
BUS 144	Principles of Marketing	<p>1. Create an effective online sales presentation for a fictional product, including the development of an advertisement for the product, and deliver the presentation in an appropriate written format. (ILO1, ILO2, ILO3, ILO4)</p> <p>2. Deliver a presentation to the class using appropriate oral communication techniques. (ILO1, ILO2, ILO3, ILO4)</p> <p>3. Defend a presentation by providing relevant answers to questions posed by classmates. (ILO1, ILO2, ILO3, ILO4)</p> <p>4. Identify and define the steps of the marketing research process and follow the steps to research a simulated business case, including the development of a survey questionnaire (with a minimum of ten questions and at least three of each of the three main types of questions: open-ended, dichotomous, and multiple choice) to test the hypothesis adopted during the process. (ILO1, ILO2, ILO3, ILO4)</p> <p>5. Evaluate, analyze, and critique an online persuasive presentation and communicate the results demonstrating writing competencies at the college level. (ILO1, ILO2, ILO3, ILO4)</p>
BUS 148	Personal Finance	<p>1. Show understanding of the time value of money. Illustrate how to compare the value of a dollar today with the value of the dollar at a future point in time. (ILO1, ILO2)</p> <p>2. Compare and contrast Stocks and Bonds as investment vehicles. Be sure to list the costs and benefits of each. (ILO1, ILO2, ILO4)</p> <p>3. Create a financial plan. Use short-term, intermediate and long-term goals in your plan. (ILO1, ILO2, ILO3, ILO4)</p>
BUS 152	Basic Keyboarding	<p>1. Using proper technique, demonstrate ability to key using the touch method at a net speed of 13 NWPM over established base score. (ILO1, ILO4)</p>
BUS 154	Beginning Keyboarding and Document Formatting	<p>1. In a 5-minute timed writing, demonstrate proper typing posture and technique. (ILO2, ILO3, ILO4)</p> <p>2. In a 5-minute timed writing, demonstrate ability to touch typing.(ILO2, ILO3)</p> <p>3. Create and format a business letter in block style. (ILO2, ILO3, ILO4, ILO5)</p>
BUS 156	Keyboarding: Speed and Accuracy	<p>1. Demonstrate keyboarding speed and accuracy proficiency on a 5-minute timed writing. (ILO1, ILO2, ILO3, ILO4)</p> <p>2. Measure overall keyboarding speed and accuracy skill-development progress on a 5-minute timed writing. (ILO1, ILO2, ILO3, ILO4)</p> <p>3. Apply technique to improve accuracy and speed in keyboarding. (ILO4)</p>
BUS 164	Microsoft Word for the Workplace	<p>1. Create a report where essential MS Word 2013 functions are used. (ILO2, ILO3, ILO5)</p> <p>2. Design and create an online form for a company retreat. During this process, analyze and reinforce writing and critical thinking skills. (ILO1, ILO2, ILO3, ILO5)</p> <p>3. Use the Mail Merge process to create letters and mailing labels. (ILO1, ILO2,ILO3, ILO5)</p>
BUS 167	Machine Calculation	<p>1. Demonstrate knowledge of basic math skills using the 10-key. (ILO1, ILO2, ILO3, ILO4, ILO5)</p>
BUS 169	Records Management	<p>1. Code proper names and business names according to alphabetic filing rules. (ILO2, ILO3, ILO4, ILO5)</p> <p>2. Identify and create cross-referencing for proper names and business names. (ILO2, ILO3, ILO4, ILO5)</p>

Business Administration - Student Learning Outcomes

BUS 172	Office Procedures for the Workplace	1. Develop research techniques to learn about a product or concept and persuade audience to believe in it. (ILO1, ILO2, ILO5)
		2. Develop oral, analytical and written skills by persuading a certain point of view in an oral presentation. (ILO1, ILO3, ILO5)
		3. Display professionalism while selling skills, knowledge and education during a mock interview. (ILO1, ILO2, ILO3, ILO5)
BUS 180	Microsoft Office Suite for the Workplace	1. Using Excel, apply formulas to calculate total cost, gross sales and total profit. (ILO2, ILO3, ILO4)
		2. Design, analyze, and present a proposal using Office applications, simulating the need of a college snack bar. (ILO1, ILO3, ILO5)
		3. In a simulated setting, communicate the snack bar proposal to a college Board of Directors. (ILO1, ILO2, ILO3, ILO4, ILO5)
		4. In a simulated setting, create a data base and create reports using the query function.
BUS 210	Principles of Financial Accounting	1. Analyze and record basic business transactions using double entry accounting method in accordance with generally accepted accounting principles (GAAP). ILO1, ILO2, ILO3)
		2. Prepare a Balance Sheet, Income Statement, and Statement of Cash Flows for one accounting cycle. (ILO1, ILO2, ILO3)
		3. Analyze and record business transactions for Accounts Receivable, Inventories, Long-Term Assets and Investments. (ILO1, ILO2, ILO3)
		4. Analyze and record business transactions for Accounts Payable, Notes, Mortgages, Leases, Bonds, and Capital Stock. (ILO1, ILO2, ILO3)
BUS 220	Principles of Managerial Accounting	1. Construct and analyze accounting information for the purpose of making business decisions. (ILO1, ILO2, ILO4)
		2. Prepare and evaluate information and reports used by management to plan, direct, motivate, and control manufacturing processes for various business costing models. (ILO1, ILO2, ILO4)
		3. Develop a cost behavior model for the purpose of making business decisions. (ILO1, ILO2, ILO4)
		4. Interpret and analyze the Income Statement, Balance Sheet, and Statement of Cash Flows for the purpose of making business decisions. (ILO1, ILO2, ILO4)
BUS 230	Introduction to Governmental Accounting	1. Research financial reports issued by local governmental agencies, analyze the reports, and explain how the financial reports use the principles of governmental accounting outlined in the text. (ILO1, ILO2, ILO4)
		2. Analyze hands-on accounting work and illustrate a big-picture view of the governmental accounting cycle. (ILO1, ILO2, ILO4)
		3. Summarize the fundamental differences between commercial accounting and governmental accounting, including the use of funds, importance of the legally-adopted budget, and basis of accounting.(ILO1, ILO2, ILO4)
BUS 260	Business Communications	1. Use the writing process effectively to communicate positive, negative, and persuasive messages. (ILO1, ILO2, ILO4)
		2. Write a resume and cover letter as well as organize and conduct a mock interview. (ILO1, ILO2, ILO4)
		3. Develop and present an oral report. (ILO1, ILO2, ILO4)
		4. Identify challenges of intercultural communication and demonstrate how culture affects communication effectiveness. (ILO1, ILO2, ILO4, ILO5)