

Certificate of Achievement in BUS : Applied Accounting, Occupational

College Learning Outcomes Matrix: Rate each course from 1 to 5 with 5 being the most important.

Certificate of Achievement in BUS: Applied Accounting, Occupational	Year of SLO Review	1. Written, Oral and Visual Communication:	2. Scientific and Quantitative Reasoning:	3. Critical Thinking 4. Problem Solving	5. Information Literacy:	GE	DEGREE
BUS 101 Introduction to Business	F12	2	3	5	1	X	X
BUS 112 Financial Accounting	F12	2	4	4	3		X
BUS 113 Managerial Accounting	F12	4	5	5	3		X
BUS 114 Beginning Computer Accounting	S12	1	1	3	3		X
CIS 110 Introduction to Computer Information Systems							X
CIS 118 Introduction to Spreadsheet Design							X
CIS 128 Intermediate Spreadsheet Design							X
BUS 104 Introduction to Marketing							E
BUS 107 Business Law	F12	2	1	5	1		E
BUS 131 Supervision & Management							E
BUS 137 Managing Groups and Teams							E
BUS 144 Business Communications							E
ECON 101 Principles of Macroeconomics						X	E
ECON 102 Principles of Microeconomics						X	E

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GENERAL EDUCATION / COLLEGE-WIDE SLOS

WHAT ASSIGNMENTS DO YOU GIVE IN THESE CLASSES THAT ASSESS THE FOLLOWING GE SLOS?

What assessment tools do you use? Assess only SLOs that you rated 4 or 5.

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BUS 101 Introduction to Business			Business, Economic, Management Computer Simulation (CS)		X	X
BUS 112 Financial Accounting		Exams	Exams			X
BUS 113 Managerial Accounting	Oral presentation Written reports Project portfolio	Exams Written reports Project portfolio	Exams Project portfolio	Exams Written reports Project portfolio		X
BUS 114 Beginning Computer Accounting						X
CIS 110 Introduction to Computer Information Systems						X
CIS 118 Introduction to Spreadsheet Design						X
CIS 128 Intermediate Spreadsheet Design						E
BUS 104 Introduction to Marketing						E

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BUS 107 Business Law			Legal Memo from Jr. Associate to Sr. Partner RE: Business Law Issues, Bar Exam			E
BUS 131 Supervision & Management						E
BUS 137 Managing Groups and Teams						E
BUS 144 Business Communications						E
ECON 101 Principles of Macroeconomics					X	E
ECON 102 Principles of Microeconomics					X	E

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REQUIREMENTS

BUS	101	Introduction to Business
BUS	112	Financial Accounting
BUS	113	Managerial Accounting
BUS	114	Beginning Computerized Accounting
CIS	110	Introduction to Computer Information Systems
CIS	118	Introduction to Spreadsheet Design
CIS	128	Intermediate Spreadsheet Design

Suggested Electives

BUS	104	Introduction to Marketing
BUS	107	Business Law 3
BUS	131	Supervision and Management
BUS	137	Managing Groups and Teams
BUS	144	Business Communication
ECON	101	Principles of Macroeconomics
ECON	102	Principles of Microeconomics

STUDENT LEARNING OUTCOMES

Upon completion of this Certificate of Achievement in BUS: Applied Accounting, Occupational, a student will be able to:

1. Perform duties typically assigned to an entry level book-keeper in a business or non-profit organization, including recording business transactions, making routine adjusting entries, and performing period-end close procedures;
2. Prepare financial statements and perform basic analyses on company's profitability, liquidity, solvency and operation efficiency;
3. Understand the cost flow in traditional product costing systems and prepare related accounting records and reports;
4. Prepare simple budget and variance analysis to support management decisions;
5. Appreciate the important role ethics plays in financial reporting and identify unethical behaviors and practices;
6. Utilize computer-based software (such as QuickBooks) to maintain accounting records.

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THESE DEGREE OUTCOMES EQUAL WHICH COURSE OUTCOMES FOR THESE COURSES?

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BUS 101 Introduction to Business						
BUS 112 Financial Accounting	-perform duties typically assigned to an entry level book-keeper in a business or non-profit organization, including recording business transactions, making routine adjusting entries, and performing period-end close procedures;	-prepare financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and perform analyses on company's profitability, liquidity, solvency and operation efficiency;			-appreciate the important role ethics play in financial reporting and identify unethical behaviors and practices;	

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BUS 113 Managerial Accounting			-Describe the traditional types of product costing systems (including job-order and process), illustrate the flow of costs in each, and prepare related accounting records and reports;	- Explain the purposes of budgeting; prepare a master budget and its component schedules and relate the budget to planning and control;		
BUS 114 Beginning Computer Accounting	-Set up company data and record routine transactions for a small service company using Quickbooks Pro; - Identify and describe common business terms and documents used in bookkeeping cycle;					-Set up company data and record routine transactions for a small service company using Quickbooks Pro; -Identify and describe common business terms and documents used in bookkeeping cycle;

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BUS 104 Introduction to Marketing						
BUS 107 Business Law						
BUS 131 Supervision & Management						
BUS 137 Managing Groups and Teams						
BUS 144 Business Communications						
ECON 101 Principles of Macroeconomics						
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IN WHICH COURSES ARE THESE DEGREE SLOS ASSESSED? Use “I” for Intro, “P” for Practice and “M” for Mastery.

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BUS 101 Introduction to Business						
BUS 112 Financial Accounting	I, P, M	I, P, M			I	
BUS 113 Managerial Accounting	I, P, M		I, P, M	I, P, M		
BUS 114 Beginning Computer Accounting	I					I, M, P
CIS 110 Introduction to Computer Information Systems						
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BUS 104 Introduction to Marketing						
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BUS 101 Introduction to Business						
BUS 112 Financial Accounting	Exam Project portfolio	Exam Project portfolio				
BUS 113 Managerial Accounting			Exam	Exam Project portfolio		
BUS 114 Beginning Computer Accounting						Project portfolio
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BUS_101	Introduction to Business	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to: 1. Use the concepts, principles, and operation of the private enterprise system or capitalism, as an economic system and then compare and contrast it to other economic systems. 2. Compare and analyze the legal forms of business ownership and evaluate their implications in terms of risk and capital formation. 3. Analyze and evaluate concepts and processes involved in business operations, including production, marketing, human resources, finance, and accounting. 4. Evaluate or judge the importance of human, capital, and physical resources in a business and the manager's role in selection, placement, development, and utilization of these resources.		

BUS_112	Financial Accounting	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to: 1. perform duties typically assigned to an entry level book-keeper in a business or non-profit organization, including recording business transactions, making routine adjusting entries, and performing period-end close procedures; 2. prepare financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and perform analyses on company's profitability, liquidity, solvency and operation efficiency; 3. recognize the major differences between GAAP and IFRS; 4. understand the principles of internal control and common control procedures to safeguard assets; 5. appreciate the important role ethics play in financial reporting and identify unethical behaviors and practices;		

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BUS_113	Managerial Accounting	Revise Course
Expected Outcomes for Student:		
Upon completion of the course, students will be able to:		
1. Identify and illustrate the primary activities and informational needs of managers and explain the role of the managerial accountants as a member of the management team; compare and contrast financial and managerial accounting; 2. Describe the traditional types of product costing systems (including job-order and process), illustrate the flow of costs in each, and prepare related accounting records and reports; 3. Explain the purposes of budgeting; prepare a master budget and its component schedules and relate the budget to planning and control; 4. Explain the development and use of standard cost, prepare and interpret variance analysis reports and relate them to responsibility accounting and control; 5. Compare and contrast absorption costing and variable costing, prepare income statement using both methods, and reconcile the resulting net incomes;		

BUS_114	Beginning Computerized Accounting	Revise Course
Expected Outcomes for Student:		
Upon completion of the course, students will be able to:		
1. Activate accounting software and use menus and icons to access software features and tools; 2. Set up company data and record routine transactions for a small service company using Quickbooks Pro; 3. Identify and describe common business terms and documents used in bookkeeping cycle;		

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CIS_110	Introduction to CIS	Revise Course
Expected Outcomes for Student:		
Upon completion of the course, 1. Students will be able make informed decisions concerning the use of hardware, software and procedures to meet the information technology needs of organizations 2. Students will be able to use current application software to solve simple business problems in communications, what-if analysis and, data organization and reporting 3. Students will be able to solve simple business problems by coding elementary programs in a high level procedural programming language.		
CIS_118	Introduction to Spreadsheet Design	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to: 1. Demonstrate a basic skill level knowledge of spreadsheet design to create spreadsheets appropriate for solving simple business problems. Specifically, 2. Design and create a suitable worksheet to solve a problem 3. Identify and create suitable charts to support a worksheet 4. Identify and utilize suitable formulas to support a worksheet 5. Identify and utilize suitable functions to support a worksheet.		
CIS_128	Intermediate Spreadsheet Design	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to: 4. Demonstrate an intermediate skill level knowledge of spreadsheet design to create spreadsheets appropriate for solving more advanced business problems. Students will be able to identify the need for and create spreadsheets that 5. Sort and query database tables and use lookup functions 6. Consolidate worksheets and workbooks 7. Use solver for finding multi-variable multi-constraint solutions 8. Incorporate scenarios, pivot tables and pivot charts		

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BUS_104	Introduction to Marketing	Revise Course
Expected Outcomes for Student:		
This course tries to give students an understanding and a career orientation to the process of marketing. One goal of the course is to involve students as decision-makers in the marketing process and have students realize that they affect the performance of their own firms as well as the macro-marketing system. Marketing strategy planning is stressed to show the student that the process functions within a dynamic social and political environment. The characteristics and buying habits of target customers - both final consumers in the United States and world markets, and intermediate customers, are described.		

BUS_107	Business Law	Revise Course
Expected Outcomes for Student:		
1. Describe reasons for the development of law as a means of social, economic and political control. 2. Analyze and explain the various sources of law (i.e. US constitution, common law and statutory law) which comprise the legal system. 3. Describe the system of courts and the administration of justice. 4. Discuss legal rights, duties, ethical and social responsibilities. 5. Describe basic principles of law governing personal and business activities. 6. Determine when to seek the advice of an attorney, learn to avoid controversies and illegal activities, and protect his/her/rights. 7. Analyze and describe how tort, real & intellectual property, contract law principles and the Uniform Commercial Code affect business. 8. Analyze and describe the creation, administration, and termination of various business entities such as partnerships and corporations. 9. Identify and distinguish the various laws and regulations regarding agency and employment. 10. Apply college-level methods of analysis and evaluation to discussing and writing about legal and ethical dilemmas as they relate to business situations. 11. Acquire learning skills that will assist in future studies of business law. 12. Acquire marketable skills that combined with other courses will open doors for future employment.		

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BUS_131	Supervision and Management	Revise Course
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Expected Outcomes for Student:

Upon completion of the course, students will be able to:

1. Identify and discuss supervisory problems
2. Identify and discuss managerial problems
3. Discuss and apply supervisory solutions to problems in the work place
4. Discuss and apply managerial solutions to problems in the work place

BUS_137	Managing Groups and Teams	Revise Course
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Expected Outcomes for Student:

- 1) Lead and facilitate groups and teams
- 2) Apply techniques to get people to work together
- 3) Employ techniques to facilitate one-on-one meetings
- 4) Employ techniques to facilitate group meetings
- 5) Discuss and illustrate how to reach consensus and closure

BUS_144	Business Communication	Revise Course
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Expected Outcomes for Student:

1. In preparation for a writing assignment, effectively identify a reading audience and demonstrate such writing techniques as audience benefits, the "you" view, bias-free language.
2. Given an Internet website, evaluate the validity of information and data presented.
3. Analyze a business writing case problem, compare the appropriateness of either an inductive or deductive writing strategy, and then generate a written solution to the problem.

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ECON_101	Principles of Macroeconomics	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to: 1. Demonstrate an understanding of basic economic concepts: scarcity, resources, production possibilities, circular flow, supply and demand, etc.; 2. Understand and describe the concepts and measurements of gross domestic product, unemployment, and inflation; 3. Understand and describe the difference between the business cycle and economic growth and the factors that contribute to each; 4. Explain how Aggregate Demand and Aggregate Supply determine equilibrium price and output in the short-run and long-run, and the problems associated with macro equilibrium; 5. Understand and explain the essential differences that separate and distinguish the Classical and Keynesian Schools in macroeconomics; 6. Understand and explain the concepts, tools, and implementation of fiscal policy, its limitations and relative advantages and disadvantages, and how it affects aggregate economic activity; 7. Understand and describe the purposes and characteristics of commercial banks, how they are controlled by the financial lever of reserves, how money is created, and how the money multiplier works; 8. Understand and describe the concepts of comparative advantage, balance of payments and its components and the determination of exchange rates; 9. Interpret, evaluate, or assess the health of the current US economy based on current macroeconomic statistics.		

ECON_102	Principles of Microeconomics	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to understand the decision-making process and the allocation of scarce resources by using the analytical tools of microeconomics.		