

# **Student Learning Outcomes: BUSINESS**

## **PSLOs for Business and Supervision**

1. Identify the fundamental principles of business.
2. Examine various approaches to decision-making.
3. Create, analyze, and interpret written and verbal communication in business applications.

## **PSLOs for Accounting**

1. Demonstrate an understanding of basic accounting procedures.
2. Analyze, process and prepare financial information within established normal and computerized protocols.
3. Communicate, present and interpret financial information.

## **BUS V01A, Financial Accounting:**

CSLOs:

1. Students will demonstrate understanding of all the steps in the accounting cycle.
2. Students will demonstrate understanding of the basic accounting principles to real world situations in order to record, process and produce financial information for sole proprietorships and partnerships.
3. Students will demonstrate understanding of the evaluation of internal control procedures.
4. Students will demonstrate understanding of the importance of ethics in the accounting process.

ISLO #3 Critical Thinking and Problem Solving

## **BUS V01B, Managerial Accounting:**

CSLOs:

1. Students will demonstrate understanding of the characteristics of the corporate form of ownership, along comparisons between sole proprietorships and partnerships.
2. Given a set of financial data, students will produce reports and financial statements reflecting corporate equity transactions, corporate debt transactions, and cash flow.
3. By the end of this course, students will be able to process and analyze information related to process cost accounting and job order cost accounting.
4. By the conclusion of this course, students will be able to process and analyze information related to budgeting, as well as explain the importance of ethics in the accounting process.

ISLO #3 Critical Thinking and Problem Solving

## **BUS V02, Income Tax Fundamentals:**

CSLOs:

1. Students will be able to identify four standard deductions.
2. Students will be able to demonstrate understanding of the basic Federal and California income tax rules and procedures in preparation of individual tax returns.

ISLO #3 Critical Thinking and Problem Solving

### **BUS V03, Introduction to Accounting:**

CSLOs:

1. Students will demonstrate understanding of the fundamental accounting equation, basics of a sole proprietorship, and the double-entry, debit-credit accounting system.
2. Given a set of rudimentary financial data, students will process and produce basic financial reports as well as demonstrate understanding of banking and payroll, and the importance of ethics in the accounting process.

ISLO #3 Critical Thinking and Problem Solving

### **BUS V04, Computerized Payroll Accounting:**

CSLOs:

1. Students will be able to analyze the components of manual and computerized payroll accounting systems.
2. Given a set of financial data, students will process financial information for both manual and computerized systems, as well as produce appropriate output.
3. Given the laws related to payroll accounting, students will be able to apply the laws which govern employment and payments which are part of a payroll process.
4. Students will demonstrate understanding of the importance of ethics in the accounting process.

ISLO #3 Critical Thinking and Problem Solving

### **BUS V07A Business Calculations:**

CSLOs:

1. Given sets of raw data, students will be complete a wide variety of calculations related to real-world problem solving, such as computing a variety of taxes, calculating interest and depreciation, markup and markdowns, and simple and compound interest, all measured by objective, written examinations.
2. Students will be able to calculate, analyze, and formulate raw data and create accurate and practical business plans.
3. Students will be able to research and obtain business data from a wide variety of sources in order to formulate multiple financial projections supported by calculations, critical thinking and supportable documentation.

ISLO #3 Critical Thinking and Problem Solving

### **BUS V07B Business Calculations Using Excel:**

CSLOs:

1. Given sets of raw data, students will be able to identify and organize the data and complete a wide variety of calculations related to real-world problem solving. The students will use relevant computer software to organize the data, make calculations, and produce reports and supportable conclusions.
2. Students will be able to recognize, organize, calculate, analyze, and formulate raw data in order to create accurate, documented, and practical business plans.
3. Students will be able to research and obtain business data from a wide variety of sources in order to formulate multiple financial projections supported by calculations, critical thinking and supportable documentation.

ISLO #3 Critical Thinking and Problem Solving

### **BUS V08, Computerized Accounting:**

CSLOs:

1. By the completion of this course, students will demonstrate an understanding of the differences between manual and computerized accounting systems.
2. Given a set of financial data and using commercial software, students will process and produce accurate financial information for service businesses and merchandising businesses.
3. By the completion of the course, students will be able to discuss the importance of ethics in the accounting process.

ISLO #3 Critical Thinking and Problem Solving

### **BUS V17 Computer Applications:**

CSLOs:

1. Students will be able to identify and use the various components of the Windows operating system.
2. Students will be able to design and generate documents using Microsoft Word.
3. Students will be able to design, create, and use worksheets created using Microsoft Excel.
4. Students will be able to design, create, and use databases using Microsoft Access.

ISLO #1 Communication (written, oral and visual)

### **BUS V21 Administrative Assistant:**

CSLOs:

1. Students will acquire and apply the technical skills, including appropriate communications and teamwork skills, to secure employment as an Administrative Assistant.
2. Students will know how to prepare a resume and cover letter and accomplish a successful job interview.
3. Students will use computer skills to produce word processing documents, data worksheets, perform internet searches, and prepare professional e-mails.
4. Students will know proper records management rules and methods.

ISLO #1 Communication (written, oral and visual)

### **BUS V30, Introduction to Business:**

CSLOs:

1. Students will be able to identify the nature of business and its relationship to the external environment.
2. Students will be able to explain the elements of the marketing function in business.
3. Students will be able to identify the role of accounting principles in business decision-making.
4. Students will be able to identify the components of business structures.
5. Students will be able to identify the role of financial management in business.

ISLO #3 Critical Thinking and Problem Solving

### **BUS V31/SUP V94 Organization and Management:**

CSLOs:

1. Students will analyze the fundamentals of good management and organizational techniques.
2. Students will appraise and evaluate current management theories.

ISLO #3 Critical Thinking and Problem Solving

**BUS V32/SUP V93 Human Resource Management:**

CSLOs:

1. Students will be able to describe the major federal and state labor and employment laws that apply in the private sector workplace.
2. Students will be able to discuss the specialized human resources department functions typically found in a for-profit, private organization and summarize their strategic roles.
3. Students will be able to define the responsibilities of a human resources manager in a private, for-profit organization.

ISLO #3 Critical Thinking and Problem Solving

**BUS V33, Business Law:**

CSLOs:

1. Conversance with the legal principles relating to business contracts.
2. Conversance with the forms and impacts of various types of business organizations.

ISLO #3 Critical Thinking and Problem Solving

**BUS V34, Exercise in Management Decision Making:**

CSLOs:

1. Students will be able to explain the rational decision-making model.
2. Students will be able to analyze typical cases found in business and make recommendations using decision-making skills.

ISLO #3 Critical Thinking and Problem Solving

**BUS V38, Small Business Management:**

CSLOs:

1. Students will describe and evaluate the steps in operating a small business profitably and effectively.
2. Students will evaluate the role of marketing in small business.
3. Students will analyze elements involved in deciding to start a small business.

ISLO #3 Critical Thinking and Problem Solving

**BUS V40/SUP V92 Organizational Behavior:** (formerly SUP V96)

CSLOs:

1. Students will understand the role of organizational behavior in organizations, ranging from nonprofit, government and private industry.
2. Students will utilize organizational behavior concepts to problem solve case studies.
3. Students will utilize organizational behavior concepts as they apply to team activities.

ISLO #3 Critical Thinking and Problem Solving

**BUS V43, International Business:**

CSLOs:

1. Students will discuss and analyze current global issues impacting international trade and business.
2. Students will be able to discuss and evaluate the role of nations in international business, as well as the tools and processes of conducting global business.
3. Students will discuss and analyze the importance and impact of cultural diversity on global trade.

ISLO #1 Communication (written, oral and visual)

**BUS V44/SUP V81, Business English:**

CSLOs:

1. Students will be able to identify and use correct grammar and spelling.
2. Students will be able to identify and use correct punctuation.
3. Students will be able to identify and use the parts of speech.
4. Students will be able to identify and use correct sentence construction.

ISLO #1 Communication (written, oral and visual)

**BUS V45, Business Communication:**

CSLOs:

1. Students will be able to gather information and compose a written document that has a logical flow of ideas, correct sentence structure, punctuation and spelling.
2. Students will be able to work effectively in groups by applying conflict resolution skills and professionalism.
3. Students will be able to plan, prepare and deliver a business presentation.

ISLO #1 Communication (written, oral and visual)

**BUS V46 Marketing**

1. Students will be able to explain the elements of the marketing mix.
2. Students will be able to understand how to segment and target a market.
3. Students will be able to discuss the concepts of primary and secondary data in marketing research.
4. Students will be able to discuss the concept of Integrated Marketing Communications.
5. Students will be able to discuss the concept of objectives, strategy and tactics in strategic marketing planning.

ISLO #1 Communication (written, oral and visual)

**BUS V53 Legal Environment of Business:**

CSLOs:

1. Conversance with the principal sources and types of laws that affect business operations and decision making.
2. Conversance with the various types of legal business organizations.

ISLO #3 Critical Thinking and Problem Solving

**BUS V94, Professional Reception Skills:** (CSLO-3 changed Mar 2014)

CSLOs:

1. Students will acquire and apply the technical skills necessary to secure entry-level employment in the clerical field through written exercises, electronic exercises, record management and role playing.
2. Students will produce word processing documents, resumes, professional email, manage records, and use the Internet to search efficiently.
3. Students will receive, organize, prioritize, and transmit information appropriately and accurately both verbally and non-verbally to demonstrate appropriate office communication.
4. Students will know how to prepare a resume and accomplish a successful job interview.

ISLO #1 Communication (written, oral and visual)

**SUP V81/BUS V44, Business English:**

CSLOs:

1. Students will be able to identify and use correct grammar and spelling.
2. Students will be able to identify and use correct sentence construction.
3. Students will be able to identify and use correct punctuation.
4. Students will be able to identify and use the parts of speech.

ISLO #1 Communication (written, oral and visual)

**SUP V92/BUS V40, Organizational Behavior:** (formerly SUP V96)

CSLOs:

1. Students will understand the role of organizational behavior in organizations, ranging from nonprofit, government and private industry.
2. Students will utilize organizational behavior concepts to problem solve case studies.
3. Students will utilize organizational behavior concepts as they apply to team activities.

ISLO #3 Critical Thinking and Problem Solving

**SUP V93/BUS V32, Human Resource Management:**

CSLOs:

1. Students will be able to describe the major federal and state labor and employment laws that apply in the private sector workplace.
2. Students will be able to discuss the specialized human resources department functions typically found in a for-profit, private organization and summarize their strategic roles.
3. Students will be able to define the responsibilities of a human resources manager in a private, for-profit organization.

ISLO #3 Critical Thinking and Problem Solving

**SUP V94/BUS V31, Organization and Management:**

CSLOs:

1. Students will analyze the fundamentals of good management and organizational techniques.
2. Students will appraise and evaluate current management theories.

ISLO #3 Critical Thinking and Problem Solving