

Business
A.S. Degree: Accounting

PLOs:
Upon satisfactory completion of the course requirements for the Accounting Associate of Science Degree the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.	2. Prepare and analyze basic financial statements.	3. Be prepared to obtain employment in an entry-level position in the accounting field.
BUSAD 100	No CLOs Found			
BUSAD 200	1. Apply problem-solving principles to creating, editing, printing and developing accounting related spreadsheets.	✓	✓	✓
BUSAD 200	2. Utilize spreadsheet features to generate formulas, functions, and commands to construct accounting related spreadsheets.		✓	✓
BUSAD 200	3. Format worksheets to enhance visualization, readability and presentation with charts and graphs.		✓	✓
BUSAD 200	4. Use spreadsheet software (such as Microsoft Excel) to produce a professional worksheet and printed report that contains appropriate formatting, correct formulas, and simple charts.			✓
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.	✓	✓	✓
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.	✓	✓	✓
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.	✓	✓	✓
BUSAD 202	1. Compare and contrast financial and managerial accounting and evaluate the role of the management accountant.	✓		✓
BUSAD 202	2. Demonstrate logical and relevant business decisions through the utilization of various forms of accounting analysis.	✓	✓	✓
BUSAD 202	3. Analyze and interpret ethical issues in the management and accounting environment, identify key issues, and formulate strategies to address them.	✓	✓	
BUSAD 203	1. Apply knowledge to generate a computerized accounting system using a variety of current accounting software.	✓	✓	✓
BUSAD 203	2. Understand and establish aspects of the accounting cycle to include accounts receivable, accounts payable, job costing and payroll utilizing a variety of current accounting software.	✓	✓	✓

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COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.	2. Prepare and analyze basic financial statements.	3. Be prepared to obtain employment in an entry-level position in the accounting field.
BUSAD 203	3. Evaluate, compare and contrast available features in a variety of current accounting software.	✓		✓
BUSAD 204	1. Explain the nature of cost accounting and accounting for product costs.	✓	✓	✓
BUSAD 204	2. Apply cost accounting principles to manufacturing and service enterprises within today's business environment. Examples of such systems include both job-order costing and process costing.	✓	✓	✓
BUSAD 204	3. Demonstrate transactions involving direct materials, direct labor and factory overhead.	✓		✓
BUSAD 204	4. Demonstrate cost analysis for decision making.	✓	✓	✓
BUSAD 218	1. Identify and distinguish criminal from (non-criminal) civil law, federal from state and local law.			✓
BUSAD 218	2. Recognize legal problems that may arise from entering into contracts or being involved in civil tort actions and to recognize the relevant legal terminology.			✓
BUSAD 218	3. "Brief" (summarize, outline) legal cases and analyze judge's decisions in federal and state court cases.			✓
BUSAD 218	4. Recognize US Constitutional Issues in court decisions.			✓
BUSAD 218	5. Distinguish the functions of different courts at different levels, those of the lowest level courts at the federal and state level, the role of the appeals courts, and the role of the one high court in each system.			✓
BUSAD 240	1. Identify the qualities and personal characteristics of an effective manager.			✓
BUSAD 240	2. Plan well enough so as to recognize the need to make a timely, enforceable management decision.		✓	✓
BUSAD 240	3. Recognize the need, when necessary, to apply special management techniques, e.g., JIT ("Just in time" inventory control), MBO ("Management by Objectives"), and SWOT (analysis of a business' strengths, weaknesses, opportunities and threats).			✓

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COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.	2. Prepare and analyze basic financial statements.	3. Be prepared to obtain employment in an entry-level position in the accounting field.
BUSAD 240	4. Identify the ethical implications of every management decision upon individuals within a business, the business itself, and the larger surrounding community.			✓
BUSAD 245	1. Analyze, formulate and interpret situations through projects applying the principles and concepts of marketing and consumer behavior.			✓
BUSAD 274	1. Analyze the fundamental principles of a quality or successful organization.			✓
BUSAD 274	2. Describe the goals of human resources management.			✓
BUSAD 274	3. Analyze procedures and develop improved methods of personnel structures.			✓
BUSAD 319	1. Analyze, synthesize, and evaluate payroll principles as defined by current law as it relates to the payment of wages and salaries.	✓		✓
BUSAD 319	2. Analyze and solve problems associated with the calculation and reporting of payroll.	✓		✓
BUSAD 319	3. Accurately apply accounting principles to computerized and manual payroll systems.	✓	✓	✓
BUSAD 336	1. Prepare individual tax returns for federal and California state.	✓		✓
BUSAD 336	2. Demonstrate understanding of the basic consideration of federal and state individual tax work.	✓		✓
BUSAD 336	3. Explain the role of tax planning in the scope of personal financial affairs.	✓		✓
BUSAD 336	4. Explain self-employed business reporting requirements.	✓		✓
BUSAD 336	5. Contrast the differences between California and federal income tax rules and regulations.	✓		✓
BUSAD 336	6. Accurately distinguish the difference between income tax accounting, and traditional financial accounting.	✓		✓
BUSAD 377	1. Evaluate the impact of human relations problems on the employee, manager, organization, and client population.			✓
BUSAD 377	2. Discuss current employment trends and career forecasts.			✓

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COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.	2. Prepare and analyze basic financial statements.	3. Be prepared to obtain employment in an entry-level position in the accounting field.
BUSAD 377	3. Identify and discuss human relations concepts and terminology.			✓
CMPSC 201	1. Articulate the nomenclature of computers, computer activities, and types of computer users.			
CMPSC 201	2. Analyze the need for the computer's speed, economy, efficiency, and power.			
CMPSC 201	3. Analyze computer problems with respect to the components of problem-solving procedures.			
CMPSC 201	4. Construct one example of each of the three most frequently used applications: word processing, database management, and spreadsheet; and print the output from each.		✓	✓
CMPSC 201	5. Evaluate and articulate uses of a graphical user interface-based operating system.			
CMPSC 202	1. Analyze how to set up a business computer system for transaction processing, management information systems, and shared data resources.	✓	✓	✓
CMPSC 202	2. Analyze different business computer systems and apply the correct systems to a given business situation.			✓
CMPSC 202	3. Evaluate different database models and their advantages/disadvantages.			✓
CMPSC 202	4. Articulate advanced spreadsheet and database design for business decision-making.		✓	✓
CMPSC 202	5. Evaluate the characteristics of information at different managerial levels.			✓

Associate of Science Degree: Accounting
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Mc GAIN		
KROPP		
S. LL		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

YES CLO'S APPEAR ACCURATE -
(CONSIDER REFINING BUSAD 20)

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

IT APPEARS THE ETHICS PLO WAS
OMITTED FROM THIS MATRIX

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

CORE COURSES PROVIDED A STRONG
CORRELATION - TO PLO'S

Associate of Science Degree: Accounting
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

CONSIDER REFINING PROGRAM ELEMENTS
THAT POINT OUT COMES IN ALIGNMENT
W/ PLO'S

5. In reviewing the questions above, please identify an action plan.

Action Plan:

- 1) ON ASSESSMENT RUBRIC ADD PLO FOR ETHICAL ISSUES AS NOTED IN A.A. DEGREE RUBRIC -
- 2) COMBINE AA & AS REGARD
- 3) CONSIDER EXPANDED PLO - TO ADDRESS COMMUNICATION

Business
A.A. Degree: Accounting

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COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.	2. Prepare and analyze basic financial statements	3. Be prepared to obtain employment in an entry-level position in the accounting field.	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 200	1. Apply problem-solving principles to creating, editing, printing and developing accounting related spreadsheets.	✓	✓	✓	✓
BUSAD 200	2. Utilize spreadsheet features to generate formulas, functions, and commands to construct accounting related spreadsheets.		✓	✓	
BUSAD 200	3. Format worksheets to enhance visualization, readability and presentation with charts and graphs.		✓	✓	
BUSAD 200	4. Use spreadsheet software (such as Microsoft Excel) to produce a professional worksheet and printed report that contains appropriate formatting, correct formulas, and simple charts.			✓	
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.	✓	✓	✓	✓
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.	✓	✓	✓	✓
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.	✓	✓	✓	✓

Business
A.A. Degree: Accounting

PLOs:
Upon satisfactory completion of the course requirements for the Accounting Associate of Arts Degree the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.	2. Prepare and analyze basic financial statements	3. Be prepared to obtain employment in an entry-level position in the accounting field.	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 202	1. Compare and contrast financial and managerial accounting and evaluate the role of the management accountant.	✓		✓	
BUSAD 202	2. Demonstrate logical and relevant business decisions through the utilization of various forms of accounting analysis.	✓	✓	✓	✓
BUSAD 202	3. Analyze and interpret ethical issues in the management and accounting environment, identify key issues, and formulate strategies to address them.	✓	✓	✓	✓
BUSAD 203	1. Apply knowledge to generate a computerized accounting system using a variety of current accounting software.	✓		✓	
BUSAD 203	2. Understand and establish aspects of the accounting cycle to include accounts receivable, accounts payable, job costing and payroll utilizing a variety of current accounting software.	✓	✓	✓	
BUSAD 203	3. Evaluate, compare and contrast available features in a variety of current accounting software.	✓		✓	

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PLOs:
Upon satisfactory completion of the course requirements for the Accounting Associate of Arts Degree the student will be able to:

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.	2. Prepare and analyze basic financial statements	3. Be prepared to obtain employment in an entry-level position in the accounting field.	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 218	1. Identify and distinguish criminal from (non-criminal) civil law, federal from state and local law.			✓	✓
BUSAD 218	2. Recognize legal problems that may arise from entering into contracts or being involved in civil tort actions and to recognize the relevant legal terminology.			✓	✓
BUSAD 218	3. "Brief" (summarize, outline) legal cases and analyze judge's decisions in federal and state court cases.			✓	✓
BUSAD 218	4. Recognize US Constitutional issues in court decisions.			✓	✓
BUSAD 218	5. Distinguish the functions of different courts at different levels, those of the lowest level courts at the federal and state level, the role of the appeals courts, and the role of the one high court in each system.			✓	✓

Associate of Arts Degree: Accounting

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Linda Kropp		
Nancy Sill		
Jim McGarry		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

CLO's seem accurate but BA 200 has been refined and does not appear here.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

PLO's are representative of the program.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

Core courses provided strong correlation. Electives may need to be reconsidered.

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

CLO/PLO data helps to paint a picture of what courses and electives are most essential.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

Revise program electives
Combine AA and AS
degree into one.

Behavioral and Social Sciences
A.A. Degree: Administration of Justice

PLOs:
 Upon satisfactory completion of the course requirements for the Administration of Justice Associate of Arts Degree the student will be able to:

COURSE ID	CLOW: Students successfully completing this course will be able to:	1. The student will be able to discuss the roots of the American legal system and how it applies to today's criminal justice profession.	2. The student will be able to create narrative reports, develop note taking skills, create visual simulations and develop interview	3. The student will describe the value of diversity and its inclusion rather than exclusion into the criminal justice system.	4. The student will be able to select a topic and be able to solve a social / criminal justice issue.
ADJU 144	1. Increase their knowledge in the field of administration of justice.	✓		✓	
ADJU 144	2. Assume responsibility for their actions and work effectively as an individual and as a member of a group in the law enforcement agency.	✓			
ADJU 145A-D	1. Increase their knowledge in the field of administration of justice.	✓			
ADJU 145A-D	2. Assume responsibility for their actions and work effectively as an individual and as a member of a group in the law enforcement agency.	✓			
ADJU 201	1. Identify a career in the Administration of Justice field.				
ADJU 201	2. Describe how the CJ system works.	✓			✓
ADJU 202	1. Differentiate between consensual contact, detention and probable cause to arrest.	✓			
ADJU 202	2. Identify unethical conduct	✓			✓
ADJU 202	3. Describe the steps leading to a trial.	✓			
ADJU 203	1. Understand corpus delicti of California Criminal Statutes.	✓			
ADJU 203	2. Analyze case law.				✓
ADJU 204	1. Analyze and evaluate evidence admissibility.	✓			
ADJU 205	1. Identify effective crime suppression methods.				✓

Behavioral and Social Sciences
A.A. Degree: Administration of Justice

PLOs:
Upon satisfactory completion of the course requirements for the Administration of Justice Associate of Arts Degree the student will be able to:

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. The student will be able to discuss the roots of the American legal system and how it applies to today's criminal justice profession.	2. The student will be able to create narrative reports, develop note taking skills, create visual simulations and develop interview	3. The student will describe the value of diversity and its inclusion rather than exclusion into the criminal justice system.	4. The student will be able to select a topic and be able to solve a social / criminal justice issue.
ADJU 205	2. Understand the philosophy of community policing.			✓	✓
ADJU 206	No CLO's Found				
ADJU 210	1. Document crime information.		✓		
ADJU 210	2. Improve their ability to communicate in writing.		✓		
ADJU 212	1. Identify the difference between an interview and an interrogation.				
ADJU 212	2. Identify the elements of a specific crime.	✓			
ADJU 213	1. Identify verbal skills appropriate to specific situations.		✓		
ADJU 213	2. Identify lawful force for a given situation.				✓
ADJU 215	1. Demonstrate technical proficiency in all areas of safe gun handling and demonstrate the proficient use of a revolver, semi-automatic handgun and shotgun.	✓			
ADJU 215	Recognize the responsibility of owning and using a hand gun.	✓			
ADJU 216	1. Know basic firearm safety, current laws pertaining to firearms and the legal ramifications for using a firearm either on-duty or as a private citizen.	✓			
ADJU 217	No CLO's Found				

Behavioral and Social Sciences
A.A. Degree: Administration of Justice

PLOs:
Upon satisfactory completion of the course requirements for the Administration of Justice Associate of Arts Degree the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. The student will be able to discuss the roots of the American legal system and how it applies to today's criminal justice profession.	2. The student will be able to create narrative reports, develop note taking skills, create visual simulations and develop interview	3. The student will describe the value of diversity and its inclusion rather than exclusion into the criminal justice system.	4. The student will be able to select a topic and be able to solve a social / criminal justice issue.
ADJU 219	1. Know basic firearm safety, current laws pertaining to firearms and the legal ramifications for using a firearm either on duty or as a private citizen.	✓			
ADJU 222	1. Examine homeland security needs and world-wide security concerns.	✓			
ADJU 222	2. Understand historical and contemporary terrorism and be able to identify distinguishing characteristic.	✓			
ADJU 232	1. Identify juvenile crime causation factors.				
ADJU 232	2. Identify differences between the adult court system and the juvenile court system.	✓			
ADJU 232	Understand the concept of rehabilitation vs. punishment in the juvenile justice system				
ADJU 234	1. Identify the theories of crime causation.				✓
ADJU 234	2. Identify contemporary issues that impact standing theories.				✓
ADJU 235	1. Identify the purpose of different types of correctional facilities.	✓			
ADJU 235	2. Identify possible careers in the correctional field.				
ADJU 236	1. Understand the rights of inmates and staff.	✓			

Behavioral and Social Sciences
A.A. Degree: Administration of Justice

PLOs:
 Upon satisfactory completion of the course requirements for the Administration of Justice Associate of Arts Degree the student will be able to:

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. The student will be able to discuss the roots of the American legal system and how it applies to today's criminal justice profession.	2. The student will be able to create narrative reports, develop note taking skills, create visual simulations and develop interview	3. The student will describe the value of diversity and its inclusion rather than exclusion into the criminal justice system.	4. The student will be able to select a topic and be able to solve a social / criminal justice issue.
ADJU 236	2. Understand and comprehend areas of legal liability.	/			✓
ADJU 243	1. Identify the components of domestic violence and show an understanding of intervention techniques.		/		
ADJU 351	1. Assess potential areas of liability and litigation.				✓

Associate of Arts Degree: Administration of Justice
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

GREG HANSMAN		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

YES - BECAUSE THEY COVER A BROAD SPECTRUM OF
LAW ENFORCEMENT

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

YES - BECAUSE THEY GIVE THE STUDENT A BROAD
OVERVIEW OF THE CRIMINAL JUSTICE SYSTEM.
AT THIS POINT THE OUTCOMES PROVIDE THE
BASIC SKILL SET THE STUDENTS NEED TO TRANSFER
TO A FOUR YEAR UNIVERSITY AND/OR APPLY FOR
A JOB IN LAW-ENFORCEMENT.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

FAIR - THE PLO'S WILL BE REVIEWED AND
REWRITTEN IN THE FUTURE, IF NEEDED.

Associate of Arts Degree: Administration of Justice
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

THE CLO DATA SHOWS THAT THE STUDENTS
HAVE A CLEAR UNDERSTANDING OF THE
SUBJECT MATTER AS IT RELATED TO THE
ADMINISTRATION OF JUSTICE FIELD.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

TO CONTINUALLY REVIEW THE PLO'S AND
THE CLO'S AS THEY RELATE TO
THE ADMINISTRATION OF JUSTICE PROGRAM,
THE A.S. AND A.D. DEGREE WILL BE
COMBINED IN THE FUTURE

**Business
A.A. Degree: Bookkeeping**

COURSE ID	CLO# : Students successfully completing this course will be able to:	Upon satisfactory completion of the course requirements for the Bookkeeping Associate of Arts Degree the student will be able to:			
		1. Demonstrate a firm understanding and working knowledge of basic accounting level bookkeeper/accounting clerk.	2. Be prepared to obtain employment as an entry-level bookkeeper/accounting clerk.	3. Be prepared to obtain employment as an entry-level bookkeeper/accounting clerk.	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 200	1. Apply problem-solving principles to creating, editing, printing and developing accounting related spreadsheets.	✓	✓	✓	✓
BUSAD 200	2. Utilize spreadsheet features to generate formulas, functions, and commands to construct accounting related spreadsheets.	✓	✓	✓	✓
BUSAD 200	3. Format worksheets to enhance visualization, readability and presentation with charts and graphs.	✓	✓	✓	✓
BUSAD 200	4. Use spreadsheet software (such as Microsoft Excel) to produce a professional worksheet and printed report that contains appropriate formatting, correct formulas, and simple charts.	✓	✓	✓	✓
BUSAD 245	1. Analyze, formulate and interpret situations through projects applying the principles and concepts of marketing and consumer behavior.	✓	✓	✓	✓
BUSAD 300	1. Operate the 10-key desk calculator rapidly and accurately by touch.	✓	✓	✓	✓
BUSAD 300	2. Analyze and interpret basic problems to be completed correctly on the electronic desk calculator.	✓	✓	✓	✓
BUSAD 310	1. Determine and apply generally accepted accounting principles relating to bookkeeping.	✓	✓	✓	✓
BUSAD 310	2. Analyze financial transactions through the accounting equation.	✓	✓	✓	✓
BUSAD 310	3. Identify business documents used in processing accounting data.	✓	✓	✓	✓
BUSAD 319	1. Analyze, synthesize, and evaluate payroll principles as defined by current law as it relates to the payment of wages and salaries.	✓	✓	✓	✓
BUSAD 319	2. Analyze and solve problems associated with the calculation and reporting of payroll.	✓	✓	✓	✓
BUSAD 319	3. Accurately apply accounting principles to computerized and manual payroll systems.	✓	✓	✓	✓
BUSAD 320	1. Identify the principles and practices of modern bookkeeping.	✓	✓	✓	✓

Business
A.A. Degree: Bookkeeping

PLOs:
Upon satisfactory completion of the course requirements for the Bookkeeping Associate of Arts Degree the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.	2. Be prepared to obtain employment as an entry-level bookkeeper/accounting clerk.	3. Be prepared to obtain employment as an entry-level bookkeeper/accounting clerk.	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 320	2. Distinguish between the financial transactions of a sole proprietorship, a partnership, and a corporation.	✓	✓	~	✓
BUSAD 320	3. Identify bookkeeping terminology.	✓	✓		
BUSAD 377	1. Evaluate the impact of human relations problems on the employee, manager, organization, and client population.		✓		✓
BUSAD 377	2. Discuss current employment trends and career forecasts.		✓		
BUSAD 377	3. Identify and discuss human relations concepts and terminology.		✓		
MATH 50	1. Use mathematical techniques to solve real world business applications	✓	✓		
MATH 50	2. Use financial tables to solve advanced business applications	✓	✓		

Associate of Arts Degree: Bookkeeping
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Linda Krupp		
Nancy Sill		
Jim McGeary		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

CLOs generally represent the overall purposes of the course(s)

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

The AA and AS will be combined into one degree. The PLO do represent the overall purpose of this combined degree program.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

CLOs align well with PLOs

Associate of Arts Degree: Bookkeeping
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

There is currently an improvement plan in place for BUSAD 310 to improve assessment results.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

Continue the AA & AS degree

**Business
A.A. Degree: Business Administration**

COURSE ID	CLOM: Students successfully completing this course will be able to:	PLM: Upon satisfactory completion of the course requirements for the Business Administration Associate of Arts Degree the student will be able to:		
		1. A student would be prepared to transfer to most four year universities, upper division coursework.	2. Will be prepared for	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.	✓	✓	✓
BUSAD 202	2. Analyze financial transactions and statements to evaluate the financial health of businesses.	✓	✓	✓
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.	✓	✓	✓
BUSAD 202	1. Compare and contrast financial and managerial accounting and evaluate the role of the management accountant.	✓	✓	✓
BUSAD 202	2. Demonstrate logical and relevant business decisions through the utilization of various forms of accounting analysis.	✓	✓	✓
BUSAD 202	3. Analyze and interpret ethical issues in the management and accounting environment, identify key issues, and formulate strategies to address them.	✓	✓	✓
BUSAD 218	1. Identify and distinguish criminal from (non-criminal) civil law, federal from state and local law.	✓	✓	✓
BUSAD 218	2. Recognize legal problems that may arise from entering into contracts or being involved in civil tort actions and to recognize the relevant legal terminology.	✓	✓	✓
BUSAD 218	3. "Brief" [summarize, outline] legal cases and analyze judge's decisions in federal and state court cases.	✓	✓	✓
BUSAD 218	4. Recognize US Constitutional issues in court decisions.	✓	✓	✓
BUSAD 218	5. Distinguish the functions of different courts at different levels, those of the lowest level courts at the federal and state level, the role of the appeals courts, and the role of the one high court in each system.	✓	✓	✓
CMPS 202	1. Analyze how to set up a business computer system for transaction processing, management information systems, and shared data resources.	✓	✓	✓

**Business
A.A. Degree: Business Administration**

PRO: Upon satisfactory completion of the course requirements for the Business Administration Associate of Arts Degree the student will be able to:				
COURSE ID	CLDR: Students successfully completing this course will be able to:			
CMFSC 202	2. Analyze different business computer systems and apply the correct systems to a given business situation.	✓	✓	
CMFSC 202	3. Evaluate different database models and their advantages/disadvantages.	✓	✓	
CMFSC 202	4. Articulate advanced spreadsheet and database design for business decision-making.	✓	✓	
CMFSC 202	5. Evaluate the characteristics of information at different managerial levels.	✓	✓	
	1. A student would be prepared to transfer to most four year universities, upper division coursework.			
	2. Will be prepared for			
	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.			

Associate of Arts Degree: Business Administration
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Linda Kropp		
Nancy Sill		
Jim McGary		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

While current CLO's gave a good look of the program goals, we have found a few CLOs which will undergo refinement in the upcoming semester. Others appear adequate.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

The AA and AS will be combined and the degree awarded as the Business Transfer degree. PLO seem appropriate.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

The CLOs support and align well with the PLOs.

Associate of Arts Degree: Business Administration
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

Based on the data, students struggle with transfer of the upper division level.
should be prepared to succeed after transfer at the upper division level.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

- 1) Update and refine BUSAD 201 CLOs to reflect (more fully) a prepared approach.
- 2) Refine Business Admin PLO to reflect towards degree skills.

Business
A.A. Degree: Business Operation: Management

PLOs: Upon satisfactory completion of the course requirements for the Business Operation: Management Associate of Arts Degree the student will be able to:		1. Be prepared to obtain employment in an entry-level appropriate and effective business communication skills.	2. Demonstrate ability to recognize and analyze ethical issues as they apply to the business environment.	COURSE ID	CLO#1: Students successfully completing this course will be able to:
BUSAD 240	1. Identify the qualities and personal characteristics of an effective manager.	✓	✓	✓	BUSAD 240
BUSAD 240	2. Plan well enough so as to recognize the need to make a timely, enforceable management decision.	✓	✓	✓	BUSAD 240
BUSAD 240	3. Recognize the need, when necessary, to apply special management techniques, e.g., JIT ("Just in time" inventory control), MBO ("Management by Objectives"), and SWOT (analysis of a business' strengths, weaknesses, opportunities and threats).	✓	✓	✓	BUSAD 240
BUSAD 240	4. Identify the ethical implications of every management decision upon individuals within a business, the business itself, and the larger surrounding community.	✓	✓	✓	BUSAD 240
CMPS 202	1. Analyze how to set up a business computer system for transaction processing, management information systems, and shared data resources.	✓	✓	✓	CMPS 202
CMPS 202	2. Analyze different business computer systems and apply the correct systems to a given business situation.	✓	✓	✓	CMPS 202
CMPS 202	3. Evaluate different database models and their advantages/disadvantages.	✓	✓	✓	CMPS 202
CMPS 202	4. Articulate advanced spreadsheet and database design for business decision-making.	✓	✓	✓	CMPS 202
CMPS 202	5. Evaluate the characteristics of information at different managerial levels.	✓	✓	✓	CMPS 202
BUSAD 210	1. Apply the direct and indirect reasoning processes as well as creative approaches to effectively compose and format business documents using specific style guidelines.	✓	✓	✓	BUSAD 210

Business
A.A. Degree: Business Operation: Management

COURSE ID	CLOK: Students successfully completing this course will be able to:	1. Be prepared to obtain management position within the for-profit or non-profit sector.	2. Demonstrate appropriate and effective business communication skills.	3. Demonstrate the ability to think critically and analyze problems	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 210	2. Prepare and write a letter that lists education, work experience, personal references, and other topics unique to each student.	✓	✓	✓	✓
BUSAD 210	3. Demonstrate report-writing techniques to research, organize, and develop an informative or investigative report that reaches conclusions or makes recommendations.	✓	✓	✓	✓
CMPGR 215	1. Focus on the verbal content and readability when creating an electronic presentation.	✓	✓	✓	✓
CMPGR 215	2. Demonstrate the ability to utilize visual aids that support and reinforce the content of a presentation.	✓	✓	✓	✓
CMPGR 215	3. Demonstrate the use of Microsoft PowerPoint to create and revise electronic presentations.	✓	✓	✓	✓
CMPGR 215	4. Analyze a typical business situation and integrate the appropriate data from other Windows software, such as electronic spreadsheets, databases or graphics to complete a professional presentation.	✓	✓	✓	✓
CMPGR 215	5. Develop and use an outline to lay out a presentation.	✓	✓	✓	✓
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.	✓	✓	✓	✓
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.	✓	✓	✓	✓
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.	✓	✓	✓	✓
BUSAD 218	1. Identify and distinguish criminal from (non-criminal) civil law, federal from state and local law.	✓	✓	✓	✓

PLoS:
 Upon satisfactory completion of the course requirements for the Business Operation: Management Associate of Arts Degree the student will be able to:

**Business
A.A. Degree: Business Operation: Management**

<p>Plus: Upon satisfactory completion of the course requirements for the Business Operation: Management Associate of Arts Degree the student will be able to:</p>							
COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Be prepared to obtain employment in an entry-level appropriate and effective business communication skills.	2. Demonstrate to think critically and analyze problems	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.			
BUSAD 218	2. Recognize legal problems that may arise from entering into contracts or being involved in civil tort actions and to recognize the relevant legal terminology.	/	/	/	/	/	/
BUSAD 218	3. "Brief" (summarize, outline) legal cases and analyze judge's decisions in federal and state court cases.	/	/	/	/	/	/
BUSAD 218	4. Recognize US Constitutional issues in court decisions.	/	/	/	/	/	/
BUSAD 218	5. Distinguish the functions of different courts at different levels, those of the lowest level courts at the federal and state level, the role of the appeals courts, and the role of the one high court in each system.	/	/	/	/	/	/
BUSAD 245	1. Analyze, formulate and interpret situations through projects applying the principles and concepts of marketing and consumer behavior.	/	/	/	/	/	/

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Linda Krapp		
Nancy Sill		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

1) yes, the CLO represent the overall purposes of the courses.
 2) will refine BA 201 to reflect - preparer approach.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

yes PLOs are in alignment with overall* program goals.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

CLOs align and support PLOs

**Associate of Arts Degree: Business Operations: Management
Qualitative Analysis and Reflection on Program PLOs WORKSHEET**

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

Will examine election and
recommence course on list

5. In reviewing the questions above, please identify an action plan.

Action Plan:

1. Combine AA + HS degree
2. Refine BA and CLOs to
reflect program approach

**Business
A.A. Degree: Clerical**

COURSE ID	CLO# Students successfully completing this course will be able to:	I. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	3. Actively assist in implementing general office procedures, including records management.
OFADM 202	1. Demonstrate the ability to keyboard at least 44 wpm on a 5-minute timing with no more than 5 errors.		X	X
OFADM 202	2. Demonstrate the ability to format a report in correct format with at least 70 percent accuracy as measured by assignments and/or exam.		X	X
OFADM 231	1. Manipulate advanced formatting features of word processing software to create and enhance a variety of standard business documents as demonstrated with a minimum of 70 percent accuracy as demonstrated by homework assignments and exams.		X	X
OFADM 231	2. Demonstrate competency in using mail merge features to create customized business correspondence in mailable format with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.		X	X
OFADM 231	3. Customize documents by managing page numbers, styles, headers and footers, graphic objects, tables, columns, and forms with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.		X	X
OFADM 231	4. Protect and prepare documents for multiple users by restricting access, modifying document properties, creating digital signatures, using markup features, and saving files as read-only with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.		X	X

PLoS:
Upon satisfactory completion of the course requirements for the Clerical Associate of Arts Degree the student will be able to:

**Business
A.A. Degree: Clerical**

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	3. Actively assist in implementing general office procedures, including records management
OFADM 304	1. Identify and correct common spelling, grammar, and punctuation errors in sentences with a minimum of 70 percent accuracy as measured by assigned exercises taken from the textbook and outside sources.			X
OFADM 304	2. Spell and define common business terms with a minimum of 80 percent accuracy as measured by completion of quizzes and exams.			X
OFADM 304	3. Compose short to medium-length essays of 200-500 words with a minimum of 80 percent accuracy as measured by online discussion and research assignments.		X	X
OFADM 305	1. Apply the 10 alphabetic indexing rules for filing names of persons, businesses, and organizations with a minimum of 70 percent accuracy as measured by assignments, quizzes, and exams.			X
OFADM 305	2. Demonstrate the use of computer database software to open a file; add, delete, and edit records; sort records; save numeric fields; and print reports and labels as evidenced by completed assignments.		X	X
OFADM 305	3. Demonstrate indexing, coding, cross-referencing, sorting, storing, and retrieving in the process of filing cards and letters alphabetically, numerically, geographically, and by subject with a minimum of 70 percent accuracy as measured by a filing simulation.			X
OFADM 313	1. List at least eight skills for a well-prepared office employee as measured by exams and homework.	X		X
OFADM 313	2. Describe at least eight qualities necessary for a well-prepared office employee as measured by exams and homework.	X		X

PLOs:
Upon satisfactory completion of the course requirements for the Clerical Associate of Arts Degree the student will be able to:

**Business
A.A. Degree: Clerical**

COURSE ID	CLOM: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	3. Actively assist in implementing general office procedures, including records management.
OFADM 313	3. Organize a personal educational plan of semester courses to meet the requirements of a particular certificate, degree, or transfer program within a desired time period at Modesto Junior College (MJC).			
OFADM 314	1. Demonstrate the ability to make travel and meeting arrangements by completion of a travel itinerary and other necessary activities.			X
OFADM 314	2. Employ the best decision-making techniques, priorities, and critical thinking skills needed to solve real-life professional office situations as demonstrated by discussion postings.	X	X	X
OFADM 314	3. Organize, delegate, and work as a team to complete and present an acceptable class project.	Y	X	X
OFADM 353	1. Use Microsoft Windows to organize, retrieve and manipulate digital data stored on a computer with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X
OFADM 353	2. Examine and use Microsoft Windows to perform disk, folder, subfolder, file management, and customize display properties with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X
OFADM 353	3. Write and edit documents using Wordpad application with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X

PRO:
Upon satisfactory completion of the course requirements for the Clerical Associate of Arts Degree the student will be able to:

Business
A.A. Degree: Clerical

PLoS: Upon satisfactory completion of the course requirements for the Clerical Associate of Arts Degree the student will be able to:

COURSE ID	CLOM: Students successfully completing this course will be able to:			
	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.			
	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.			

OFADM 359	1. Demonstrate the use of problem-solving principles to create, edit, save, print, and develop spreadsheets and use automated feature of spreadsheet software for ease in the creation of worksheets (i.e., auto fill, auto sum, auto correct, and auto format) with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.			
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OFADM 359	2. Plan, organize, and build a worksheet, using commands, tabs, and keystrokes with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of a teacher-generated project.			
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OFADM 375	1. Illustrate and define commonly used proofer's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.			
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OFADM 375	2. Critically analyze copy and show corrections by correctly using proofer's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.			
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Associate of Arts Degree: Clerical
 Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

		Karen Harris
		Nancy Burkhardt

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, the CLOs cover the course content.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes, the PLOs accurately describe the skills necessary for entry level employment

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

All but one CLO supports 2 of the 3 PLOs.

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

The majority of our assessment data shows positive results. The few courses that need improvement have been refined to collect more accurate data.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

Correct 375 CLO's

**Business
A.A. Degree: Computer Information Systems**

COURSE ID	CLO#: students successfully completing this course will be able to:	Upon satisfactory completion of the course requirements for the Computer Information Systems Associate of Arts Degree the student will be able to:				
		1. Demonstrate preparedness to successfully continue studies in computer information systems at an upper division level	2. Demonstrate the techniques of information analysis and application design	3. Demonstrate a high level of data organization	4. Use these techniques to model real-world applications	5. Demonstrate a high level of communication skills.
CMPSC 202	1. Analyze how to set up a business computer system for transaction processing, management information systems, and shared data resources.	X	X	X	X	
CMPSC 202	2. Analyze different business computer systems and apply the correct systems to a given business situation.	X	X	X	X	
CMPSC 202	3. Evaluate different database models and their advantages/disadvantages.	X	X	X	X	X
CMPSC 202	4. Articulate advanced spreadsheet and database design for business decision-making.	X	X	X	X	X
CMPSC 202	5. Evaluate the characteristics of information at different managerial levels.	X	X	X	X	X
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.				X	
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.				X	
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.				X	X
BUSAD 202	1. Compare and contrast financial and managerial accounting and evaluate the role of the management accountant.				X	X
BUSAD 202	2. Demonstrate logical and relevant business decisions through the utilization of various forms of accounting analysis.				X	
BUSAD 202	3. Analyze and interpret ethical issues in the management and accounting environment; identify key issues, and formulate strategies to address them.				X	
BUSAD 218	1. Identify and distinguish criminal from (non-criminal) civil law, federal from state and local law.				X	X

**Business
A.A. Degree: Computer Information Systems**

COURSE ID	CL01: Students successfully completing this course will be able to:	1. Demonstrate preparedness to study in computer information systems at an upper division level.	2. Demonstrate the techniques of information analysis and application design.	3. Demonstrate a high level of data organization techniques for information storage and retrieval processes.	4. Use these model real-world applications in skills.	5. Demonstrate a high level of communication skills.
	Upon satisfactory completion of the course requirements for the Computer Information Systems Associate of Arts Degree the student will be able to:					
BUSAD 218	2. Recognize legal problems that may arise from entering into contracts or being involved in civil tort actions and to recognize the relevant legal terminology.	X			X	
BUSAD 218	3. "Brief" (summarize, outline) legal cases and analyze judge's decisions in federal and state court cases.	X			X	
BUSAD 218	4. Recognize US Constitutional issues in court decisions.	X			X	
BUSAD 218	5. Distinguish the functions of different courts at different levels, those of the lowest level courts at the federal and state level, the role of the appeals courts, and the role of the one high court in each system.	X			X	
CMPS275	1. Analyze and synthesize Database Management Systems (DBMS) capabilities, cost, and convenience.	X	X	X	X	
CMPS275	2. Articulate typical database operations and applications.	X	X	X	X	X
CMPS275	3. Evaluate, construct and modify data tables.	X	X	X	X	
CMPS275	4. Articulate and evaluate modifications to data sets.	X	X	X	X	X
CMPS275	5. Evaluate how to use relationships to create multiple table queries, forms, and reports.	X	X	X	X	
CMPS220	1. Articulate and evaluate SQL Server architecture.	X	X	X	X	X
CMPS220	2. Analyze and construct files and databases.	X	X	X	X	
CMPS220	3. Create and configure login security.	X	X	X	X	
CMPS220	4. Evaluate and implement database permissions.	X	X	X	X	
CMPS220	5. Analyze and monitor SQL Server performance.	X	X	X	X	

**Associate of Arts Degree: Computer Information Systems
Qualitative Analysis and Reflection on Program PLOs Worksheet**

Please Note: Folder for this degree was duplicated. CMPSC has 3 degrees and 4 certificates.

Faculty Members Present:

Dale Phillips		
John Zamora		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purposes of the courses? *Please explain why or why not.*

Yes, our CLOs represent the overall purposes of the courses especially when mapped to the program learning outcomes. The CLOs are in line with what is expected of students when they complete courses.

2. Do the program learning outcomes (PLOs) represent the overall purposes of the program? *Please explain why or why not.*

Yes, our PLOs represent the overall purposes of the program especially when mapped to the CLOs. The PLOs are in line with what is expected of students when they complete the program.

3. How well did the course learning outcomes (CLOs) fulfill, support, and align with the program learning outcomes (PLOs)? *Please explain.*

We discovered today (8/24/12) through the mapping of CLOs to PLOs that there is strong and congruent alignment between the CLOs and PLOs for the Computer Science program.

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

With the mapping exercise, the CLOs and PLOs for the Computer Science align quite well. In reflecting on the data from the CLO assessments, some trends emerge:

Student persistence in the program indicates higher success rates as evidenced by the CLO data.

There is still need for further refinement of some CLOs because there are some assessments that indicate students are not performing at their optimal potential. This is due in large part to the lack of appropriate instructional facilities and the inability to hire replacement faculty and staff.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

This exercise has been quite useful in reviewing our CLO and PLO processes. The CLOs and PLOs for the Computer Science program closely align and represent the outcomes the students should attain when complete Computer Science courses and programs. After this review, it is imperative that the Computer Science faculty act on the following:

1. Reassess the number of CLOs for each course.
2. Create an assessment cycle within Computer Science that allows for rapid feedback from the instructor to the students and programs.
3. Conduct an annual cycle of CLO and PLO review within the department to ensure accuracy in the program as it relates to the CurricUNET system, PiratesNet, and college catalog to take into account the rapid evolution of the field of computer science in academia and the industry.

A.A. Degree: Computer Science

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Computer Science Associate of Arts Degree the student will be able to:				
		1. Demonstrate preparedness to successfully continue studies in computer science at an upper division level.	2. Demonstrate the techniques of problem solving and programming computer based software development.	3. Demonstrate a high level of mathematical reasoning and scientific methodology.	4. Use these techniques to model real world applications.	5. Demonstrate a high level of communication skills.
COMPSC 241	4. Articulate and utilize a processor instruction set to construct assembly language programs.	X	X	X	X	X
COMPSC 241	5. Construct basic and advanced data manipulation and I/O processes within assembly language programs.	X	X	X	X	
COMPSC 261	1. Construct and evaluate advanced algorithmic solutions to moderately complex problems.	X	X	X	X	X
COMPSC 261	2. Evaluate the computational complexity of an algorithm using mathematical formulation and Big-O notation.	X	X	X	X	X
COMPSC 261	3. Evaluate and construct static lists, stacks, and queues using a high-level language.	X	X	X	X	X
COMPSC 261	4. Construct and evaluate dynamic binary search trees using a high-level language.	X	X	X	X	X
COMPSC 261	5. Evaluate and construct recursive algorithms and explain how the run-time stack makes this possible.	X	X	X	X	X
MATH 122	Succeed in MATH 122.					
MATH 122	Demonstrate understanding of trigonometric functions			X		
MATH 122	Solve advanced geometric real world applications	X		X	X	X
COMPSC 219	Utilize mathematical induction and other techniques to prove mathematical proofs	X		X	X	X
COMPSC 219	Construct solutions to problems involving sets, relations, functions + logic/trueness	X		X	X	X
COMPSC 219	Demonstrate the logical validity of arguments and proofs for computability	X	X	X	X	X

**Associate of Arts Degree: Computer Science
Qualitative Analysis and Reflection on Program PLOs Worksheet**

Faculty Members Present:

Date Phillips		
John Zamora		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purposes of the courses? Please explain why or why not.

Yes, our CLOs represent the overall purposes of the courses especially when mapped to the program learning outcomes. The CLOs are in line with what is expected of students when they complete courses.

2. Do the program learning outcomes (PLOs) represent the overall purposes of the program? Please explain why or why not.

Yes, our PLOs represent the overall purposes of the program especially when mapped to the CLOs. The PLOs are in line with what is expected of students when they complete the program.

3. How well did the course learning outcomes (CLOs) fulfill, support, and align with the program learning outcomes (PLOs)? Please explain.

We discovered today (8/24/12) through the mapping of CLOs to PLOs that there is strong and congruent alignment between the CLOs and PLOs for the Computer Science program.

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

With the mapping exercise, the CLOs and PLOs for the Computer Science align quite well. In reflecting on the data from the CLO assessments, some trends emerge:

Student persistence in the program indicates higher success rates as evidenced by the CLO data.

There is still need for further refinement of some CLOs because there are some assessments that indicate students are not performing at their optimal potential. This is due in large part to the lack of appropriate instructional facilities and the inability to hire replacement faculty and staff.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

This exercise has been quite useful in reviewing our CLO and PLO processes. The CLOs and PLOs for the Computer Science program closely align and represent the outcomes the students should attain when complete Computer Science courses and programs. After this review, it is imperative that the Computer Science faculty act on the following:

1. Reassess the number of CLOs for each course.
2. Create an assessment cycle within Computer Science that allows for rapid feedback from the instructor to the students and programs.
3. Conduct an annual cycle of CLO and PLO review within the department to ensure accuracy in the program as it relates to the CurricUNET system, PiratesNet, and college catalog to take into account the rapid evolution of the field of computer science in academia and the industry.

Associate of Arts Degree: Marketing

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

MC GAIZZY		
KIRPIN		
SILL		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

YES, CLOS REFLECT OVERALL PURPOSE OF COURSES

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

PLO'S REFLECT PURPOSE OF THIS TERMINAL DEGREE

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

- OVERALL CLO'S ALIGN W/ PLO'S

- CONSIDER EVALUATING WHETHER

CMPCL²⁰¹ SHOULD BE REPLACED W/

A CLASS THAT MORE FULLY SUPPORTS

PLO'S

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

REVIEW & MODIFY CURRICULUM AS NECESSARY
REGARDING BUDGETARY RESTRAINTS & THE
ABILITY TO OFFER COURSES ON A
REGULAR BASIS

→ USE WITH CONSIDERATION REFINING ELECTIVES
IN ORDER TO MORE FULLY ADDRESS
PLO'S

5. In reviewing the questions above, please identify an action plan.


Action Plan:

- 1) COMBINING A.A & A.S. INTO 1
DEGREE
- 2) REVIEW ELECTIVES & REFINE SLOBS
- CONSIDER REMOVING CMPL 201
BY A CLASS THAT MORE FULLY
SUPPORTS PLO'S.

Business
A.A. Degree: Office Administration

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Arts Degree the student will be able to:					
		1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 202	<ol style="list-style-type: none"> Demonstrate the ability to keyboard at least 44 wpm on a 5-minute timing with no more than 5 errors. 		X	X	X		
OFADM 202	<ol style="list-style-type: none"> Demonstrate the ability to format a report in correct format with at least 70 percent accuracy as measured by assignments and/or exam. 		X	X	X		
OFADM 231	<ol style="list-style-type: none"> Manipulate advanced formatting features of word processing software to create and enhance a variety of standard business documents as demonstrated with a minimum of 70 percent accuracy as demonstrated by homework assignments and exams. 	X	X	X	X	X	

Business
A.A. Degree: Office Administration

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Arts Degree the student will be able to:					
OFADM 231	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment. 2. Demonstrate competency in using mail merge features to create customized business correspondence in mailable format with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 231	3. Customize documents by managing page numbers, styles, headers and footers, graphic objects, tables, columns, and forms with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.	X	X	X	X	X	
OFADM 231	3. Customize documents by managing page numbers, styles, headers and footers, graphic objects, tables, columns, and forms with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.		X	X	X	X	

Business
A.A. Degree: Office Administration

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Arts Degree the student will be able to:				
	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 231	4. Protect and prepare documents for multiple users by restricting access, modifying document properties, creating digital signatures, using markup features, and saving files as read only with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.	X	X	X	X	
OFADM 231	5. Apply formatting features to reference data by creating endnotes, footnotes, bibliographies, indexes, and specialized tables with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.	X	X	X	X	

**Business
A.A. Degree: Office Administration**

COURSE ID	CLO#	Students successfully completing this course will be member with people of diverse experiences and backgrounds including production and design support of a business office, competently communicate in a workplace environment, of complex electronic and paper based correspondence and documents.	1. Productively work as a team member with people of diverse experiences and backgrounds including production and design support of a business office, competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	2. Demonstrate the ability to implementing general office procedures, including records management	3. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	COURSE ID	CLO#	Upon satisfactory completion of the course requirements for the Office Administration Associate of Arts Degree the student will be able to:					
								PL#s:					
OFADM 311	1.	Label and explain punctuation errors in sentences and manuscripts using specific error codes with a minimum of 70 percent accuracy as measured by pre-recorded dictated material.	X	X	X								
OFADM 311	2.	Demonstrate the use of transcription skills to reorganize and correctly format memos and letters with a minimum of 70 percent accuracy as measured by pre-recorded dictated material.	X	X	X								
OFADM 311	3.	Apply proper capitalization and number usage rules in sentences with a minimum of 70 percent accuracy as measured by assigned workbook activities.	X	X	X								
OFADM 320	1.	Demonstrate and/or describe how to execute both a blind and an announced transfer of a call as measured by quizzes, exams, and/or instructor observation.	X	X	X								

Business
A.A. Degree: Office Administration

COURSE ID	CLOM: Students successfully completing this course will be able to:	PLDs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Arts Degree the student will be able to:					
		1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 320	2. Demonstrate positive communication while handling calls as measured by instructor calls and observation.	X	X	X	X		X
OFADM 320	3. Describe an appropriate response to a customer when given a certain situation as measured by an exam question rubric.	X	X	X	X		X
OFADM 314	1. Demonstrate the ability to make travel and meeting arrangements by completion of a travel itinerary and other necessary activities.		X	X	X	X	X
OFADM 314	2. Employ the best decision making techniques, priorities, and critical thinking skills needed to solve real-life professional office situations as demonstrated by discussion postings.		X	X	X		X
OFADM 314	3. Organize, delegate, and work as a team to complete and present an acceptable class project.	X	X	X	X	X	X

Business
A.A. Degree: Office Administration

		<p>PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Arts Degree the student will be able to:</p>					
COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 315	1. Demonstrate correct telephone techniques in dealing with customers and co-workers within an office as evidenced by daily communication within the simulation.	X	X	X	X	X	X
DFADM 315	2. Demonstrate appropriate office attire as evidenced by student's daily attire.				X		X
OFADM 315	3. Solve problems encountered with customers (instructor) within the simulation with appropriate results as measured by the instructor.	X	X	X	X	X	X
OFADM 315	4. Demonstrate appropriate attire, attendance, skills, and attitude when placed in an office internship as measured by instructor and employer surveys.	X	X	X	X	X	X

Business
A.A. Degree: Office Administration

COURSE ID	CLO#: Students successfully completing this course will be able to:	<p>POs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Arts Degree the student will be able to:</p>					
		1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 359	<p>1. Demonstrate the use of problem-solving principles to create, edit, save, print, and develop spreadsheets and use automated feature of spreadsheet software for ease in the creation of worksheets (i.e., auto fill, auto sum, auto correct, and auto format) with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.</p>		X	X	X	X	
OFADM 359	<p>2. Plan, organize, and build a worksheet, using commands, tabs, and keystrokes with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of a teacher-generated project.</p>		X	X	X	D	

Business
A.A. Degree: Office Administration

		PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Arts Degree the student will be able to:					
COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 361	1. Demonstrate how to create, open and save a databases file of varying sizes and complexities; how to manipulate table column widths; how to create forms for data input; the creation of forms for data input, with at least 80 percent accuracy.	X	X	X	X	X	
OFADM 361	2. Plan, develop, and create a database that lists 15 items of historical value that have been donated with at least 90 percent accuracy.	X	X	X	X	X	

Business

A.A. Degree: Office Administration

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Arts Degree the student will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 362	<p>1. Create new presentation using the tools of available software; enter, and revise topic outline for an effective business presentation; audit/edit speaker notes and audience handouts with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.</p>		X	X	X	X	X	
OFADM 362	<p>2. Demonstration how to add, edit, move, and align textboxes; how to insert, move, and align chart boxes, how to add appropriate graphic(s) to presentations; the use of transitions effects and animation with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.</p>		X	X	X	X	X	

Business
A.A. Degree: Office Administration

		PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Arts Degree the student will be able to:					
COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 362	3. Plan, organize, and build a slideshow (of at least six slides in length), using commands, tables, keystrokes, and apply appropriate timings to slide transitions with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of a teacher-generated project.	✓	✓	✓	✓	✓	
BUSAD 210	1. Apply the direct and indirect reasoning processes as well as creative approaches to effectively compose and format business documents using specific style guidelines.	X	X	X	X	X	X
BUSAD 210	2. Prepare and write a personal resume and cover letter that lists education, work experience, personal references, and other topics unique to each student.	X	X	X	X	X	X

**Business
A.A. Degree: Office Administration**

COURSE ID	CLOM: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds including production and design of complex electronic and paper based correspondence and documents.	2. Competently communicate in support of a business office, including production and design of office equipment, including computers, peripherals, and non-computerized office machines.	3. Demonstrate the ability to implementing general office procedures, including records management	4. Actively assist in variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
BUSAD 210	3. Demonstrate report-writing techniques to research, organize, and develop an informative or investigative report that reaches conclusions or makes recommendations.	X	X	X	X	X	X

PLOs:
Upon satisfactory completion of the course requirements for the Office Administration Associate of Arts Degree the student will be able to:

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Kevin Alavizos		
Nancy Backlund		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, the CLOs match the purpose and content of the courses.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes, The PLOs represent the skills necessary for employment in an office.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

The majority of the CLOs met at least 50% of the PLOs content.

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

The majority of our assessment data shows positive results. The few courses that need improvement have been referred to collect more accurate data.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

None necessary.

**Business
A.A. Degree: Real Estate**

PLDS:
Upon satisfactory completion of the course requirements for the Real Estate Associate of Arts Degree the student will be able to:

COURSE ID	CLM: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic real estate terminology and agent's and/or brokers California real estate exam	2. Prepare students to qualify for the basic California real estate agent's and/or brokers exam	3. Be prepared to obtain employment in an entry-level position in the real estate field.	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the real estate environment
RLES 380	1. Begin preparation for the DRE licensing examination and differentiate real estate terminology and legal elements.	✓	✓	✓	✓
RLES 380	2. Describe basic knowledge in various academic areas of Real Estate such as agency, ethics, contracts, subdivisions, appraisal, finance, taxation, licensing and math.	✓	✓	✓	✓
RLES 380	3. Identify the personal and behavioral characteristics needed to be a successful agent/loan officer.	✓	✓	✓	✓
RLES 380	4. Identify basic contract writing skills and successful speaking skills needed by the profession.	✓	✓	✓	✓
RLES 380	5. Develop essential knowledge to effectively buy or sell real estate.	✓	✓	✓	✓
RLES 381	1. Recognize applications of the Real Estate profession and how it works.	✓	✓	✓	✓
RLES 381	2. Apply some of the Real Estate principles.	✓	✓	✓	✓
RLES 381	3. Determine how Real Estate millionaires are made.	✓	✓	✓	✓
RLES 381	4. Identify techniques to prepare yourself for the DRE licensing exam.	✓	✓	✓	✓
RLES 381	5. Identify different careers in Real Estate such as Appraisal, Property Management, Construction and more.	✓	✓	✓	✓
RLES 382	1. Recognize that real estate law is a subset of general US civil and criminal law; accordingly, be able to identify general US law principles and practices that impinge on real estate transactions.	✓	✓	✓	✓
RLES 382	2. Identify legal problems for the buyer, the seller, and real estate agent(s)/brokers that arise in real estate contracts.	✓	✓	✓	✓
RLES 382	3. Recognize legal terminology in real estate contracts and identify state arbitration/mediation processes in resolving legal disputes involving real estate.	✓	✓	✓	✓

**Business
A.A. Degree: Real Estate**

<p>PLDs: Upon satisfactory completion of the course requirements for the Real Estate Associate of Arts Degree the student will be able to:</p>							
COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic real estate terminology and agent's and/or broker's California real estate level position in the real estate field.	2. Prepare students to qualify for the basic employment in an entry-level position in the real estate field.	3. Be prepared to obtain employment in an entry-level position in the real estate environment.	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the real estate environment.		
RLS 382	4. Recognize questions that may arise involving real estate law on the DRE (California Department of Real Estate) licensing exam and be knowledgeable in state continuing education requirements for the real estate profession.	✓	✓	✓	✓		
RLS 384	1. Identify Real Estate cycles, the monetary system, fiduciary sources, State & Federal regulations, underwriting, processing, the secondary market, investment opportunities, and foreclosures.	✓	✓	✓	✓		
RLS 384	2. Determine how to utilize finance tools in making important real estate decisions.	✓	✓	✓	✓		
RLS 384	3. How to use these tools in furthering your finance career.	✓	✓	✓	✓		
RLS 384	4. Recognize the source of funds in the primary and secondary markets.	✓	✓	✓	✓		
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.		✓				
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.		✓				
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.			✓			
BUSAD 218	1. Identify and distinguish criminal from (non-criminal) civil law, federal from state and local law.		✓				
BUSAD 218	2. Recognize legal problems that may arise from entering into contracts or being involved in civil tort actions and to recognize the relevant legal terminology.		✓				
BUSAD 218	3. "Brief" (summarize, outline) legal cases and analyze judge's decisions in federal and state court cases.		✓				

**Business
A.A. Degree: Real Estate**

<p>PLDs: Upon satisfactory completion of the course requirements for the Real Estate Associate of Arts Degree the student will be able to:</p>						
COURSE ID						
CTO#: Students successfully completing this course will be able to:						
1. Demonstrate a firm understanding and working quality for the basic California real estate agent's and/or broker's exam						
2. Prepare students to level position in the real estate field.						
3. Be prepared to obtain employment in the real estate environment.						
4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the real estate environment.						
BUSAD 218	4. Recognize US Constitutional issues in court decisions.					

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Linda Kerff		
Nancy Sill		
Jim McGary		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, the CLO's represent the overall purposes of the course

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes, the PLO's represent the overall purposes of the program

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

The CLO's align ~~with~~ well with the PLO's

Associate of Arts Degree: Real Estate

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

CLO's data will represent the PLO's

5. In reviewing the questions above, please identify an action plan.

Action Plan:

RE program is currently in
suspension state. No
R/E courses are
currently being offered
in MJC

A.A. Degree: Supervisory Management

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Supervisory Management Associate of Arts Degree the student will be able to:		
		1. Demonstrate appropriate and effective business communication skills.	2. Be prepared to obtain employment in an entry-level supervisory position within industry and/or government sectors.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.	✓	✓	✓
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.	✓	✓	✓
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.	✓	✓	✓
BUSAD 210	1. Apply the direct and indirect reasoning processes as well as creative approaches to effectively compose and format business documents using specific style guidelines.	✓	✓	✓
BUSAD 210	2. Prepare and write a personal resume and cover letter that lists education, work experience, personal references, and other topics unique to each student.	✓	✓	✓
BUSAD 210	3. Demonstrate report-writing techniques to research, organize, and develop an informative or investigative report that reaches conclusions or makes recommendations.	✓	✓	✓
BUSAD 240	1. Identify the qualities and personal characteristics of an effective manager.	✓	✓	✓
BUSAD 240	2. Plan well enough so as to recognize the need to make a timely, enforceable management decision.	✓	✓	✓
BUSAD 240	3. Recognize the need, when necessary, to apply special management techniques, e.g. JIT ("Just in time" inventory control), MBO ("Management by Objectives"), and SWOT (analysis of a business' strengths, weaknesses, opportunities and threats).	✓	✓	✓
BUSAD 245	1. Analyze, formulate and interpret situations through projects applying the principles and concepts of marketing and consumer behavior.	✓	✓	✓

**Business
A.A. Degree: Supervisory Management**

PLDs:
Upon satisfactory completion of the course requirements for the Supervisory Management Associate of Arts Degree the student will be able to:

CLOs: Students successfully completing this course will be able to:
1. Demonstrate appropriate and effective business communication skills.
2. Be prepared to obtain employment in an entry-level supervisory position within industry and/or government sectors.
3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.

BUSAD 248	1. Recognize business opportunities and what minimal knowledge and skills are necessary to succeed in a particular type of business.			
BUSAD 248	2. Identify the need for knowledge in different academic subdivisions of business such as: marketing, human relations, management, law, accounting, finance, and supervisory training, and to recognize the specialized vocabulary used in these subdivisions.			
BUSAD 248	3. Identify the personal and behavioral characteristics of a successful motivated entrepreneur.			
BUSAD 248	4. Identify the ethical implications of a business decision upon individuals within a business, the business itself, and the larger surrounding community.			
BUSAD 274	1. Analyze the fundamental principles of a quality or successful organization.			
BUSAD 274	2. Describe the goals of human resources management.			
BUSAD 274	3. Analyze procedures and develop improved methods of personnel structures.			
BUSAD 310	1. Determine and apply generally accepted accounting principles relating to bookkeeping.			
BUSAD 310	2. Analyze financial transactions through the accounting equation.			
BUSAD 310	3. Identify business documents used in processing accounting data.			
BUSAD 377	1. Evaluate the impact of human relations problems on the employee, manager, organization, and client population.			
BUSAD 377	2. Discuss current employment trends and career forecasts.			
BUSAD 377	3. Identify and discuss human relations concepts and terminology.			

**Business
A.A. Degree: Supervisory Management**

COURSE ID	CLO#	Students successfully completing this course will be able to:	Skills:		Upon satisfactory completion of the course requirements for the Supervisory Management Associate of Arts Degree the student will be able to:
			1. Demonstrate appropriate and effective business communication employment in an entry-level supervisory position within industry and/or government sectors.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.	
OFADM 304	1.	Identify and correct common spelling, grammar, and punctuation errors in sentences with a minimum of 70 percent accuracy as measured by assigned exercises taken from the textbook and outside sources.	✓	✓	
OFADM 304	2.	Spell and define common business terms with a minimum of 80 percent accuracy as measured by completion of quizzes and exams.	✓	✓	
OFADM 304	3.	Compose short to medium-length essays of 200-500 words with a minimum of 80 percent accuracy as measured by online discussion and research assignments.	✓	✓	
SUPR 106	1.	demonstrate an understanding of organizational and group communication theories and concepts.	✓	✓	
SUPR 106	2.	Identify, research, and analyze ineffective organizational and group communication and make recommendations for improvement.	✓	✓	
SUPR 106	3.	deliver an individual and/or group presentation effectively using various public speaking techniques.	✓	✓	
SUPR 351	1.	Apply supervision concepts to provide performance feedback to subordinates.	✓	✓	
SUPR 351	2.	Apply modern management techniques through a synthesis of organizational behavior studies, discussions, and problem solving experiences to the management of personnel.	✓	✓	
SUPR 364	1.	Explain the need for change in American management practices.	✓	✓	
SUPR 364	2.	Describe Deming's principles of management and how to implement them.	✓	✓	
SUPR 364	3.	Develop a practical case study model in the student's environment using TOM application principles.	✓	✓	

Associate of Arts Degree: Supervisory Management
 Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Linda Krupp		
Nancy Sill		
Jim McGarry		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes represent the purpose of

this terminal degree.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes the PLOs accurately reflect the

purpose of this terminal degree.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

CLOs strongly align with the PLOs
 of this degree.

**Associate of Arts Degree: Supervisory Management
Qualitative Analysis and Reflection on Program PLOs WORKSHEET**

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

Faculty intend to review and update curriculum in the program

5. In reviewing the questions above, please identify an action plan.

Action Plan:

The AA & AS will be combined

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ART 102	No CLO's Found					
ART 120	1. demonstrate technique and understanding through the act of drawing using one-point perspective.	✓				
ART 120	2. describe the concepts of symmetrical balance and asymmetrical balance.	✓				
ART 120	3. describe the concepts of open compositions and closed compositions.	✓				
ART 120	4. accurately depict form on a flat surface, and demonstrate technique and understanding through the act of drawing using contour lines.	✓				
ART 120	5. use various drawing media and demonstrate ability to draw representationally with chosen medium.	✓				
ART 120	6. demonstrate understanding of identification of light source and render the role of light and shadow to create the illusion of form on a flat surface.	✓				
ART 124	1. describe the three basic strategies to create balance in two-dimensional design.	✓				
ART 124	2. Describe the subtractive process of color theory, and demonstrate that knowledge by creating a twelve-hue color wheel using only the primary colors.	✓				

if near death

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ART 124	3. develop the visual and verbal vocabulary necessary to examine and review the strengths and weaknesses of designs created by other students or designers.					
ART 124	4. utilize four different line techniques, and demonstrate their ability to apply contour line, parallel line, hatching, scribe and stipple to specific drawing problems.					
ART 124	5. Describe the role of invented texture, and demonstrate that understanding through the execution of a collage portrait using found text.					
ART 124	6. Utilize the proper terms for and applied vocabulary of compositional and color theory.					
ART 140	1. describe the proper terms for and applied vocabulary for the theory and practice of sculpture.					
ART 140	2. describe the technical method of manipulation for creating three-dimensional forms and demonstrate this knowledge through the modeling of plaster over an armature.					
ART 140	3. explain the technical method of addition.					

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ART 140	4. apply the technical method of subtraction (carving).	✓				
ART 140	5. develop the visual and verbal vocabulary necessary to examine and review the strengths and weaknesses of sculptures created by other students and artists.	✓				
BIO 111	1. students will be able to use a compound microscope to locate, focus, and estimate the size of specimens on microscope slides	✓				
BIO 111	2. students will be able to identify and describe the phases of mitosis	✓				
BIO 111	3. students will be able to compare and contrast animal and plant cell structures	✓				
CLDDV 103	1. Identify the major theorists, including Piaget, Erikson, Vygotsky, and Bronfenbrenner, describe their theory, and provide examples of the principles of the theories.	✓				
CMPGR 202	1. Identify, define, and properly use general art and computer related terminology.	✓				
CMPGR 202	2. List, define, and apply basic principles of design and composition.	✓				
CMPGR 202	3. Demonstrate a variety of technical and creative skills involving electronic imagery, image transfer, and type generation.	✓				

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CMPSC 103	1. Analyze and evaluate the terms and typical problems applicable to analysis using symbolic logic.	✓				
CMPSC 103	2. Synthesize, analyze, and evaluate the various justifications given in the development of the rules of both sentential logic and predicate logic.	✓				
CMPSC 103	3. Translate into symbolic notation arguments from everyday discourse.	✓				
CMPSC 103	4. Determine validity and soundness of arguments.	✓				
CMPSC 103	5. Critically analyze and evaluate arguments wherever they occur.	✓				
CMPSC 201	1. Articulate the nomenclature of computers, computer activities, and types of computer users.	✓				
CMPSC 201	2. Analyze the need for the computer's speed, economy, efficiency, and power.	✓				
CMPSC 201	3. Analyze computer problems with respect to the components of problem-solving procedures.	✓				

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CMPSC 201	4. Construct one example of each of the three most frequently used applications: word processing, database management, and spreadsheet; and print the output from each.	✓				
CMPSC 201	5. Evaluate and articulate uses of a graphical user interface-based operating system.	✓				
CMPSC 203	1. Evaluate fundamental differences in the structure and usage of data input, processed and output by the three primary general-purpose application programs.	✓				
CMPSC 203	2. Create, save, edit, format, print, and backup various types of word processing documents.	✓				
CMPSC 203	3. Formulate computations and relationships, enter data, save, edit, format, graph, and print spreadsheets.	✓				
CMPSC 203	4. Design, edit, update, copy, format, sort, and index database files.	✓				
CMPSC 203	5. Synthesize multiple data file formats into a comprehensive document.	✓				
EASCI 161	Identify physical features of the earth system and relate them to processes operating within the earth system.	✓				

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ENGL 101	1. Write papers that demonstrate competent control over written language, academic form, style and tone;	✓				
ENGL 101	2. Demonstrate the ability to read and think critically;	✓				
ENGL 101	3. Demonstrate the ability to select credible sources; and	✓				
ENGL 101	4. Demonstrate the legitimate use of scholarly sources by (a) summarizing, paraphrasing, quoting, and documenting according to MLA conventions, (b) integrating source ideas with their own ideas, and (c) avoiding plagiarism.	✓				
ENGL 103	1. Demonstrate the ability to analyze and evaluate the major parts of an argument, such as claim, support, and counterargument;	✓				
ENGL 103	Establish and defend an argumentative thesis in essays that (a) demonstrate advanced, argumentative forms of writing; (b) demonstrate advanced control over written language, including syntax, punctuation, grammar, and spelling; and (c) demonstrate avoidance of common logical fallacies	✓				

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ENGL 168	1. Identify, describe, and analyze various forms, themes, and issues of adolescent literature from different ethnic and cultural sources.	✓				
ENGL 168	2. Analyze and explain how adolescent literature can affect the emotional and intellectual growth of young adults.	✓				
ENGL 168	3. Explain and utilize methods of helping young adults enjoy and understand adolescent literature.	✓				
ENGL 169	1. Identify major works, authors, and illustrators of children's literature;	✓				
ENGL 169	2. Recognize various forms, themes, and issues of children's literature from different ethnic and cultural sources; and	✓				
ENGL 169	3. Describe the basic elements of the history and criticism of children's literature.	✓				
GEOG 102	1. Describe and demonstrate the geographical approach as it applies to cultural studies.	✓				
GEOG 102	2. Identify, describe and demonstrate the origin and diffusion of cultural traits on a global basis.	✓				

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GEOG 102	3. Explain the interrelationships between culture and development found on a global basis.	✓				
GEOG 105	1. Describe and demonstrate the geographical approach as it applies to economic activities found on a global basis.	✓				
GEOG 105	2. Describe and demonstrate causal factors for global patterns of economic behavior.	✓				
GEOG 105	3. Predict the movement of economic activities on a global basis based upon patterns of economic behavior.	✓				
GEOG 110	1. Describe and demonstrate the geographical approach as it applies to regional studies.	✓				
GEOG 110	2. Identify and describe the major world regions based upon similarities and differences in culture, politics, history, economics, and the physical environment.	✓				
GEOG 110	3. Analyze regional differences, predict areas of crisis, and propose policies appropriate to the region to reduce conflict.	✓				
GUIDE 109	1: Develop an accurate Educational Plan based on student educational goal.	✓	✓			

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GUIDE 110	1: Develop an accurate Educational Plan based on student educational goal.	✓				
GUIDE 111	1: Develop an accurate Educational Plan based on student educational goal.	✓				
GUIDE 112	1: Develop an accurate Educational Plan based on student educational goal.	✓				
GUIDE 116	1: Develop an accurate Educational Plan based on student educational goal.	✓				
GUIDE 120	1: Develop an accurate Educational Plan based on student educational goal.	✓				
HIST 101	1. Analyze the development of the American colonies in terms of their economic, social, cultural, and political development.	✓				
HIST 101	2. Explain the causes and consequences of the American Revolution, including the economic, political, and societal changes taking place.	✓				
HIST 101	3. Explain the impact of race, gender, and class in Pre-Civil War America.	✓				
HIST 101	4. Compare and contrast regional identities during the antebellum period, including migration, economic and political ideologies, social and cultural transformations.	✓				

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HIST 101	5. Analyze the causes and consequences of the Civil War, including the economic, political and social influences on this conflict.	✓				
HIST 102	1. Explain the development of American industrialization and its economic, political, and social impact (1860-1945).	✓				
HIST 102	2. Analyze the rise of the United States as a global power from the Spanish-American War to World War II.	✓				
HIST 102	3. Explain the impact of race, gender, and class in Post-Civil War America.	✓				
HIST 102	4. Explain the rise and development of social justice movements in Post-World War II America.	✓				
HIST 102	5. Analyze and explain the Cold War at home and abroad.	✓				
HIST 106	1. Analyze the defining characteristics of the origin of civilizations.	✓				
HIST 106	2. Evaluate the significances of organized religion in early World Civilization.	✓				
HIST 106	3. Describe the intricate links between civilizations and war.	✓				

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HIST 106	4. Demonstrate knowledge of reasons why Europe colonized the world.	✓				
HIST 129	1. Demonstrate knowledge of periodization, geographical extent, major characteristics, and differences of the California indigenous culture areas.	✓				
HIST 129	2. Demonstrate knowledge of the mission period and its impact on native Californians.	✓				
HIST 129	3. Demonstrate knowledge of the profound transformations brought about by the conquest of California by the United States and the Gold Rush.	✓				
HIST 129	4. Demonstrate knowledge of the development of commercial agriculture in California, including a discussion of its main characteristics, of water issues, and labor.	✓				
HIST 129	5. Explain the profound transformations to California since World War II.	✓				
HUMAN 10	1. Discuss, evaluate, and communicate, orally and in writing, the significance of the arts, literature, and philosophy in human life and analyze their cultural implications.	✓				

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HUMAN 10	2. Discuss, evaluate, and communicate, orally and in writing, the interdisciplinary nature and methods of the Humanities for examining specific arts and ideas, and their interconnections.	✓				
HUMAN 10	3. Describe major creative and intellectual categories of humanistic endeavors, the characteristics of the medium, form, and content of specific examples (from such areas as painting, literature, sculpture, architecture, music, dance, theatre and film), and the processes by which they were created.	✓				
HUMAN 10	4. Explain the roles that philosophical, imaginative, and religious thinking and traditions play in shaping human culture and social institutions.	✓				
HUMAN 10	5. Discuss, evaluate, and communicate, orally and in writing, the dependence of meaning in the arts upon cultural, historical, and individual contexts.	✓				

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HUMAN 101	1. Discuss, evaluate, and communicate, orally and in writing, the nature, roles, and value of art in human life from Ancient Civilizations through the Renaissance and demonstrate an understanding of the significance of specific art forms to the cultures that created them and adopted them.	✓				
HUMAN 102	2. Analyze ideas of value and meaning in Early Ancient, Greek, Roman, Medieval, and Renaissance cultural epochs, and demonstrate the dependence of meaning in the arts upon the cultural and historical context of each era.	✓				
HUMAN 103	3. Interpret the role of myths, Early Ancient polytheism, Classical Humanism, and Jewish, Christian and Islamic monotheism in shaping human institutions.	✓				
HUMAN 104	4. Discuss, evaluate, and communicate, orally and in writing, how major historical events, such as warfare, disease, natural disasters, and how processes, such as migration, trade and exploration, have affected cultural production from Prehistory to the Renaissance.	✓				

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HUMAN 101	5. Discuss, evaluate, and communicate, orally and in writing, independent conclusions about major works of artistic, literary and philosophical expression from Early Ancient, Greek, Roman, Medieval and Renaissance era thinkers and artists.	✓				
HUMAN 102	1. Discuss, evaluate, and communicate, orally and in writing, the nature, roles, and value of art in human life from the 1600's to the present and demonstrate an understanding of the significance of specific art forms to the cultures that create them and adopt them.	✓				
HUMAN 103	2. Analyze and interpret ideas of value and meaning in Baroque, Reformation, Enlightenment, Romantic, Industrial, Modern and Post-Modern cultural epochs, and demonstrate the dependence of meaning in the arts upon the cultural and historical context of these eras.	✓				
HUMAN 104	3. Describe and explain the role of secular humanism and technological advancement in shaping modern human culture and social institutions.	✓				

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COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate competence in the fields of study central to the California state standards for the sciences, mathematics, visual and performing arts, the social sciences, and language and literature.	2. Define and explain the fundamental concepts of educational pedagogy including motivational theories, learning styles, and curriculum development through reflections on their coursework and classroom observations.	3. Evaluate the effectiveness of the care plan through observation of the patient's condition and behavior, signs and symptoms of illness, reactions to treatment, and thorough communication with the patient and the health care team; and modify the plan as needed.	4. Advocate for the rights of patients by initiating actions to improve health care, facilitate changes in decisions or activities that conflict with patients' self-determination, and provide patients the opportunity to make informed decisions about their health care.	5. Recognize that each person is a unique individual with biological, psychological, social, and spiritual needs; understand how a person's self-concept, role function, and interdependence are affected by the values, attitudes, life experiences, culture, ethnicity, and support systems of each person.
HUMAN 10	4. Discuss, evaluate, and communicate, orally and in writing, how major historical events, such as warfare, scientific and technological advancement, as well as colonialism and political theory, have affected cultural production from the Baroque to the present.	✓				
HUMAN 10	5. Discuss, evaluate and communicate, orally and in writing, independent conclusions about major works of artistic, philosophical, and literary expression from Baroque, Reformation, Enlightenment, Romantic, Industrial, Modern and Post-Modern era thinkers and artists.	✓				
HUMAN 11	1. Evaluate similarities and differences between Eastern and Western world cultures by discussing and communicating, orally and in writing, examples from literature, visual, applied and performing arts, religion, myths, and philosophy.	✓				
HUMAN 11	2. Interpret the dependence of meaning and value upon cultural and historical contexts and the knowledge and expectations of the interpreter.	✓				

Behavioral and Social Sciences
A.A. Degree: University Preparation, Emphasis in Liberal Studies

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HUMAN 111	3. Discuss, evaluate, and communicate, orally and in writing, ideas such as West, East, Orientalism, Occidentalism, and enlightenment, war, colonialism, revolution, immigration, displacement, tourism, and globalism.	✓				
HUMAN 111	4. Discuss, evaluate, and communicate, orally and in writing, the importance and influence of diversity within and among cultures and societies in both the East and the West.	✓				
HUMAN 111	5. Describe ways in which a given artistic work reflects a way of thinking, a cultural heritage, a larger set of values, or aspects of society in both the Eastern and Western cultural traditions.	✓				
HUMAN 111	6. Investigate the interconnections of knowledge among different traditions and humanistic sources, and articulate intercultural, aesthetic, and civic perceptions of past, present, and future developments and issues related to Eastern and Western encounters.	✓				
MATH 105	1. Succeed in Math 106					

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MATH 105	2. Demonstrate proficiency with mathematical problem solving	✓				
MATH 105	3. Demonstrate familiarity with mathematical pedagogy for elementary school students	✓	✓			
MATH 106	1. Demonstrate expertise with mathematical problem solving.	✓				
MATH 106	2. Demonstrate familiarity with mathematical pedagogy for middle school students	✓	✓			
MUSG 101	1. Describe and distinguish between the basic elements of music.	✓				
MUSG 101	2. Describe and distinguish between the prevailing styles of composition of the medieval through the modern eras, as well as the styles of the major composers within those eras.	✓				
MUSG 101	3. Use a vocabulary of musical terms to accurately describe music.	✓				
MUSG 101	4. Applied the above in critical analyses of musical performances.	✓				
MUSG 102	1. Describe and distinguish between examples of traditional/folk music of Africa, Asia, Latin America, Europe and the U.S. from the perspective of music as culture.	✓				

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MUSG 102	2. Describe the impact/influence of migratory patterns, social-political processes, and how ethnicities are formed in relation to music.	✓				
MUSG 111	1. Identify the sources of popular style.	✓				
MUSG 111	2. Summarize the history of popular music.	✓				
MUSG 111	3. Define the elements of popular style.	✓				
MUSG 111	4. Describe the influence of popular styles upon each other.	✓				
MUSG 111	5. Summarize the evolution of genres within a time span.	✓				
MUSG 121	1. Describe and distinguish between the prevailing styles of composition of the medieval through the Baroque eras, as well as the styles of the major composers within those eras.	✓				
MUSG 121	2. Describe and distinguish between the standard musical genres used during these eras, as well as how they evolved through music history.	✓				
MUSG 121	3. Describe trends and anomalies in musical composition and performance over the course of these eras.	✓				

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MUSG 122	1. Describe and distinguish between the prevailing styles of composition of the Baroque through the modern eras, as well as the styles of the major composers within those eras.	✓				
MUSG 122	2. Describe and distinguish between the standard musical genres used during these eras, as well as how they evolved through music history.	✓				
MUSG 122	3. Describe trends and anomalies in musical composition and performance over the course of these eras.	✓				
PHILO 101	1. Analyze and evaluate the issues and possible solutions to the "Great Questions" asked by philosophers.	✓				
PHILO 101	2. Synthesize a world view based on an array of the possible solutions to the "Great Questions" asked by philosophers.	✓				
PHILO 101	3. Construct arguments in support of, and in opposition to, the world views generated by the possible solutions to the questions asked by philosophers.	✓				
PHILO 103	1. Describe the nature, function, and practical applications of first order logic.	✓				

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PHILO 103	2. Distinguish major systems of modern deductive logic.	✓				
PHILO 103	3. Translate ordinary language statements into symbolic form.	✓				
PHILO 103	4. Evaluate validity of formal arguments.	✓				
PHILO 103	5. Identify and utilize logical rules of inference and rules of replacement in developing formal proofs.	✓				
PHILO 103	6. Analyze and critically evaluate arguments wherever they appear.	✓				
PHILO 103	7. Construct arguments with careful attention to language and subtleties of reasoning.	✓				
PHILO 105	1. Understand and articulate the importance of thinking critically in everyday life as well as in scholarly pursuits.	✓				
PHILO 105	2. Define and recognize in application major argument patterns and their components.	✓				
PHILO 105	3. Analyze and clearly articulate the structure and meanings of various common types of argument.	✓				
PHILO 105	4. Define and identify the appearance of illegitimate rhetorical devices as they appear in arguments.	✓				

Behavioral and Social Sciences in Liberal Studies
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PHILO 105	5.	Apply the fundamental concepts and techniques of both deductive and inductive logic to the evaluation of arguments.	✓				
PHILO 105	6.	Construct logically effective arguments in a variety of situation	✓				
PHILO 107	1.	Understand and articulate the importance of thinking critically in scientific pursuits as well as in everyday life.	✓				
PHILO 107	2.	Define and recognize in application major argument patterns and their components as utilized in the sciences.	✓				
PHILO 107	3.	Analyze and clearly articulate the structure and meanings of various common types of argument in scientific discourse.	✓				
PHILO 107	4.	Comprehend and critically evaluate arguments utilized in the sciences, not in the technical sense, but in the philosophical sense of correct methodology and sound critical thinking practices.	✓				
PHILO 107	5.	Identify the differences in methodology between science and pseudoscience, including the fallacies of theory testing displayed in the pseudosciences.	✓				

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PHILO 107	6. Articulate key philosophical controversies and interpretations of the nature and structure of scientific inquiry.	✓				
PHILO 107	7. Identify and compare scientific paradigms and the development of logical systems as used in the sciences.	✓				
PHILO 111	1. Explain and evaluate different theoretical orientations to ethics.	✓				
PHILO 111	2. Compare different ethical issues in terms of different theoretical orientations.	✓				
PHILO 111	3. Construct and evaluate arguments in support of, and in opposition to, different theoretical orientations in ethics.	✓				
PHILO 111	4. Construct and evaluate arguments in support of, and in opposition to, different ethical issues.	✓				
PHILO 115	1. Identify and define common terms and concepts used in religious discourse.	✓				
PHILO 115	2. Identify and explain key philosophical issues and questions within various religious traditions.	✓				

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PHILO 115	3. Explain and assess the philosophic issues and questions within various religious traditions.	✓				
PHILO 115	4. Evaluate various religious traditions in terms of their internal unity and coherence.	✓				
PHILO 115	5. Analyze and evaluate arguments and claims made on behalf of, or in opposition to, various religious positions.	✓				
PHILO 121	1. Explain five problems/issues of modern philosophy that have helped shape contemporary thought.	✓				
PHILO 121	2. Define the main areas of philosophy (metaphysics, epistemology, axiology), following the development of at least one of the fields or sub-fields in modern philosophy.	✓				
PHILO 121	3. Analyze philosophical arguments from texts in modern philosophy.	✓				
PHILO 121	4. Evaluate arguments of modern philosophers in terms of the rigor of their logic and the plausibility of their premises, including developing and effectively presenting counterarguments challenging the positions.	✓				

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PHILO 121	5. Identify central developments of thought in modern philosophy.	✓				
PHILO 121	6. Articulate the interactions of philosophy, natural science, and mathematics in the progression of modern thought.	✓				
PHILO 123	1. Summarize and explain the historical development of specific philosophic issues in the 20th century.	✓				
PHILO 123	2. Identify and evaluate the historical development of various philosophical worldviews within the 20th century.	✓				
PHILO 123	3. Situate and assess the influence of modern and 19th century philosophy on philosophic developments in the 20th century.	✓				
PHILO 123	4. Construct and evaluate arguments in support of, and in opposition to, different 20th century philosophic issues.	✓				
PHILO 123	5. Explain and assess the differences and similarities among the emerging philosophical schools of the 20th century.	✓				
PHILO 140	1. Analyze and evaluate some of the philosophical issues expressed in film.	✓				

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PHILO 140	2. Analyze and evaluate some of the theoretical problems associated with a philosophy of aesthetics and a philosophy of film.	✓				
PHILO 140	3. Assess the place, and judge the meaning and value of, a philosophy of Film.	✓				
POLSC 101	1. describe the structure, powers, and operation of the three branches of government.	✓				
POLSC 101	2. analyze the main principles of the Constitution.	✓				
POLSC 101	3. explain the extent to which the American political system is democratic.	✓				
POLSC 101	4. evaluate the presidential selection process.	✓				
POLSC 101	5. assess the U.S. role in world affairs.	✓				
POLSC 101	6. explain how individuals can make a difference in politics.	✓				
PSYCH 141	1. Describe and evaluate the major psychological theories of human development.	✓				
PSYCH 141	2. Explain and assess the methods of research used to study human development.	✓				
PSYCH 141	3. Apply developmental research and theory to real-life situations.	✓				
PSYCH 141	4. Distinguish between universal influences and culturally specific influences on human development.	✓				

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PSYCH 141	5. Compare and contrast the characteristics of each stage in the lifespan with preceding and subsequent stages.	✓				
SOCSC 109	1. Complete and summarize 30 hours of tutoring (one on one or small groups) in a K-12 classroom.	✓	✓			
SOCSC 109	2. Collaborate with the classroom teacher to identify need, deliver lesson or remediation of K-12 student.		✓			
SOCSC 109	3. Create and maintain portfolio including classroom observations and subject matter competencies.	✓	✓			
SOCSC 109	4. Identify and describe stages of learning (Piaget and others).		✓			
SOCSC 110	1. Complete and summarize 30 hours of direct observation in a K-12 classroom		✓			
SOCSC 110	2. Create and maintain portfolio including classroom observations and subject matter competencies.	✓	✓			
SOCSC 110	3. Identify and describe multiple learning styles, learning modalities, and intelligences, and propose appropriate lessons based upon student aptitudes.		✓			

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SOCSC 110	4. Identify components of a lesson plan; create, deliver and analyze a lesson plan suitable for k-12 students.					
SOCSC 110	5. Identify and describe the credentialing process required to become a K-12 teacher in the state of California.					
SPCOM 100	1. create, and effectively deliver, professional and engaging speeches that are cogent, clear and concise.					
SPCOM 100	2. construct a speech outline demonstrating clarity of ideas, proper source citation, awareness of audience and proper outlining techniques.					
SPCOM 100	3. evaluate speeches in written and verbal forms.					
SPCOM 100	4. identify and apply effective listening techniques.					
SPCOM 100	5. use the library and other modalities for effective research.					
SPCOM 102	1. prepare and deliver speeches which demonstrate adaptation to audience and correct use of research, organizational, and delivery skills.					
SPCOM 102	2. (a) identify the various roles occurring in a small group and (b) respond and adapt to the roles displayed in the group.					

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SPCOM 102	3. utilize appropriate verbal and nonverbal messages to promote effective interpersonal relationships.	✓				
SPCOM 104	1. recognize the moral, as well as logical, dimensions of rational discourse.	✓				
SPCOM 104	2. differentiate between advocates' and critics' roles in argumentation, recognizing and applying basic logical requirements for a case to prove a proposition/thesis or refute or defend such a case.	✓				
SPCOM 104	3. differentiate between types of propositions and the discovery of issues inherent to their analysis.	✓				
SPCOM 104	4. find, evaluate, and incorporate research materials into written and oral argumentation, as well as cite sources correctly.	✓				
SPCOM 104	5. create logically strong arguments and apply principles of fair-minded argument (including how to identify and respond to bias, fallacious reasoning, and propaganda).	✓				
SPCOM 104	6. write evidence-based analysis papers, including essays, demonstrating logical reasoning and argumentation skills.	✓				

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	3. Evaluate the effectiveness of the care plan through observation of the patient's condition and behavior, signs and symptoms of illness, reactions to treatment, and through classroom observations.								
	4. Advocate for the rights of patients by improve health care, facilitate changes in decisions or actions that conflict with patients' self-determination, and provide patients the opportunity to make informed decisions about their health and modify the plan as needed.								
	5. Recognize that each person is a unique individual with biological, psychological, social, and spiritual needs; understand how a person's self-concept, role function, and interdependence are affected by the values, attitudes, life experiences, culture, ethnicity, and support systems of each person.								
SPCOM 107	1. demonstrate increased critical thinking.								
SPCOM 107	2. demonstrate logical arguments and responses to arguments.								
SPCOM 107	3. successfully adapt to judging paradigms in debate.								
THETR 160	1. Express how to utilize the body and voice onstage in the context of presenting a character.								
THETR 160	2. Solve memorization and other problems of scene preparation.								
THETR 160	3. Evaluate methods of approaching characterization.								

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Eileen Kerr		
CeCe Hudelson-Putnam		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, they are broad enough to meet the requirements of the course.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes - this program prepares students for K-12 teaching so the subject areas meet state requirements. The education areas develop pedagogy.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

The outcomes identified in CLOs support the general skills and breadth of knowledge needed to prepare students for transfer to a Liberal Studies program.

Associate of Arts Degree: University Preparation, Emphasis in Liberal Studies

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

Overall, our program level outcomes are working to achieve our goals. Students are taking a wide range of courses to satisfy both GE and transfer requirements for liberal studies.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

[Empty box for Action Plan]

Behavioral and Social Sciences
A.S. Degree: Administration of Justice

PLOs:
 Upon satisfactory completion of the course requirements for the Administration of Justice Associate of Science Degree the student will be able to:

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. The student will be able to discuss the roots of the American legal system and how it applies to today's criminal justice profession, including ethical dilemmas confronting today's society.	2. The student will be able to create narrative reports, develop note taking skills, create visual simulations and develop interview techniques.	3. The student will describe the value of diversity and its inclusion rather than exclusion into the criminal justice system.	4. The student will be able to select a topic and be able to solve a social / criminal justice issue.
ADJU 144	1. Increase their knowledge in the field of administration of justice.	✓	✓	✓	
ADJU 144	2. Assume responsibility for their actions and work effectively as an individual and as a member of a group in the law enforcement agency.	✓	✓		
ADJU 145A-D	1. Increase their knowledge in the field of administration of justice.	✓	✓		
ADJU 145A-D	2. Assume responsibility for their actions and work effectively as an individual and as a member of a group in the law enforcement agency.	✓	✓		
ADJU 201	1. Identify a career in the Administration of Justice field.	✓	✓		
ADJU 201	2. Describe how the CJ system works.	✓	✓		
ADJU 202	1. Differentiate between consensual contact, detention and probable cause to arrest.	✓	✓		
ADJU 202	2. Identify unethical conduct	✓	✓		
ADJU 202	3. Describe the steps leading to a trial.	✓	✓		
ADJU 203	1. Understand corpus delicti of California Criminal Statutes.	✓	✓		
ADJU 203	2. Analyze case law.		✓		
ADJU 204	1. Analyze and evaluate evidence admissibility.	✓	✓		
ADJU 205	1. Identify effective crime suppression methods.	✓	✓		
ADJU 205	2. Understand the philosophy of community policing.	✓	✓		
ADJU 206	No CLO's Found	✓	✓		
ADJU 210	1. Document crime information.	✓	✓		

Behavioral and Social Sciences
A.S. Degree: Administration of Justice

PLOs:
 Upon satisfactory completion of the course requirements for the Administration of Justice Associate of Science Degree the student will be able to:

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. The student will be able to discuss the roots of the American legal system and how it applies to today's criminal justice profession, including ethical dilemmas confronting today's society.	2. The student will be able to create narrative reports, develop note taking skills, create visual simulations and develop interview techniques.	3. The student will describe the value of diversity and its inclusion rather than exclusion into the criminal justice system.	4. The student will be able to select a topic and be able to solve a social / criminal justice issue.
		<i>#1</i>	<i>#2</i>		
ADJU 210	2. Improve their ability to communicate in writing.	✓	✓		
ADJU 212	1. Identify the difference between an interview and an interrogation.	✓	✓		
ADJU 212	2. Identify the elements of a specific crime.	✓	✓		
ADJU 213	1. Identify verbal skills appropriate to specific situations.	✓	✓		
ADJU 213	2. Identify lawful force for a given situation.	✓	✓		
ADJU 215	1. Demonstrate technical proficiency in all areas of safe gun handling and demonstrate the proficient use of a revolver, semi-automatic handgun and shotgun.	✓	✓		
ADJU 215	2. Recognize the responsibility of owning and using a hand gun.	✓	✓		
ADJU 216	1. Know basic firearm safety, current laws pertaining to firearms and the legal ramifications for using a firearm either on-duty or as a private citizen.	✓	✓		
ADJU 217	No CLO's Found	✓	✓		
ADJU 222	1. Examine homeland security needs and world-wide security concerns.	✓	✓		
ADJU 222	2. Understand historical and contemporary terrorism and be able to identify distinguishing characteristic.	✓	✓		
ADJU 232	1. Identify juvenile crime causation factors.	✓	✓		
ADJU 232	2. Identify differences between the adult court system and the juvenile court system.	✓	✓		

Behavioral and Social Sciences
A.S. Degree: Administration of Justice

PLOs:
 Upon satisfactory completion of the course requirements for the Administration of Justice Associate of Science Degree the student will be able to:

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. The student will be able to discuss the roots of the American legal system and how it applies to today's criminal justice profession, including ethical dilemmas confronting today's society.	2. The student will be able to create narrative reports, develop note taking skills, create visual simulations and develop interview techniques.	3. The student will describe the value of diversity and its inclusion rather than exclusion into the criminal justice system.	4. The student will be able to select a topic and be able to solve a social criminal justice issue.
ADJU 232	3. Understand the concept of rehabilitation vs. punishment in the juvenile justice system.	/	/		
ADJU 234	1. Identify the theories of crime causation.	/	/		
ADJU 234	Identify contemporary issues that impact standing theories	/	/		
ADJU 235	1. Identify the purpose of different types of correctional facilities.	/	/		
ADJU 235	2. Identify possible careers in the correctional field.	/	/		
ADJU 236	1. Understand the rights of inmates and staff.	/	/		
ADJU 236	2. Understand and comprehend areas of legal liability.	/	/		
ADJU 243	1. Identify the components of domestic violence and show an understanding of intervention techniques.	/	/		
ADJU 351	1. Assess potential areas of liability and litigation.	/	/		

Associate of Science Degree: Administration of Justice
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

GREG HAUSMAN		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? *Please explain why or why not.*

SEE THE A.A. DEGREE FORM

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? *Please explain why or why not.*

SEE THE A.A. DEGREE FORM

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? *Please explain.*

SEE THE A.A. DEGREE FORM

PLU

#1

THE STUDENT WILL HAVE THE SKILL
SETS WITHIN THE ADMINISTRATION OF
JUSTICE PROGRAM TO BE ABLE TO
TRANSFER INTO A FOUR YEAR UNIVERSITY

#2

THE STUDENT WILL HAVE THE SKILL
SETS WITHIN THE ADMINISTRATION OF
JUSTICE SYSTEM TO BE ABLE TO APPLY
FOR A POSITION WITHIN LAW ENFORCEMENT
OR PRIVATE SECURITY.

Associate of Science Degree: Administration of Justice
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

SEE THE A.A. DEGREE FORM

5. In reviewing the questions above, please identify an action plan.

Action Plan:

THE AA. AND A.S. PROGRAMS ARE VERY SIMILAR.
THE AA. AND A.S. PROGRAMS WILL BE
COMBINE IN THE FUTURE.

**Business
A.S. Degree: Bookkeeping**

PRO:
Upon satisfactory completion of the course requirements for the Bookkeeping Associate of Science Degree the student will be able to:

1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.
2. Be prepared to obtain employment as an entry-level bookkeeper/accounting clerk.
3. Be prepared to analyze ethical issues as they apply to the business environment.
4. Demonstrate the ability to recognize and

COURSE ID	CLO#	Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.	2. Be prepared to obtain employment as an entry-level bookkeeper/accounting clerk.	3. Be prepared to analyze ethical issues as they apply to the business environment.	4. Demonstrate the ability to recognize and
BUSAD 200	1.	Apply problem-solving principles to creating, editing, printing and developing accounting related spreadsheets.	✓	✓	✓	✓
BUSAD 200	2.	Utilize spreadsheet features to generate formulas, functions, and commands to construct accounting related spreadsheets.	✓	✓	✓	✓
BUSAD 200	3.	Format worksheets to enhance visualization, readability and presentation with charts and graphs.	✓	✓	✓	✓
BUSAD 200	4.	Use spreadsheet software (such as Microsoft Excel) to produce a professional worksheet and printed report that contains appropriate formatting, correct formulas, and simple charts.	✓	✓	✓	✓
BUSAD 203	1.	Apply knowledge to generate a computerized accounting system using a variety of current accounting software.	✓	✓	✓	✓
BUSAD 203	2.	Understand and establish aspects of the accounting cycle to include accounts receivable, accounts payable, job costing and payroll utilizing a variety of current accounting software.	✓	✓	✓	✓
BUSAD 203	3.	Evaluate, compare and contrast available features in a variety of current accounting software.	✓	✓	✓	✓
BUSAD 245	1.	Analyze, formulate and interpret situations through projects applying the principles and concepts of marketing and consumer behavior.	✓	✓	✓	✓
BUSAD 300	1.	Operate the 10-key desk calculator rapidly and accurately by touch.	✓	✓	✓	✓
BUSAD 300	2.	Analyze and interpret basic problems to be completed correctly on the electronic desk calculator.	✓	✓	✓	✓
BUSAD 310	1.	Determine and apply generally accepted accounting principles relating to bookkeeping.	✓	✓	✓	✓
BUSAD 310	2.	Analyze financial transactions through the accounting equation.	✓	✓	✓	✓

**Business
A.S. Degree: Bookkeeping**

COURSE ID	CLOM: Students successfully completing this course will be able to:	Upon satisfactory completion of the course requirements for the Bookkeeping Associate of Science Degree the student will be able to:			
		1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.	2. Be prepared to obtain employment as an entry-level bookkeeper/accounting clerk.	3. Be prepared to obtain employment as an entry-level bookkeeper/accounting clerk.	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 310	3. Identify business documents used in processing accounting data.	✓	✓	✓	✓
BUSAD 319	1. Analyze, synthesize, and evaluate payroll principles as defined by current law as it relates to the payment of wages and salaries.	✓	✓	✓	✓
BUSAD 319	2. Analyze and solve problems associated with the calculation and reporting of payroll.	✓	✓	✓	✓
BUSAD 319	3. Accurately apply accounting principles to computerized and manual payroll systems.	✓	✓	✓	✓
BUSAD 320	1. Identify the principles and practices of modern bookkeeping.	✓	✓	✓	✓
BUSAD 320	2. Distinguish between the financial transactions of a sole proprietorship, a partnership, and a corporation.	✓	✓	✓	✓
BUSAD 320	3. Identify bookkeeping terminology.	✓	✓	✓	✓
BUSAD 377	1. Evaluate the impact of human relations problems on the employee, manager, organization, and client population.	✓	✓	✓	✓
BUSAD 377	2. Discuss current employment trends and career forecasts.	✓	✓	✓	✓
BUSAD 377	3. Identify and discuss human relations concepts and terminology.	✓	✓	✓	✓
MATH 50	1. Use mathematical techniques to solve real world business applications	✓	✓	✓	✓
MATH 50	2. Use financial tables to solve advanced business applications	✓	✓	✓	✓

Associate of Science Degree: Bookkeeping

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

MC GARRY		
KILOPI		
SILL		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

YES - CLO'S REFLECT COURSE FOCUS -

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

YES - PLO'S REPRESENT THE PRIMARY FOCUS OF THIS TERMINAL DEGREE -

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

CLO'S ALIGN WELL W/ PLO'S

Qualitative Analysis and Reflection on Program PLOS WORKSHEET

Associate of Science Degree: Bookkeeping

4. You've mapped your CLOs to PLOS. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOS?

THESE IS CURRENTLY A IMPROVEMENT
Plan in place for BUSAD 310 to
IMPROVE ASSESSMENT RESULTS

5. In reviewing the questions above, please identify an action plan.

Action Plan:

1) COMBINE A-A & A-C DETAILS

**Business
A.S. Degree: Business Administration**

COURSE ID	CLM: Students successfully completing this course will be able to:	1. A student would be prepared to transfer to most four year universities.	2. Will be prepared for upper division coursework.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.	✓	✓	✓
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.	✓	✓	✓
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.	✓	✓	✓
BUSAD 202	1. Compare and contrast financial and managerial accounting and evaluate the role of the management accountant.	✓	✓	✓
BUSAD 202	2. Demonstrate logical and relevant business decisions through the utilization of various forms of accounting analysis.	✓	✓	✓
BUSAD 202	3. Analyze and interpret ethical issues in the management and accounting environment; identify key issues, and formulate strategies to address them.	✓	✓	✓
BUSAD 218	1. Identify and distinguish criminal (non-criminal) and local law.	✓	✓	✓
BUSAD 218	2. Recognize legal problems that may arise from entering into contracts or being involved in civil tort actions and to recognize the relevant legal terminology.	✓	✓	✓
BUSAD 218	3. "Brief" (summarize, outline) legal cases and analyze judge's decisions in federal and state court cases.	✓	✓	✓
BUSAD 218	4. Recognize US Constitutional issues in court decisions.	✓	✓	✓
BUSAD 218	5. Distinguish the functions of different courts at different levels, those of the lowest level courts at the federal and state level, the role of the appeals courts, and the role of the one high court in each system.	✓	✓	✓

PLDs:
Upon satisfactory completion of the course requirements for the Business Administration Associate of Science Degree the student will be able to:

Business Administration

PLoS:
 Upon satisfactory completion of the course requirements for the Business Administration Associate of Science Degree the student will be able to:

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. A student would be prepared to transfer to most four-year universities upper division coursework.	2. Will be prepared for coursework.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
CMASC 202	1. Analyze how to set up a business computer system for transaction processing, management information systems, and shared data resources.	✓	✓	✓
CMASC 202	2. Analyze different business computer systems and apply the correct systems to a given business situation.	✓	✓	✓
CMASC 202	3. Evaluate different database models and their advantages/disadvantages.	✓	✓	✓
CMASC 202	4. Articulate advanced spreadsheet and database design for business decision-making.	✓	✓	✓
CMASC 202	5. Evaluate the characteristics of information at different managerial levels.	✓	✓	✓

Associate of Science Degree: Business Administration
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

KROPI		
MCGANN		
SELL		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

AFTER REVIEWING CLO'S (USAD 20) REQUIRES SOME REFINEMENT - ALL OTHER CLO'S APPEAR APPROPRIATE

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

THE A.A. & A.S. WILL BE COMBINED & THIS DEGREE SERVES AS THE BUSINESS TRANSFER DEGREE - PLO'S SEEM APPROPRIATE

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

THE CLO'S SUPPORT & ALIGN WELL WITH THE PLO'S

Associate of Science Degree: Business Administration
 Qualitative Analysis and Reflection on Program PLOs Worksheet

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

(BASED) ON THE CLO ASSESSMENT
 DATA STUDENTS SHOULD BE ABLE TO TRANSFER
 & SUCCEED IN UPPER DIVISION COURSEWORK
 AND ANALYZE COMPLEX ETHICAL ISSUES
 IN BUSINESS

5. In reviewing the questions above, please identify an action plan.

Action Plan:

1) UPDATE & REVIS. BOGARD, 201, CLOs
 TO INCREASE RESPONSIBILITY REFINED APPROACHES
 APPROACH TO FINANCIAL ACCOUNTS

2) REFINING CLO TO REFLECT REFINED
 DEGREE SKILLS -

**Business
A.S. Degree: Business Operations: Management**

COURSE ID	CLO#; Students successfully completing this course will be able to:	1. Be prepared to obtain employment in an entry-level management position within the for-profit or non-profit sector.	2. Demonstrate appropriate and effective business communication skills.	3. Demonstrate the ability to think critically and analyze problems	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.	PLOs: Upon satisfactory completion of the course requirements for the Business Operations: Management Associate of Science Degree the student will be able to:			
						BUSAD 240	BUSAD 240	BUSAD 240	BUSAD 240
BUSAD 240	1. Identify the qualities and personal characteristics of an effective manager.	✓	✓	✓	✓				
BUSAD 240	2. Plan well enough so as to recognize the need to make a timely, enforceable management decision.	✓	✓	✓	✓				
BUSAD 240	3. Recognize the need, when necessary, to apply special management techniques, e.g., JIT ("Just in time" inventory control), MBO ("Management by Objectives"), and SWOT (analysis of a business' strengths, weaknesses, opportunities and threats).	✓	✓	✓	✓				
BUSAD 240	4. Identify the ethical implications of every management decision upon individuals within a business, the business itself, and the larger surrounding community.	✓	✓	✓	✓				
CMPSC 202	1. Analyze how to set up a business computer system for transaction processing, management information systems, and shared data resources.	✓	✓	✓	✓				
CMPSC 202	2. Analyze different business computer systems and apply the correct systems to a given business situation.	✓	✓	✓	✓				
CMPSC 202	3. Evaluate different database models and their advantages/disadvantages.	✓	✓	✓	✓				
CMPSC 202	4. Articulate advanced spreadsheet and database design for business decision-making.	✓	✓	✓	✓				
CMPSC 202	5. Evaluate the characteristics of information at different managerial levels.	✓	✓	✓	✓				
BUSAD 210	1. Apply the direct and indirect reasoning processes as well as creative approaches to effectively compose and format business documents using specific style guidelines.	✓	✓	✓	✓				

**Business
A.S. Degree: Business Operations: Management**

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Be prepared to obtain level management position within the for-profit or non-profit sector.	2. Demonstrate appropriate and effective business communication skills.	3. Demonstrate the ability to think critically and analyze problems	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 210	2. Prepare and write a personal resume and cover letter that lists education, work experience, personal references, and other topics unique to each student.	✓	✓	✓	✓
BUSAD 210	3. Demonstrate report-writing techniques to research, organize, and develop an informative or investigative report that reaches conclusions or makes recommendations.	✓	✓	✓	✓
CMPGR 215	1. Focus on the verbal content and readability when creating an electronic presentation.	✓	✓	✓	✓
CMPGR 215	2. Demonstrate the ability to utilize visual aids that support and reinforce the content of a presentation.	✓	✓	✓	
CMPGR 215	3. Demonstrate the use of Microsoft PowerPoint to create and revise electronic presentations.	✓	✓		
CMPGR 215	4. Analyze a typical business situation and integrate the appropriate data from other Windows software such as electronic spreadsheets, databases or graphics to complete a professional presentation.	✓			
CMPGR 215	5. Develop and use an outline to lay out a presentation.	✓	✓	✓	
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.	✓	✓	✓	✓
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.	✓	✓	✓	✓
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.	✓	✓	✓	✓
BUSAD 218	1. Identify and distinguish civil law, federal from state and local law, criminal from (non-criminal)	✓		✓	✓

**Business
A.S. Degree: Business Operations: Management**

<p>PLoS: Upon satisfactory completion of the course requirements for the Business Operations: Management Associate of Science Degree the student will be able to:</p>					
COURSE ID	<p>1. Be prepared to obtain employment in an entry-level management position within the for-profit or non-profit sector.</p>	2. Demonstrate appropriate and effective communication skills.	3. Demonstrate the ability to think critically and analyze problems	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.	
BUSAD 218	<p>2. Recognize legal problems that may arise from entering into contracts or being involved in civil tort actions and to recognize the relevant legal terminology.</p>	✓	✓	✓	✓
BUSAD 218	<p>3. "Brief" (summarize, outline) legal cases and analyze judge's decisions in federal and state court cases.</p>	✓	✓	✓	✓
BUSAD 218	<p>4. Recognize US Constitutional issues in court decisions.</p>	✓	✓	✓	✓
BUSAD 218	<p>5. Distinguish the functions of different courts at different levels, those of the lowest level courts, the federal and state level, the role of the appeals courts, and the role of the one high court in each system.</p>	✓	✓	✓	✓
BUSAD 245	<p>1. Analyze, formulate and interpret situations through projects applying the principles and concepts of marketing and consumer behavior.</p>	✓	✓	✓	✓

**Associate of Science Degree: Business Operations: Management
Qualitative Analysis and Reflection on Program PLOs WORKSHEET**

Faculty Members Present:

KROPP		
MC GARRY		
SILL		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

YES, CLO'S ARE ALIGNED W/ COURSES
— WILL REFINE BUSAD 201 TO REFLECT
"PREPARED APPROACH"

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

YES, PLO'S ARE IN ALIGNMENT
W/ DESIRED PROGRAM PURPOSE OF
THIS TERMINAL DEGREE —

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

CLO'S ALIGN & SUPPORT PLO'S

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

— will examine electives to gain program
& will consider remaining electives to

Action Plan:

- 1) COMBINE A.A. & A.S.
- 2) REFINER BOUND 201 SLO'S

5. In reviewing the questions above, please identify an action plan.

**Business
A.S. Degree: Clerical**

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	3. Actively assist in implementing general office procedures, including records management.
OFADM 232	1. Demonstrate advanced features of word processing software to create brochure while incorporating the use of specific typographical and design elements as measured by completions of assignments or exams with a minimum of 80 percent accuracy.	X	X	X
OFADM 232	2. Evaluate and revise poorly designed desktop publishing documents as measured by completion of assignments with a minimum of 80 percent accuracy.	✓	✓	✓
OFADM 232	3. Compile a variety of desktop publishing documents for use in interviewing with a prospective employer as measured by the completion of a job portfolio with a minimum of 80 percent accuracy.	X	X	✓
OFADM 303	1. Demonstrate and develop correct keyboard techniques as applicable to keyboarding by touch for speed and accuracy with at least 80 percent accuracy as evaluated by teacher observation using a rubric.	X	X	X
OFADM 303	2. Demonstrate the ability to keyboard at a rate of 20 wpm on 3-minute timing with 6 or fewer errors as measured by course-entry timing and evaluated by teacher observation.	X	X	X
OFADM 303	3. Demonstrate improvement of speed on 3-minute or 5-minute times writings as measured by completion and accuracy of assigned timed assessments.	X	X	X
OFADM 303	4. Demonstrate improvement of accuracy on 3-minute or 5-minute timed writing as measured by completion and accuracy of assigned timed assessments.	✓	✓	X
OFADM 310	No CLO's in P-Net			X

Upon satisfactory completion of the course requirements for the Clerical Associate of Science Degree the student will be able to:

**Business
A.S. Degree: Clerical**

COURSE ID	CLOM: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.		2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.		3. Actively assist in implementing general office procedures, including records management.
	Upon satisfactory completion of the course requirements for the Clerical Associate of Science Degree the student will be able to:					
OFADM 320	1. Demonstrate and/or describe how to execute both a blind and an announced transfer of a call as measured by quizzes, exams, and/or instructor observation.	X	X	X	X	X
OFADM 320	2. Demonstrate positive communication while handling calls as measured by instructor calls and observation.	X	X	X	X	X
OFADM 320	3. Describe an appropriate response to a customer when given a certain situation as measured by an exam question rubric.	X	X	X	X	X
OFADM 330	1. Demonstrate the use of word processing formatting features with at least 80 percent accuracy when creating and/or editing a business document.		X	X		
OFADM 330	2. Identify, list, and describe the uses of word processing with at least 70 percent accuracy, as measured by teacher-generated tests and quizzes.		X	X		
OFADM 330	3. Demonstrate the ability of the software to sort lists, paragraphs, and tables with 80 percent accuracy on an exam.		X	X		
OFADM 362	1. Create new presentation using the tools of available software; enter, and revise topic outline for an effective business presentation; audit/edit speaker notes and audience handouts with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X		X

Business
A.S. Degree: Clerical

<p>POs: Upon satisfactory completion of the course requirements for the Clerical Associate of Science Degree the student will be able to:</p>	<p>COURSE ID</p>	<p>CLM: Students successfully completing this course will be able to:</p>	<p>1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.</p>	<p>2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.</p>	<p>3. Actively assist in implementing general office procedures, including records management.</p>
	OFADM 362	2. Demonstration how to add, edit, move, and align textboxes; how to insert, move, and align chart boxes, how to add appropriate graphics) to presentations; the use of transitions effects and animation with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X
	OFADM 362	3. Plan, organize, and build a slideshow (of at least six slides in length), using commands, tabs, keystrokes, and apply appropriate timings to slide transitions with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of a teacher-generated project.		X	X
	OFADM 363	1. Utilize Internet Explorer to access a variety of Web sites with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X
	OFADM 363	2. Identify and explain Internet terms with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X
	OFADM 363	3. Compose, attach, and send e-mail communications with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X
	OFADM 366	1. Illustrate and define commonly used proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Kevin Alaveros		
Nancy Becklund		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, the CLOs match the purposes of the courses.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes, the PLOs reflect entry level employment in an office.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

A majority of the CLOs matched at least 2 of the 3 PLOs

Associate of Science Degree: Clerical

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

The majority of our assessment data shows ~~positive~~ positive results. The few cases that need improvement have been refined to collect more accurate data.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

OFADM 300 + 310 don't exist - Should be
BUSAD 300 + BUSAD 310

Business
A.S. Degree: Office Administration

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Science Degree the student will be able to:
CMPGR 215	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	1. Actively assist in implementing general office procedures, including records management
CMPGR 215	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
CMPGR 215	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	3. Use the internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.
CMPGR 215	4. Actively assist in implementing general office procedures, including records management	4. Actively assist in implementing general office procedures, including records management
CMPGR 215	5. Use the internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	5. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
CMPGR 215	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.	

Business
A.S. Degree: Office Administration

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Science Degree the student will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
BUSAD 210	1. Apply the direct and indirect reasoning processes as well as creative approaches to effectively compose and format business documents using specific style guidelines.		X	X	X	X	X	X
BUSAD 210	2. Prepare and write a personal resume and cover letter that lists education, work experience, personal references, and other topics unique to each student.		X	X	X	X	X	X
BUSAD 210	3. Demonstrate report-writing techniques to research, organize, and develop an informative or investigative report that reaches conclusions or makes recommendations.		X	X	X	X	X	X
BUSAD 377	1. Evaluate the impact of human relations problems on the employee, manager, organization, and client population.		X	X	X	X	X	X

Business
A.S. Degree: Office Administration

		PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Science Degree the student will be able to:					
COURSE ID	CLO#: Students successfully completing this course will be able to:	<i>1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.</i>	<i>2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.</i>	<i>3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.</i>	<i>4. Actively assist in implementing general office procedures, including records management</i>	<i>5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.</i>	<i>6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.</i>
BUSAD 377	2. Discuss current employment trends and career forecasts.	X	X			X	X
BUSAD 377	3. Identify and discuss human relations concepts and terminology.		X			X	X
OFADM 232	1. Demonstrate advanced features of word processing software to create brochure while incorporating the use of specific typographical and design elements as measured by completions of assignments or exams with a minimum of 80 percent accuracy.	X	X	X	X	X	X
OFADM 232	2. Evaluate and revise poorly designed desktop publishing documents as measured by completion of assignments with a minimum of 80 percent accuracy.	X	X	X	X	X	X

Business
A.S. Degree: Office Administration

COURSE ID	CLO#: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Science Degree the student will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 232	3. Compile a variety of desktop publishing documents for use in interviewing with a prospective employer as measured by the completion of a job portfolio with a minimum of 80 percent accuracy.		X	X	X	X	X	X
OFADM 303	1. Demonstrate and develop correct keyboard techniques as applicable to keyboarding by touch for speed and accuracy with at least 80 percent accuracy as evaluated by teacher observation using a rubric.				X	X		
OFADM 303	2. Demonstrate the ability to keyboard at a rate of 20 wpm on 3-minute timing with 6 or fewer errors as measured by course-entry timing and evaluated by teacher observation.				X	X	X	

Business
A.S. Degree: Office Administration

COURSE ID	CLOM: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Science Degree the student will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 303	3. Demonstrate improvement of speed on 3-minute or 5-minutes times writings as measured by completion and accuracy of assigned timed assessments.		X	X	X			
OFADM 303	4. Demonstrate improvement of accuracy on 3-minute or 5-minute timed writing as measured by completion and accuracy of assigned timed assessments.		X	X	X			
OFADM 304	1. Identify and correct common spelling, grammar, and punctuation errors in sentences with a minimum of 70 percent accuracy as measured by assigned exercises taken from the textbook and outside sources.		X	X	X	X	X	X
OFADM 304	2. Spell and define common business terms with a minimum of 80 percent accuracy as measured by completion of quizzes and exams.		X	X	X	X	X	X

Business
A.S. Degree: Office Administration

COURSE ID	CLOK: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 304	3. Compose short to medium-length essays of 200-500 words with a minimum of 80 percent accuracy as measured by online discussion and research assignments.	X	X	X	X	X	X
OFADM 305	1. Apply the 10 alphabetic indexing rules for filing names of persons, businesses, and organizations with a minimum of 70 percent accuracy as measured by assignments, quizzes, and exams.	X	X	X	X	X	X
OFADM 305	2. Demonstrate the use of computer database software to open a file; add, delete, and edit records; sort records; save and delete files; calculate numeric fields; and print reports and labels as evidenced by completed assignments.	X	X	X	X	X	X

Business
A.S. Degree: Office Administration

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Science Degree the student will be able to:							
	<p>1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.</p> <p>2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.</p> <p>3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.</p> <p>4. Actively assist in implementing general office procedures, including records management.</p> <p>5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.</p> <p>6. Efficiently perform office related duties utilizing prioritization and necessary communication skills.</p>		X		X		X		X
OFADM 305	<p>3. Demonstrate indexing, coding, cross-referencing, sorting, storing, and retrieving in the process of filing cards and letters alphabetically, numerically, geographically, and by subject with a minimum of 70 percent accuracy as measured by a filing simulation.</p>		X		X		X		X
OFADM 328	<p>1. Develop the ability to reproduce the spoken word (dictation) to create business letters, memos, and other business documents in correct format with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments using.</p>		X		X		X		X

Business
A.S. Degree: Office Administration

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 328	2. Produce error-free, mailable documents with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.	X	X	X	X	X	X
OFADM 328	3. Demonstrate correct punctuation, capitalization, and number style in all transcription assignments with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.	X	X	X	X	X	X
OFADM 329	NO CLO's in P-Net						

Business
A.S. Degree: Office Administration

COURSE ID	CLO#: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Science Degree the student will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 375	1. Illustrate and define commonly used proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X	X	X	X	
OFADM 375	2. Critically analyze copy and show corrections by correctly using proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X	X	X	X	X
SUPR 351	1. Apply supervision concepts to provide performance feedback to subordinates.		X	X	X	X	X	X

**Business
A.S. Degree: Office Administration**

COURSE ID	CLO#: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Office Administration Associate of Science Degree the student will be able to:					
SUPR 351	2. Apply modern management techniques through a synthesis of organizational behavior studies, discussions, and problem solving experiences to the management of personnel.	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	4. Actively assist in implementing general office procedures, including records management	5. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	6. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Kenn Alarcos		
Nancy Bucklund		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, the CLOs represent the purpose of the courses they represent:

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes, the PLOs represent the purpose of the AS degree in Off. Admin. They broadly define employment expectations

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

All CLOs supported at least two of the stated PLOs

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

The majority of our assessment data shows positive results. The few courses that need improvement have been referred to collect more accurate data.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

329 CLO formerly known as 328B

**Business
A.S. Degree: Real Estate**

PLCs:
Upon satisfactory completion of the course requirements for the Real Estate Associate of Science Degree the student will be able to:

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic real estate terminology and common California real estate practices.	2. Prepare students to qualify for the basic California real estate agent's and/or broker's exam	3. Be prepared to obtain employment in an entry-level position in the real estate field.	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the real estate environment.
RLES 380	1. Begin preparation for the DRE licensing examination	✓	✓	✓	✓
RLES 380	and differentiate real estate terminology and legal elements.	✓	✓	✓	✓
RLES 380	1. Describe basic knowledge in various academic areas of Real Estate such as agency, ethics, contracts, subdivisions, appraisal, finance, taxation, licensing and math.	✓	✓	✓	✓
RLES 380	3. Identify the personal and behavioral characteristics needed to be a successful agent/loan officer.	✓	✓	✓	✓
RLES 380	4. Identify basic contract writing skills and successful speaking skills needed by the profession.	✓	✓	✓	✓
RLES 380	5. Develop essential knowledge to effectively buy or sell real estate.	✓	✓	✓	✓
RLES 381	1. Recognize applications of the Real Estate profession and how it works.	✓	✓	✓	✓
RLES 381	2. Apply some of the Real Estate principles.	✓	✓	✓	✓
RLES 381	3. Determine how Real Estate millionaires are made.	✓	✓	✓	✓
RLES 381	4. Identify techniques to prepare yourself for the DRE licensing exam	✓	✓	✓	✓
RLES 381	5. Identify different careers in Real Estate such as Appraisal, Property Management, Construction and more.	✓	✓	✓	✓
RLES 382	1. Recognize that real estate law is a subset of general US civil and criminal law; accordingly, be able to identify general US law principles and practices that impinge on real estate transactions.	✓	✓	✓	✓
RLES 382	2. Identify legal problems for the buyer, the seller, and real estate agent(s)/brokers that arise in real estate contracts.	✓	✓	✓	✓
RLES 382	3. Recognize legal terminology in real estate contracts and identify state court procedures and the arbitration/mediation process in resolving real estate involving real estate.	✓	✓	✓	✓

Business
A.S. Degree: Real Estate

PLOs:
Upon satisfactory completion of the course requirements for the Real Estate Associate of Science Degree the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic real estate terminology and common California real estate practices.	2. Prepare students to qualify for the basic California real estate agent's and/or broker's exam	3. Be prepared to obtain employment in an entry-level position in the real estate field.	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the real estate environment.
RLES 382	4. Recognize questions that may arise involving real estate law on the DRE (California Department of Real Estate) licensing exam and be knowledgeable in state continuing education requirements for the real estate profession.	✓	✓	✓	✓
RLES 384	1. Identify Real Estate cycles, the monetary system, fiduciary sources, State & Federal regulations, underwriting, processing, the secondary market, investment opportunities, and foreclosures.	✓	✓	✓	✓
RLES 384	2. Determine how to utilize finance tools in making important real estate decisions.	✓	✓	✓	✓
RLES 384	3. How to use these tools in furthering your finance career.	✓	✓	✓	✓
RLES 384	4. Recognize the source of funds in the primary and secondary markets.	✓	✓	✓	✓
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.			✓	
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.		✓	✓	
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.			✓	
BUSAD 218	1. Identify and distinguish criminal from (non-criminal) civil law, federal from state and local law.		✓	✓	
BUSAD 218	2. Recognize legal problems that may arise from entering into contracts or being involved in civil tort actions and to recognize the relevant legal terminology.	✓	✓	✓	✓
BUSAD 218	3. "Brief" (summarize, outline) legal cases and analyze judge's decisions in federal and state court cases.		✓		
BUSAD 218	4. Recognize US Constitutional issues in court decisions.	✓	✓	✓	✓

**Business
A.S. Degree: Real Estate**

<p>PLDs: Upon satisfactory completion of the course requirements for the Real Estate Associate of Science Degree the student will be able to:</p>				
COURSE ID				
CLOs: Students successfully completing this course will be able to:				
1. Demonstrate a firm understanding and working knowledge of basic real estate terminology and common California real estate practices.				
2. Prepare students to qualify for the basic California real estate agent's and/or broker's exam				
3. Be prepared to obtain employment in an entry-level position in the real estate field.				
4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the real estate environment.				
BUSAD 218				
5. Distinguish the functions of different courts at different levels, those of the lowest state level, the role of the appeals courts, and the role of the one high court in each system.				

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Nancy Sill		
Linda Kropp		
Jim McGarry		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

The CLO's represent the overall purposes of the courses

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

The PLO's represent the overall purpose of the program

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

The CLO's align well with the PLO's

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

CLO data well reflects
the PLO's

5. In reviewing the questions above, please identify an action plan.

Action Plan:

The electives need to be
Reviewed in the AS degree
in R/E.

Business

A.S. Degree: Supervisory Management

PLDs:
 Upon satisfactory completion of the course requirements for the Supervisory Management Associate of Science Degree the student will be able to:

COURSE ID	CLD: Students successfully completing this course will be able to:	1. Demonstrate appropriate and effective business communication skills.	2. Be prepared to obtain supervisory position within industry and/or government sectors.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.	✓	✓	✓
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.	✓	✓	✓
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.	✓	✓	✓
BUSAD 210	1. Apply the direct and indirect reasoning processes as well as creative approaches to effectively compose and format business documents using specific style guidelines.	✓	✓	✓
BUSAD 210	2. Prepare and write a personal resume and cover letter that lists education, work experience, personal references, and other topics unique to each student.	✓	✓	✓
BUSAD 210	3. Demonstrate report-writing techniques to research, organize, and develop an informative or investigative report that reaches conclusions or makes recommendations.	✓	✓	✓
BUSAD 240	1. Identify the qualities and personal characteristics of an effective manager.	✓	✓	✓
BUSAD 240	2. Plan well enough so as to recognize the need to make a timely, enforceable management decision.	✓	✓	✓
BUSAD 240	3. Recognize the need, when necessary, to apply special management techniques, e.g., JIT ("Just in time" inventory control), MBO ("Management by Objectives"), and SWOT (analysis of a business' strengths, weaknesses, opportunities and threats).	✓	✓	✓
BUSAD 245	1. Analyze, formulate and interpret situations through projects applying the principles and concepts of marketing and consumer behavior.	✓	✓	✓

**Business
A.S. Degree: Supervisory Management**

PLDs:
Upon satisfactory completion of the course requirements for the Supervisory Management Associate of Science Degree the student will be able to:

COURSE ID	CLC#: Students successfully completing this course will be able to:	1. Demonstrate appropriate communication skills.	2. Be prepared to obtain supervisory position within industry and/or government sectors.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 248	1. Recognize business opportunities and what minimal knowledge and skills are necessary to succeed in a particular type of business.		✓	
BUSAD 248	2. Identify the need for knowledge in different academic subdivisions of business such as: marketing, human relations, management, law, accounting, finance, and supervisory training, and to recognize the specialized vocabulary used in these subdivisions.		✓	
BUSAD 248	3. Identify the personal and behavioral characteristics of a successful motivated entrepreneur.		✓	✓
BUSAD 248	4. Identify the ethical implications of a business decision upon individuals within a business, the business itself, and the larger surrounding community.		✓	✓
BUSAD 274	1. Analyze the fundamental principles of a quality or successful organization.	✓	✓	✓
BUSAD 274	2. Describe the goals of human resources management.	✓	✓	
BUSAD 274	3. Analyze procedures and develop improved methods of personnel structures.	✓	✓	✓
BUSAD 310	1. Determine and apply generally accepted accounting principles relating to bookkeeping.	✓	✓	✓
BUSAD 310	2. Analyze financial transactions through the accounting equation.	✓	✓	✓
BUSAD 310	3. Identify business documents used in processing accounting data.		✓	
BUSAD 377	1. Evaluate the impact of human relations problems on the employee, manager, organization, and client population.	✓	✓	✓
BUSAD 377	2. Discuss current employment trends and career forecasts.		✓	
BUSAD 377	3. Identify and discuss human relations concepts and terminology.	✓	✓	

**Business
A.S. Degree: Supervisory Management**

<p>PLOs: Upon satisfactory completion of the course requirements for the Supervisory Management Associate of Science Degree the student will be able to:</p>			
COURSE ID	CLCR: Students successfully completing this course will be able to:	1. Demonstrate appropriate communication skills.	2. Be prepared to obtain supervisory position within industry and/or government sectors.
OFADM 304	1. Identify and correct common spelling, grammar, and punctuation errors in sentences with a minimum of 70 percent accuracy as measured by assigned exercises taken from the textbook and outside sources.	✓	✓
OFADM 304	2. Spell and define common business terms with a minimum of 80 percent accuracy as measured by completion of quizzes and exams.	✓	✓
OFADM 304	3. Compose short to medium-length essays of 200-500 words with a minimum of 80 percent accuracy as measured by online discussion and research assignments.	✓	✓
SUPR 106	1. demonstrate an understanding of organizational and group communication theories and concepts.	✓	✓
SUPR 106	2. identify, research, and analyze ineffective organizational and group communication and make recommendations for improvement.	✓	✓
SUPR 351	1. Apply supervision concepts to provide performance feedback to subordinates.	✓	✓
SUPR 351	2. Apply modern management techniques through a synthesis of studies, discussions, and problem solving experiences to the management of personnel.	✓	✓
SUPR 364	1. Explain the need for change in American management practices.	✓	✓
SUPR 364	2. Describe Deming's principles of management and how to implement them.	✓	✓
SUPR 364	3. Develop a practical case study model in the student's environment using TQM application principles.	✓	✓

Associate of Science Degree: Supervisory Management
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Mc Garity		
Kropp		
Sill		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

YES, CLO'S REPRESENT THE COURSE-LEVEL PURPOSE

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

YES, PLO'S ACCURATELY REFLECT THE PURPOSE OF THIS TERMINAL DEGREE

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

CLO'S STRONGLY ALIGN WITH THE PLO'S OF THIS DEGREE

**Associate of Science Degree: Supervisory Management
Qualitative Analysis and Reflection on Program PLOs Worksheet**

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

▷ FACULTY INTEND TO REVIEW & UPDATE
COURSES WITHIN PROGRAM

5. In reviewing the questions above, please identify an action plan.

Action Plan:

▷ COMBINE M.A. & A.S. DEGREE

**Behavioral and Social Sciences
A.S. Degree: University Preparation, Emphasis in Geography**

PLoS:
Upon satisfactory completion of the course requirements for the University Preparation, Emphasis in Geography Associate of Science Degree the student will be able to:

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Describe and demonstrate the methodology and approach used in geographical study	2. Describe and select examples from maps to validate geographical processes and relationships	3. Critically examine geographic locations based upon physical, cultural, historical, political and economic factors.
ECON 101	1. Describe, analyze and evaluate economic concepts, mathematical models, and theories of the macroeconomy.			
ECON 101	2. Identify major current economic problems and use economic theory to analyze and evaluate the problems.			✓
ECON 101	3. Identify current governmental policies to remedy the macroeconomic problems and assess the effectiveness of these policies.			✓
ECON 101	4. Evaluate the impact of macroeconomic policies on such issues as: the distribution of wealth and income, economic growth, comparative development, and the global economy.			✓
ECON 102	1. Describe, analyze and evaluate economic concepts, mathematical models, and theories of the microeconomy.			
ECON 102	2. Identify major current microeconomic problems and use economic theory to analyze and evaluate the problems.			✓
ECON 102	3. Identify current governmental policies to remedy the microeconomic problems and assess the effectiveness of these policies.			✓
ECON 102	4. Evaluate the impact of microeconomic policies on such issues as: the distribution of wealth and income, consumer income, the environment, degree of competition, and the global economy.			✓
GEOG 101	1. Describe and demonstrate the geographical approach as it applies to Earth systems.			✓
GEOG 101	2. Describe the dominant processes within Earth systems (atmosphere, lithosphere, and hydrosphere) and locate where these processes occur globally.			✓
GEOG 101	3. Describe natural adaptation and assess human impact upon Earth systems.			✓

Behavioral and Social Sciences
A.5. Degree: University Preparation, Emphasis in Geography

PLQ: Upon satisfactory completion of the course requirements for the University Preparation, Emphasis in Geography Associate of Science Degree the student will be able to:

COURSE ID	CLO#1: Students successfully completing this course will be able to:		
	1. Describe and demonstrate the methodology and approach from maps to validate geographic processes and relationships used in geographical study	2. Describe and select examples from maps to validate geographic processes and relationships	3. Critically examine geographic locations based upon physical, cultural, historical, political and economic factors.

GEOG 102	1. Describe and demonstrate the geographical approach as it applies to cultural studies.		
GEOG 102	2. Identify, describe and demonstrate the origin and diffusion of cultural traits on a global basis.	✓	✓
GEOG 102	3. Explain the interrelationships between culture and development found on a global basis.		
GEOG 104	1. Describe and demonstrate the geographical approach as it applies to regional studies.		
GEOG 104	2. Identify and describe the uniqueness of California in terms of culture, politics, history, economics, and the physical environment.		
GEOG 104	3. Propose appropriate activities and policies based upon geographical character of California.		
GEOG 105	1. Describe and demonstrate the geographical approach as it applies to economic activities found on a global basis.		
GEOG 105	2. Describe and demonstrate causal factors for global patterns of economic behavior.		✓
GEOG 105	3. Predict the movement of economic activities on a global basis based upon patterns of economic behavior.		
GEOG 109	1. Describe and demonstrate the geographical approach as it applies to the creation and use of cartographic images.		
GEOG 109	2. Identify, describe and demonstrate the use of GIS software to create cartographic images.		
GEOG 109	3. Evaluate cartographic images, and propose appropriate modifications based upon intended audience and use of images.		
GEOG 110	1. Describe and demonstrate the geographical approach as it applies to regional studies.		

Behavioral and Social Sciences in Geography
A.S. Degree: University Preparation, Emphasis in Geography

PLDs:
 Upon satisfactory completion of the course requirements for the University Preparation, Emphasis in Geography Associate of Science Degree the student will be able to:

COURSE ID **CLO#:** Students successfully completing this course will be able to:
 1. Describe and demonstrate the methodology and approach used in geographical study
 2. Describe and select examples from maps to validate geographical processes and relationships
 3. Critically examine geographic locations based upon physical, cultural, historical, political and economic factors.

GEOG 110	2. Identify and describe the major world regions based upon similarities and differences in culture, politics, history, economics, and the physical environment.	✓	✓	✓
	3. Analyze regional differences, predict areas of crisis, and propose policies appropriate to the region to reduce conflict.	✓	✓	✓

GEOG 104	1. Analyze the defining characteristics of the origin of civilizations.	✓		✓
	2. Compare the rise of organized religion in early Western Civilization.			✓

HIST 104	3. Explain the development of civilized warfare and organized militarism.			✓
	4. Demonstrate knowledge of reasons, other than military defeats, that civilizations fall.			✓

HIST 104	5. Demonstrate knowledge of the significance of rise of the significance of growth, and transformations of the Judeo-Christian-Islamic faiths to Western Civilization.			✓
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HIST 105	1. Define and provide historical examples of the development and application of political ideals.			✓
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HIST 105	2. Define and provide historical examples of the development and application of economic ideals.			✓
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HIST 105	3. Define the concept of revolution, and analyze and interpret the history of major western political revolutions.			✓
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HIST 105	4. Trace the cultural, social, political, and economic development of the nation-state and be able to analyze specific historical examples of nation building.			✓
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HIST 105	5. Trace major intellectual, social, and cultural changes in the western world and analyze their impact.			✓
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HIST 105	6. Trace and analyze the relationship between the West and the rest of the world.			✓
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Behavioral and Social Sciences
A.S. Degree: University Preparation, Emphasis in Geography

COURSE ID	CLOM: Students successfully completing this course will be able to:	1. Describe and demonstrate the methodology and approach used in geographical study	2. Describe and select examples from maps to validate geographical processes and relationships	3. Critically examine geographic locations based upon physical, cultural, historical, political and economic factors.
	7. Describe and interpret contemporary events and issues in light of their roots in the past.			✓
HIST 125	1. Demonstrate knowledge of periodization, geographical extent, major characteristics, and differences of Mesoamerican civilizations.			✓
HIST 125	2. Demonstrate knowledge of the demographic, economic, social, and religious impact of European colonization on Mesoamerican indigenous groups.			✓
HIST 125	3. Demonstrate knowledge of the major reasons leading to the Wars for Mexican independence and the characteristics of different stages of this civil war.			✓
HIST 125	4. Demonstrate knowledge of the impact of the Wars for independence, including the fragmentation of the colonial space, the colonial legacy, problems of nations building, and post-colonial relations to the outside world.			✓
HIST 125	5. Explain the reasons and impact of the Mexican Revolution.			✓
HIST 129	1. Demonstrate knowledge of periodization, geographical extent, major characteristics, and differences of the California indigenous culture areas.			✓
HIST 129	2. Demonstrate knowledge of the mission period and its impact on native Californians.			✓
HIST 129	3. Demonstrate knowledge of the profound transformations brought about by the conquest of California by the United States and the Gold Rush.			✓
HIST 129	4. Demonstrate knowledge of the development of commercial agriculture in California, including a discussion of its main characteristics, of water issues, and labor.			✓

PLDs:
Upon satisfactory completion of the course requirements for the University Preparation, Emphasis in Geography Associate of Science Degree the student will be able to:

Behavioral and Social Sciences
A.S. Degree: University Preparation, Emphasis in Geography

PLOs: Upon satisfactory completion of the course requirements for the University Preparation, Emphasis in Geography Associate of Science Degree the student will be able to:				
COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Describe and demonstrate the methodology and approach used in geographical study	2. Describe and select examples from maps to validate geographical processes and relationships	3. Critically examine geographic locations based upon physical, cultural, historical, political and economic factors.
HIST 129	5. Explain the profound transformations to California since World War II.			✓
HIST 145	1. Demonstrate knowledge of periodization, geographical extent, major characteristics, and differences of pre-Columbian civilizations.			✓
HIST 145	2. Demonstrate knowledge of the demographic, economic, social, and religious impact of European colonization on Mesoamerican and Andean indigenous groups.			✓
HIST 145	3. Demonstrate knowledge of the major reasons leading to the Wars for Latin American Independence, and the regional variations in the struggle for decolonization.			✓
HIST 145	4. Demonstrate knowledge of the impact of the Wars for Independence, including the fragmentation of the colonial space, the colonial legacy, problems of nation building, and post-colonial relations to the outside world.			✓
HIST 145	5. Define and show knowledge of the reasons for Latin America's continued underdevelopment.			✓
POLSC 110	1. correctly answer multiple-choice questions on the various methodologies for studying international relations.			✓
POLSC 110	2. correctly answer multiple-choice questions on the realist, liberal, and radical theories of international relations.			✓
POLSC 110	3. correctly answer multiple-choice questions on political, economic, psychological, social-cultural causes on conflict.			✓
POLSC 110	4. correctly answer multiple-choice questions on the role of international trade and outsourcing in international politics.			✓

**Behavioral and Social Sciences
A.S. Degree: University Preparation, Emphasis in Geography**

Upon satisfactory completion of the course requirements for the University Preparation, Emphasis in Geography Associate of Science Degree the student will be able to:			
COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Describe and demonstrate the methodology and approach used in geographical study	2. Describe and select examples from maps to validate geographical processes and relationships
	3. Critically examine geographic locations based upon physical, cultural, historical, political and economic factors.		
POLSC 110	5. correctly answer multiple-choice questions on the impact of economic on the role of the nation-state.		
POLSC 110	6. correctly answer multiple-choice questions on the role and functioning of the United Nations.		
POLSC 110	7. correctly answer multiple-choice questions on the various theories of economic and political development.		
POLSC 110	8. correctly answer multiple-choice questions on the various paths to peace and the proper role of the United States in foreign affairs.		
POLSC 111	1. Apply the methods and theories of political science to develop lessons of history relevant to the study of international relations.		
POLSC 111	2. Evaluate the various explanations for the origins of WW2, The Cold War, Korea and Vietnam.		
POLSC 111	3. Evaluate goals/strategies and tactics of Stalin, Churchill, and FDR in the conduct of the war against Germany, Japan and Italy.		
POLSC 111	4. Assess the role and influence of leaders (Lenin, Stalin, FDR, Truman, Hitler) on the conduct of international politics.		
POLSC 111	5. Evaluate the contending explanations for the origins and demise of the Cold War.		
POLSC 111	6. Evaluate the various explanations for the rise of the New Terrorism.		
POLSC 111	7. Assess the value on contending.		
POLSC 140	1. write an essay distinguishing between description, classification, and the comparison of political systems.		
POLSC 140	2. write an essay explaining the problems inherent in comparing political systems at different levels of economic and political development.		

Behavioral and Social Sciences
A.S. Degree: University Preparation, Emphasis in Geography

PLOs:
Upon satisfactory completion of the course requirements for the University Preparation, Emphasis in Geography Associate of Science Degree the student will be able to:

COURSE ID	CLO#	Students successfully completing this course will be able to:	1. Describe and demonstrate the methodology and approach from maps to validate geographical processes and relationships used in geographical study	2. Describe and select examples from maps to validate geographical processes and relationships	3. Critically examine geographic locations based upon physical, cultural, historical, political and economic factors
POLSC 140	3.	write an essay analyzing the relationship between democracy, industrialization, and a free market economy.			✓
POLSC 140	4.	answer multiple-choice questions or write an essay comparing and contrasting political cultures and their impact on political systems.			
POLSC 140	5.	compare and contrast different forms of political participation.			✓
POLSC 140	6.	answer multiple-choice questions or write an essay explaining the processes of political recruitment, including the roles played by individual citizens in various political regimes.			
POLSC 140	7.	write an essay comparing and contrasting the functions and tactics of interest groups and parties in different political systems.			
POLSC 140	8.	write an essay comparing federal, and unitary systems of government.			✓

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Cecilia Anderson		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes - geography degree needs to address the methodology of geographic studies giving students depth of cultural, physical, economic, ~~the~~ historical and physical environment through the breadth of elective courses available.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes - the outcomes for geography program provide the skills needed to succeed in a transfer level program.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

Fairly well. Perhaps I need some more general PLOs to address elective outcomes for the general portion of the program.

Associate of Science Degree: University Preparation, Emphasis in Geography
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

Successful
The CLO data demonstrate student ~~needs~~ ability to write performance requires the ability to write at a college level. Perhaps adding a broad PLO to the program, such as ability to describe geographical processes, would address this need. Additionally, students who choose not to buy a textbook, will not be successful in the program; perhaps all course resources should be available on reserve.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

I will review writing requirements and present for incoming students to see if a prerequisite would enhance student success.

**Business
Certificate of Achievement: Accounting Clerk**

PLDs:
Upon satisfactory completion of the course requirements for the Accounting Clerk Certificate of Achievement the student will be able to:

COURSE ID:	CLCm: Students	successfully completing this course will be able to:
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OFADM 301	1. Demonstrate the correct hand position and fingering pattern for alphanumeric data entry by touch with at least 90 percent accuracy as evaluated by instructor observation.		
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OFADM 301	2. Demonstrate the ability to keyboard by using proper techniques at an average rate of 25 wpm with seven or less errors on a one or two-minute timing.		
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OFADM 303	1. Demonstrate and develop correct keyboard techniques as applicable to keyboarding by touch for speed and accuracy with at least 80 percent accuracy as evaluated by teacher observation using a rubric.		
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OFADM 303	2. Demonstrate the ability to keyboard at a rate of 20 wpm on 3-minute timing with 6 or fewer errors as measured by course-entry timing and evaluated by teacher observation.		
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OFADM 303	3. Demonstrate improvement of speed on 3-minute or 5-minute times writings as measured by completion and accuracy of assigned timed assessments.		
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OFADM 303	4. Demonstrate improvement of accuracy on 3-minute or 5-minute timed writing as measured by completion and accuracy of assigned timed assessments.		
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**Business
Certificate of Achievement: Accounting Clerk**

<p>PLDs: Upon satisfactory completion of the course requirements for the Accounting Clerk Certificate of Achievement the student will be able to:</p>	<p>COURSE ID CLO# Students successfully completing this course will be able to:</p>	<p>OFADM 355 1. Utilize word to create, edit, save, and print documents with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.</p>	<p>OFADM 355 2. Identify functions and applications of basic word processing using Microsoft Word with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.</p>	<p>OFADM 356 3. Demonstrate the principles of word processing software with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.</p>	<p>OFADM 359 1. Demonstrate the use of problem-solving principles to create, edit, save, print, and develop spreadsheets and use automated feature of spreadsheet software for ease in the creation of worksheets (i.e., auto fill, auto sum, auto correct, and auto format) with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.</p>
<p>1. Prepare basic financial statements</p>					
<p>2. Demonstrate the ability to perform general office procedures</p>					
<p>3. Utilize technology to perform general office and bookkeeping procedures</p>					

**Business
Certificate of Achievement: Accounting Clerk**

PLOs: Upon satisfactory completion of the course requirements for the Accounting Clerk Certificate of Achievement the student will be able to:	
COURSE ID CLO# Students successfully completing this course will be able to:	1. Prepare basic financial statements 2. Demonstrate the ability to perform general office procedures 3. Utilize technology to perform general office and bookkeeping procedures
OFADM 359 2. Plan, organize, and build a worksheet, using commands, tabs, and keystrokes with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of a teacher-generated project.	✓
OFADM 314 1. Demonstrate the ability to make travel and meeting arrangements by completion of a travel itinerary and other necessary activities.	✓
OFADM 314 2. Employ the best decision-making techniques, priorities, and critical thinking skills needed to solve real-life professional office situations as demonstrated by discussion postings.	✓
OFADM 314 Organize, delegate, and work as a team to complete and present an acceptable class project.	✓
BUSAD 310 1. Determine and apply generally accepted accounting principles relating to bookkeeping.	✓
BUSAD 310 2. Analyze financial transactions through the accounting equation.	✓
BUSAD 310 3. Identify business documents used in processing accounting data.	✓

Business
Certificate of Achievement: Accounting Clerk

PLOs: Upon satisfactory completion of the course requirements for the Accounting Clerk Certificate of Achievement the student will be able to:				
COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Prepare basic financial statements	2. Demonstrate the ability to perform general office procedures	3. Utilize technology to perform general office and bookkeeping procedures
BUSAD 331	1. Construct an accounting system for a small service business that will include preparing forms, writing checks, transferring funds between accounts, paying bills, and creating a payroll process to acceptable professional standards.		✓	✓
BUSAD 332	1. Construct an accounting system for a small merchandising business that will include preparing forms, writing checks, transferring funds between accounts, paying bills, and creating a payroll process to acceptable professional standards.		✓	✓
BUSAD 332	2. Incorporate advanced functions such as customizing software, import/export data to/from other software, using software templates.		✓	✓
BUSAD 300	1. Operate the 10-key desk calculator rapidly and accurately by touch.		✓	✓
BUSAD 300	2. Analyze and interpret basic problems to be completed correctly on the electronic desk calculator.		✓	✓
OFADM 375	1. Illustrate and define commonly used proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		✓	✓

**Business
Certificate of Achievement: Accounting Clerk**

<p>POs: Upon satisfactory completion of the course requirements for the Accounting Clerk Certificate of Achievement the student will be able to:</p>	<p>1. Prepare basic financial statements</p>	<p>2. Demonstrate the ability to perform general office procedures</p>	<p>3. Utilize technology to perform general office and bookkeeping procedures</p>
<p>COURSE ID CLO#: Students successfully completing this course will be able to:</p>			
<p>2. Critically analyze copy and show corrections by correctly using proffreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.</p>			<p>✓</p>
<p>1. Use mathematical techniques to solve real world business applications</p>			<p>✓</p>
<p>MATH 50 advanced business tables to solve applications</p>			<p>✓</p>

Qualitative Analysis and Reflection on Program PLOs Worksheet

Faculty Members Present:

Nancy SLL		
Linda Kepp		
Jim McGarry		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, the CLO's represent the overall purpose(s) of the course

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes, the PLO's represent the overall purpose(s) of the program

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

They align well

Certificate: Accounting Clerk
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

The CLO data well represents the PLOs
from 1 mark

5. In reviewing the questions above, please identify an action plan.

Action Plan:

The accounting clerk certificate needs to be re-examined with the intention of measuring the electives

**Business
Certificate of Achievement: Accounting**

PLoS:
Upon satisfactory completion of the course requirements for the Accounting Certificate of Achievement the student will be able to:

- 1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.
- 2. Be prepared to obtain employment in an entry-level position in the accounting field.
- 3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.

COURSE ID	CLOR: Students completing this course will be able to:	1. Apply problem-solving principles to creating, editing, printing and developing accounting related spreadsheets.	2. Utilize spreadsheet features to generate formulas, functions, and commands to construct accounting related spreadsheets.	3. Format worksheets to enhance visualization, readability and presentation with charts and graphs.	4. Use spreadsheet software (such as Microsoft Excel) to produce a professional worksheet and printed report that contains appropriate formatting, correct formulas, and simple charts.	1. Determine and apply generally accepted Accounting Principles in the appropriate applications.	2. Analyze financial transactions and statements to evaluate the financial health of businesses.	3. Identify and assess ethical issues related to financial accounting and reporting.
BUSAD 200		✓	✓	✓		✓	✓	✓
BUSAD 200		✓	✓	✓		✓	✓	✓
BUSAD 200		✓	✓	✓		✓	✓	✓
BUSAD 200		✓	✓	✓		✓	✓	✓
BUSAD 201		✓	✓	✓		✓	✓	✓
BUSAD 201		✓	✓	✓		✓	✓	✓
BUSAD 201		✓	✓	✓		✓	✓	✓
BUSAD 201		✓	✓	✓		✓	✓	✓

**Business
Certificate of Achievement: Accounting**

Upon satisfactory completion of the course requirements for the Accounting Certificate of Achievement the student will be able to:					
COURSE ID	CLOM: Students successfully completing this course will be able to: 1. Demonstrate a firm understanding of accounting terminology and the process by which transactions relate to the accounting cycle. 2. Be prepared to obtain employment in an entry-level position in the accounting field. 3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.				
BUSAD 202	1. Compare and contrast financial accounting and managerial accounting and evaluate the role of the management accountant.	✓	✓		
BUSAD 202	2. Demonstrate logical and relevant business decisions through the utilization of various forms of accounting analysis.	✓	✓		
BUSAD 202	3. Analyze and interpret ethical issues in the management and accounting environment, identify key issues, and formulate strategies to address them.	✓	✓		
BUSAD 203	1. Apply knowledge to generate a computerized accounting system using a variety of current accounting software.	✓	✓		
BUSAD 203	2. Understand and establish aspects of the accounting cycle to include accounts receivable, accounts payable, job costing and payroll utilizing a variety of current accounting software.	✓	✓		
BUSAD 203	3. Evaluate, compare and contrast available features in a variety of current accounting software.	✓	✓		

**Business
Certificate of Achievement: Accounting**

<p>PLoS: Upon satisfactory completion of the course requirements for the Accounting Certificate of Achievement the student will be able to:</p>			
COURSE ID	CLO#: Students	1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process level position in the accounting field.	2. Be prepared to obtain employment in an entry-level position in the accounting field.
		3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.	
BUSAD 204	1. Explain the nature of cost accounting and product costs.	✓	✓
BUSAD 204	2. Apply cost accounting principles to manufacturing and service enterprises within today's business environment. Examples of such systems include both job-order costing and process costing.	✓	✓
BUSAD 204	3. Demonstrate transactions involving direct materials, direct labor and factory overhead.	✓	✓
BUSAD 204	4. Demonstrate cost analysis for decision making.	✓	✓
BUSAD 218	1. Identify and distinguish criminal (from non-criminal) civil law, federal law, state and local law.	✓	✓
BUSAD 218	2. Recognize legal problems that may arise from entering into contracts or being involved in civil tort actions and to recognize the relevant legal terminology.	✓	✓
BUSAD 218	3. "Brief" (summarize, outline) legal cases and analyze judge's decisions in federal and state court cases.	✓	✓
BUSAD 218	4. Recognize US Constitutional issues in court decisions.	✓	✓

**Business
Certificate of Achievement: Accounting**

<p>PROG: Upon satisfactory completion of the course requirements for the Accounting Certificate of Achievement the student will be able to:</p>			
COURSE ID	CLOW: Students	<p>1. Demonstrate a firm understanding 2. Be prepared to obtain employment in an entry- level position in the accounting field. 3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.</p>	
	<p>successfully completing this course will be able to:</p>		
BUSAD 218	<p>5. Distinguish the functions of different courts at different levels, those of the lowest level courts at the federal and state level, the role of the appeals courts, and the role of the one high court in each system.</p>	✓	
BUSAD 230	<p>1. Demonstrate entry-level competence in recognizing and applying personal finance principles and concepts to interpret common personal finance transactions.</p>	✓	
BUSAD 300	<p>1. Operate the 10-key desk calculator rapidly and accurately by touch.</p>	✓	
BUSAD 300	<p>2. Analyze and interpret basic problems to be completed correctly on the electronic desk calculator.</p>	✓	
BUSAD 319	<p>1. Analyze, synthesize, and evaluate payroll principles as defined by current law as it relates to the payment of wages and salaries.</p>	✓	
BUSAD 319	<p>2. Analyze and solve problems associated with the calculation and reporting of payroll.</p>	✓	
BUSAD 319	<p>3. Accurately apply accounting principles to computerized and manual payroll systems.</p>		

**Business
Certificate of Achievement: Accounting**

Upon satisfactory completion of the course requirements for the Accounting Certificate of Achievement the student will be able to: PLOs:			
COURSE ID	1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process level position in the employment in an entry-recognize and analyze ethical issues as they apply to the business environment		
BUSAD 336	1. Prepare individual tax returns for federal and California state.	✓	✓
BUSAD 336	2. Demonstrate understanding of the basic consideration of federal and state individual tax work.	✓	✓
BUSAD 336	3. Explain the role of tax planning in the scope of personal financial affairs.	✓	✓
BUSAD 336	4. Explain self-employed business reporting requirements.	✓	✓
BUSAD 336	5. Contrast the differences between California and federal income tax rules and regulations.	✓	✓
BUSAD 336	6. Accurately distinguish the difference between income tax accounting, and traditional financial accounting.	✓	✓
BUSAD 377	1. Evaluate the impact of human relations problems on the employee, manager, organization, and client population.	✓	✓
BUSAD 377	2. Discuss current employment trends and career forecasts.	✓	✓
BUSAD 377	3. Identify and discuss human relations concepts and terminology.	✓	✓
CMPS 201	1. Articulate the nomenclature of computers, computer activities, and types of computer users.	✓	✓

Certificate of Achievement: Accounting

PLOs: Upon satisfactory completion of the course requirements for the Accounting Certificate of Achievement the student will be able to:			
COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.	2. Be prepared to obtain employment in an entry-level position in the accounting field.
			3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
CMPSC 201	2. Analyze the need for the computer's speed, economy, efficiency, and power.		
CMPSC 201	3. Analyze computer problems with respect to the components of problem-solving procedures.		
CMPSC 201	4. Construct one example of each of the three most frequently used applications: word processing, database management, and spreadsheet; and print the output from each.		
CMPSC 201	5. Evaluate and articulate uses of a graphical user interface-based operating system.		
CMPSC 202	1. Analyze how to set up a business computer system for transaction processing, management information systems, and shared data resources.		
CMPSC 202	2. Analyze different business computer systems and apply the correct systems to a given business situation.		
CMPSC 202	3. Evaluate different database models and their advantages/disadvantages.		

**Business
Certificate of Achievement: Accounting**

<p>PLOs: Upon satisfactory completion of the course requirements for the Accounting Certificate of Achievement the student will be able to:</p>		<p>CLOs: Students successfully and working knowledge of basic accounting terminology and the process level position in the entry-employment in an entry-accounting field.</p>	<p>3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.</p>
COURSE ID	CLOs: Students completing this course will be able to:		
CMFSC 202	4. Articulate advanced spreadsheet and database design for business decision-making.		
CMFSC 202	5. Evaluate the characteristics of information at different managerial levels.		
MATH 50	1. Use mathematical techniques to solve real world business applications		
MATH 50	2. Use financial tables to solve advanced business applications		

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Nancy Sill		
Linda Kropp		
Jim McGary		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, they help to get an entry-level job

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes, they represent the overall purpose of getting a job by using the program as background

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

they develop the PLO's

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

The CLO's reflect and align with the PLO's

5. In reviewing the questions above, please identify an action plan.

Action Plan:

Review and Re-consider the ethical implications of getting an entry-level accounting job

Business Certificate of Achievement: Bookkeeping

<p>PL01: Upon satisfactory completion of the course requirements for the Bookkeeping Certificate of Achievement the student will be able to:</p>				
<p>COURSE ID able to:</p> <p>CLO#: Students successfully completing this course will be able to:</p>	<p>1. Demonstrate a firm understanding of basic accounting terminology and the process by which transactions relate to the accounting cycle.</p>	<p>2. Be prepared to obtain employment as an entry-level bookkeeper/accounting clerk.</p>	<p>3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.</p>	
	<p>1. Apply problem-solving principles to creating, editing, printing and developing accounting related spreadsheets.</p>	✓	✓	✓
	<p>3. Format worksheets to enhance visualization, readability and presentation with charts and graphs.</p>	✓	✓	✓
	<p>4. Use spreadsheet software (such as Microsoft Excel) to produce a professional worksheet and printed report that contains appropriate formatting, correct formulas, and simple charts.</p>	✓	✓	✓
	<p>1. Apply knowledge to generate a computerized accounting system using a variety of current accounting software.</p>	✓	✓	✓
	<p>2. Understand and establish aspects of the accounts receivable, accounts payable, job costing and payroll utilizing a variety of current accounting software.</p>	✓	✓	✓
	<p>3. Evaluate, compare and contrast available features in a variety of current accounting software.</p>	✓	✓	✓
	<p>1. Recognize business opportunities and what minimal knowledge and skills are necessary to succeed in a particular type of business.</p>	✓	✓	✓
	<p>2. Identify the need for academic subdivisions of business such as: marketing, human relations, management, law, accounting, finance, and supervisory training, and to recognize the specialized vocabulary used in these subdivisions.</p>			
	<p>3. Identify the personal and behavioral characteristics of a successful motivated entrepreneur.</p>	✓	✓	✓

**Business
Certificate of Achievement: Bookkeeping**

PLDs:
Upon satisfactory completion of the course requirements for the Bookkeeping Certificate of Achievement the student will be able to:

COURSE ID	able to:	1. Demonstrate a firm understanding	2. Be prepared to obtain	3. Demonstrate the ability to
		<i>accounting terminology and the process by which transactions relate to the accounting cycle.</i>	<i>bookkeeper/accounting clerk.</i>	<i>business environment issues as they apply to the recognize and analyze ethical</i>

BUSAD 248	4. Identify the ethical implications of a business decision upon individuals within a business, the business itself, and the larger surrounding community.		✓	✓
BUSAD 300	1. Operate the 10-key desk calculator rapidly and accurately by touch.		✓	
BUSAD 300	2. Analyze and interpret basic problems to be completed correctly on the electronic desk calculator.		✓	
BUSAD 310	1. Determine and apply generally accepted accounting principles relating to bookkeeping.	✓	✓	✓
BUSAD 310	2. Analyze financial transactions through the accounting equation.	✓	✓	✓
BUSAD 310	3. Identify business documents used in processing accounting data.	✓	✓	✓

BUSAD 319	1. Analyze, synthesize, and evaluate payroll principles as defined by current law as it relates to the payment of wages and salaries.	✓	✓	✓
BUSAD 319	2. Analyze and solve problems associated with the calculation and reporting of payroll.	✓	✓	✓
BUSAD 319	3. Accurately apply accounting principles to computerized and manual payroll systems.	✓	✓	
BUSAD 320	1. Identify the principles and practices of modern bookkeeping.	✓	✓	✓
BUSAD 320	2. Distinguish between the financial transactions of a sole proprietorship, partnership, and a corporation.	✓	✓	✓
BUSAD 320	3. Identify bookkeeping terminology.	✓	✓	

BUSAD 377	1. Evaluate the impact of human relations problems on the employee, manager, organization, and client population.		✓	✓
BUSAD 377	2. Discuss current employment trends and career forecasts.		✓	
BUSAD 377	3. Identify and discuss human relations concepts and terminology.		✓	

**Business
Certificate of Achievement: Bookkeeping**

<p>PLDs: Upon satisfactory completion of the course requirements for the Bookkeeping Certificate of Achievement the student will be able to:</p>						
<p>COURSE ID able to: 1. Demonstrate a firm understanding of working knowledge of basic accounting terminology and the level employment as an entry-level bookkeeper/accounting clerk. 2. Be prepared to obtain employment as an entry-level bookkeeper/accounting clerk. 3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.</p>	<p>CMPSC 202 1. Analyze how to set up a business computer system for transaction processing, management information systems, and shared data resources. 2. Analyze different business computer systems and apply the correct systems to a given business situation. 3. Evaluate different database models and their advantages/disadvantages. 4. Articulate advanced spreadsheet and database design for business decision-making. 5. Evaluate the characteristics of information at different managerial levels.</p>	<p>MATH 50 1. Use mathematical techniques to solve real world business applications 2. Use financial tables to solve advanced business applications</p>	<p>OFADM 203 1. Demonstrate the ability to keyboard at least 48 wpm on a 5-minute timing with no more than 5 errors. 2. Demonstrate the ability to format a business letter in correct format with at least 70 percent accuracy as measured by assignments and/or exam. 3. Identify the missing parts of a business letter or memo and incorporate them into the document with at least 80 percent accuracy as measured by an exam. 1. Apply the 10 alphabetic indexing rules for filling names of persons, businesses, and organizations with a minimum of 70 percent accuracy as measured by assignments, quizzes, and exams.</p>			
				CMPSC 202	CMPSC 202	CMPSC 202
				CMPSC 202	CMPSC 202	CMPSC 202
				CMPSC 202	CMPSC 202	CMPSC 202
				CMPSC 202	CMPSC 202	CMPSC 202
				CMPSC 202	CMPSC 202	CMPSC 202
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				CMPSC 202	CMPSC 202	CMPSC 202
				CMPSC 202	CMPSC 202	CMPSC 202
				CMPSC 202	CMPSC 202	CMPSC 202

Business
Certificate of Achievement: Bookkeeping

PLOs:

Upon satisfactory completion of the course requirements for the Bookkeeping Certificate of Achievement the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions relate to the accounting cycle.	2. Be prepared to obtain employment as an entry-level bookkeeper/accounting clerk.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
OFADM 305	2. Demonstrate the use of computer database software to open a file; add, delete, and edit records; sort records; save and delete files; calculate numeric fields; and print reports and labels as evidenced by completed assignments.		✓	
OFADM 305	3. Demonstrate indexing, coding, cross-referencing, sorting, storing, and retrieving in the process of filing cards and letters alphabetically, numerically, geographically, and by subject with a minimum of 70 percent accuracy as measured by a filing simulation.		✓	

Certificate: Bookkeeping
Qualitative Analysis and Reflection on Program PLOs Worksheet

Faculty Members Present:

Nancy SLL		
Linda Kepp		
Jean McQuinn		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, they represent the ~~overall~~ overall purpose of the course.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes, the CLOs align with the PLOs

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

They align well

Certificate: Bookkeeping

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

The CLO's data
aligns well with the
PLO's data

5. In reviewing the questions above, please identify an action plan.

Action Plan:

We will develop a degree
combining AA and AS degrees.

Business
Certificate of Achievement: Clerical

PLOs:
Upon satisfactory completion of the course requirements for the Clerical Certificate of Achievement the student will be able to:

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	3. Actively assist in implementing general office procedures, including records management.
BUSAD 310	1. Determine and apply generally accepted accounting principles relating to bookkeeping.			X
BUSAD 310	2. Analyze financial transactions through the accounting equation.			X
BUSAD 310	3. Identify business documents used in processing accounting data.			X
MATH 50	1. Use mathematical techniques to solve real world business applications			X
MATH 50	2. Use financial tables to solve advanced business applications			X
OFADM 202	1. Demonstrate the ability to keyboard at least 44 wpm on a 5-minute timing with no more than 5 errors.		X	X
OFADM 202	2. Demonstrate the ability to format a report in correct format with at least 70 percent accuracy as measured by assignments and/or exam.		X	X
OFADM 231	1. Manipulate advanced formatting features of word processing software to create and enhance a variety of standard business documents as demonstrated with a minimum of 70 percent accuracy as demonstrated by homework assignments and exams.		X	X
OFADM 231	2. Demonstrate competency in using mail merge features to create customized business correspondence in mailable format with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.		X	X
OFADM 231	3. Customize documents by managing page numbers, styles, headers and footers, graphic objects, tables, columns, and forms with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.		X	X

Business
Certificate of Achievement: Clerical

PLOs:
Upon satisfactory completion of the course requirements for the Clerical Certificate of Achievement the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	3. Actively assist in implementing general office procedures, including records management.
OFADM 231	4. Protect and prepare documents for multiple users by restricting access, modifying document properties, creating digital signatures, using markup features, and saving files as read-only with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.	X	X	X
OFADM 231	5. Apply formatting features to reference data by creating endnotes, footnotes, bibliographies, indexes, and specialized tables with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.		X	X
OFADM 303	1. Demonstrate and develop correct keyboard techniques as applicable to keyboarding by touch for speed and accuracy with at least 80 percent accuracy as evaluated by teacher observation using a rubric.		X	X
OFADM 303	2. Demonstrate the ability to keyboard at a rate of 20 wpm on 3-minute timing with 6 or fewer errors as measured by course-entry timing and evaluated by teacher observation.		X	X
OFADM 303	3. Demonstrate improvement of speed on 3-minute or 5-minute timed writings as measured by completion and accuracy of assigned timed assessments.		X	X
OFADM 303	4. Demonstrate improvement of accuracy on 3-minute or 5-minute timed writing as measured by completion and accuracy of assigned timed assessments.		X	X
OFADM 304	1. Identify and correct common spelling, grammar, and punctuation errors in sentences with a minimum of 70 percent accuracy as measured by assigned exercises taken from the textbook and outside sources.			X

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Business
Certificate of Achievement: Clerical

PLOs:
Upon satisfactory completion of the course requirements for the Clerical Certificate of Achievement the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	3. Actively assist in implementing general office procedures, including records management.
OFADM 304	2. Spell and define common business terms with a minimum of 80 percent accuracy as measured by completion of quizzes and exams.			X
OFADM 304	3. Compose short to medium-length essays of 200-500 words with a minimum of 80 percent accuracy as measured by online discussion and research assignments.			X
OFADM 305	1. Apply the 10 alphabetic indexing rules for filing names of persons, businesses, and organizations with a minimum of 70 percent accuracy as measured by assignments, quizzes, and exams.			X
OFADM 305	2. Demonstrate the use of computer database software to open a file; add, delete, and edit records; sort records; save and delete files; calculate numeric fields; and print reports and labels as evidenced by completed assignments.		X	X
OFADM 305	3. Demonstrate indexing, coding, cross-referencing, sorting, storing, and retrieving in the process of filing cards and letters alphabetically, numerically, geographically, and by subject with a minimum of 70 percent accuracy as measured by a filing simulation.			X
OFADM 313	1. List at least eight skills for a well-prepared office employee as measured by exams and homework.			X
OFADM 313	2. Describe at least eight qualities necessary for a well-prepared office employee as measured by exams and homework.	X		X
OFADM 313	3. Organize a personal educational plan of semester courses to meet the requirements of a particular certificate, degree, or transfer program within a desired time period at Modesto Junior College (MJC).			

Business
Certificate of Achievement: Clerical

PLOs:
Upon satisfactory completion of the course requirements for the Clerical Certificate of Achievement the student will be able to:

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	3. Actively assist in implementing general office procedures, including records management.
OFADM 314	1. Demonstrate the ability to make travel and meeting arrangements by completion of a travel itinerary and other necessary activities.			X
OFADM 314	2. Employ the best decision-making techniques, priorities, and critical thinking skills needed to solve real-life professional office situations as demonstrated by discussion postings.	X	X	
OFADM 314	3. Organize, delegate, and work as a team to complete and present an acceptable class project.	X	XXXX	
OFADM 353	1. Use Microsoft Windows to organize, retrieve and manipulate digital data stored on a computer with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	
OFADM 353	2. Examine and use Microsoft Windows to perform disk, folder, subfolder, file management, and customize display properties with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X
OFADM 353	3. Write and edit documents using Wordpad application with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X

Business
Certificate of Achievement: Clerical

PLOs:
Upon satisfactory completion of the course requirements for the Clerical Certificate of Achievement the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	3. Actively assist in implementing general office procedures, including records management.
OFADM 359	1. Demonstrate the use of problem-solving principles to create, edit, save, print, and develop spreadsheets and use automated feature of spreadsheet software for ease in the creation of worksheets (i.e., auto fill, auto sum, auto correct, and auto format) with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X
OFADM 359	2. Plan, organize, and build a worksheet, using commands, tabs, and keystrokes with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of a teacher-generated project.		X	X
OFADM 362	1. Create new presentation using the tools of available software; enter, and revise topic outline for an effective business presentation; audit/edit speaker notes and audience handouts with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X
OFADM 362	2. Demonstration how to add, edit, move, and align textboxes; how to insert, move, and align chart boxes, how to add appropriate graphic(s) to presentations; the use of transitions effects and animation with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X

Business
Certificate of Achievement: Clerical

PLOs:

Upon satisfactory completion of the course requirements for the Clerical Certificate of Achievement the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	3. Actively assist in implementing general office procedures, including records management.
OFADM 362	3. Plan, organize, and build a slideshow (of at least six slides in length), using commands, tables, keystrokes, and apply appropriate timings to slide transitions with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of a teacher-generated project.		X	X
OFADM 363	1. Utilize Internet Explorer to access a variety of Web sites with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X
OFADM 363	2. Identify and explain internet terms with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	
OFADM 363	3. Compose, attach, and send e-mail communications with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X
OFADM 366	1. Illustrate and define commonly used proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.			X
OFADM 366	2. Critically analyze copy and show corrections by correctly using proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.			X

Business
Certificate of Achievement: Clerical

PLOs:
Upon satisfactory completion of the course requirements for the Clerical Certificate of Achievement the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	3. Actively assist in implementing general office procedures, including records management.
OFADM 375 (A)	1. Illustrate and define commonly used proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	
OFADM 375 (B)	2. Critically analyze copy and show corrections by correctly using proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	

375 (C)	Demonstrate the ability to input		X	
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Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Nancy Becklund		
Kenn Alavrus		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, all CLOs contribute to the courses and their content.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes, the three PLOs represent the broad areas of a clinical position.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

~~Recognized that PLO #1
was not being recognized
across the courses~~

~~incorrect CLO's listed Be
OF APR 37~~

The majority of our assessment data shows positive results. The few courses that need improvement have been referred to collect more accurate data.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

increase teamwork activities
within courses offered
in this certificate

Business
Certificate of Achievement: Computer Graphics Applications

PLOs:		Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:						
COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
ARCH110	No. CLOs in this PLO							
ART 120	1. demonstrate technique and understanding through the act of drawing using one-point perspective.	X	X	X		X	X	
ART 120	2. describe the concepts of symmetrical balance and asymmetrical balance.	X	X	X		X	X	
ART 120	3. describe the concepts of open compositions and closed compositions.	X	X	X		X	X	
ART 120	4. accurately depict form on a flat surface, and demonstrate technique and understanding through the act of drawing using contour lines.	X	X	X		X	X	
ART 120	5. use various drawing media and demonstrate ability to draw representationally with chosen medium.	X	X	X		X	X	
ART 120	6. demonstrate understanding of identification of light source and render the role of light and shadow to create the illusion of form on a flat surface.	X	X	X		X	X	

ART 120
ART 120
ART 120

Business
Certificate of Achievement: Computer Graphics Applications

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:						
		1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
ART 123	1. describe basic human anatomy in surface, skeletal and muscular structures.	X	X			X		
ART 123	2. Demonstrate knowledge of both the structure and the anatomy in the human body in a drawing of the figure from memory, depicting pose that does not use a schematic.	X	X			X		
ART 123	3. Identify the kinetic and static possibilities of the human body and employ the skills for representing those poses through the act of gesture drawing.	X	X			X		
ART 123	4. describe the significance of light in creating volume while depicting the human figure, and identify the values of the value structure created by the lighting situation.	X	X			X		
ART 123	5. develop the visual and verbal vocabulary necessary to examine and review the strengths and weaknesses of drawings created by other students or artists.	X	X			X		

ES 12/13/14
SP 12/13/14

Business
Certificate of Achievement: Computer Graphics Applications

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
ART 124	1. describe the three basic strategies to create balance in two dimensional design.	X	X	X			X	
ART 124	2. Describe the subtractive process of color theory, and demonstrate that knowledge by creating a twelve-hue color wheel using only the primary colors.	X	X	X		X	X	
ART 124	3. develop the visual and verbal vocabulary necessary to examine and review the strengths and weaknesses of designs created by other students or designers.	X	X			X	X	
ART 124	4. utilize four different line techniques, and demonstrate their ability to apply contour line, parallel line hatching, scribe and stipple to specific drawing problems.	X	X	X		X	X	
ART 124	5. Describe the role of invented texture, and demonstrate that understanding through the execution of a collage portrait using found text.	X	X	X		X	X	

check personal & personal II

Business
Certificate of Achievement: Computer Graphics Applications

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3 D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
ART 124	6. Utilize the proper terms for and applied vocabulary of compositional and color theory.		X	X		X	X	
ART 160	1. list and define the proper art terms and vocabulary.	X	X	X		X	X	
ART 160	2. list and describe the elements or Art and principles of design.	X	X	X		X	X	
ART 160	3. list and describe the basic media used in two and three dimensional artwork.	X	X	X		X	X	
ART 160	4. evaluate art work based on historical context and intent of the artist.	X	X	X		X	X	X
ART 170	1. demonstrate how light and chemicals interact with film and paper to create photographic images.	NONE						
ART 170	2. address fundamental visual and/or conceptual themes.	X	X	X		X	X	
ART 170	3. analyze and evaluate artwork from technical and conceptual perspectives.	X	X	X		X	X	

ART 160
ART 170

ART 170
ART 170

Certificate of Achievement: Computer Graphics Applications

		PLOs: Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:						
COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
ART 170	4. identify general aesthetic movements and the work of a wide range of culturally and socially diverse photographers in contemporary and historic photography.							X
ART 170	5. demonstrate fluency in camera operation and introductory darkroom skills (film and print processing, including contrast controls, toning, and other print enhancements) to create original photography as personal expression.	NONE						✓
ART 170	6. demonstrate introductory-level presentation techniques including spotting, dry mounting, and alternative print surface and other appropriate presentation strategies.	NONE						✓
ART 181	1. explain an introductory understanding of how light and chemicals interact with film and paper to create photographic images.	NONE						✓

BASIC PHOTOGRAPHY I

Certificate of Achievement: Computer Graphics Applications

PLOs: Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:								
COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
ART 181	2. relate fundamental visual and/or conceptual themes.	X	X	X		X	X	
ART 181	3. explain a basic understanding of the relationship between form and content.	X	X	X		X	X	
ART 181	4. analyze and evaluate artwork from technical and conceptual perspectives.	X	X	X		X	X	
ART 181	5. develop an appreciation for a few culturally and socially diverse art forms, representations, and practices.							X
ART 181	6. demonstrate an introductory-level understanding of camera operation and darkroom skills (film and introductory print processing) to create original photography as personal expression.	NONE						
ART 181	7. demonstrate introductory-level presentation techniques including spotting and dry mounting.	NONE						

Certificate of Achievement: Computer Graphics Applications

		<p>PLOs: Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:</p>						
COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
ART 182	1. develop a further understanding of how light and chemicals interact with film and paper to create photographic images.	NONE	—					↑
ART 182	2. further address fundamental visual and/or conceptual themes.	X	X	X		X	X	
ART 182	3. develop a deeper understanding of the relationship between form and content, and an introductory level understanding of the principles of design and elements of composition related to photography.	X	X	X		X	X	
ART 182	4. analyze and evaluate artwork from technical and conceptual perspectives and to receive responsively suggestions about and criticisms of his or her own work from others.		X				X	
ART 182	5. develop an appreciation for a wide range of culturally and socially diverse art forms, representations, and practices.							X

BRISTOL
PHOTOGRAPHY
II

Business
Certificate of Achievement: Computer Graphics Applications

		PLOs: Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:						
COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
ART 182	6. demonstrate a fluency in camera operation and darkroom skills (film and print processing, including contrast control, alternate printing, and print toning) to create original photography as personal expression.	NONE						
ART 182	7. demonstrate introductory-level presentation techniques including spotting, dymounting, and alternative print surface.	NONE						
CMPGR 201	1. Identify important animators in history.	↑						
CMPGR 201	2. Explain animation's influence on popular culture.	DISCONTINUED						
CMPGR 201	3. Analyze animation genres and styles.	↓						
CMPGR 202	1. Identify, define, and properly use general art and computer related terminology.	X	X	X		X	X	
CMPGR 202	2. List, define, and apply basic principles of design and composition.	X	X	X		X	X	

MISSING FROM ART 182

MISSING FROM CMPGR 201

Certificate of Achievement: Computer Graphics Applications

PLOs: Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:		1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
COURSE ID	CLOs: Students successfully completing this course will be able to:							
CMPGR 202	3. Demonstrate a variety of technical and creative skills involving electronic imagery, image transfer, and type generation.	X	X	X	X	X	X	
CMPGR 213	1. Demonstrate digital advanced painting and advanced painting techniques.	X	X	X	X		X	
CMPGR 213	2. Illustrate the use of cloning and applying art materials.	X	X	X			X	
CMPGR 213	3. Employ the use of plugins and image effects.	X	X				X	
CMPGR 215	1. Focus on the verbal content and readability when creating an electronic presentation.	X	X	X			X	
CMPGR 215	2. Demonstrate the ability to utilize visual aids that support and reinforce the content of a presentation.	X	X				X	
CMPGR 215	3. Demonstrate the use Microsoft PowerPoint to create and revise electronic presentations.	X			X		X	

Certificate of Achievement: Computer Graphics Applications

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:						
		1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
CMPGR 215	4. Analyze a typical business situation and integrate the appropriate data from other Windows software such as electronic spreadsheets, databases or graphics to complete a professional presentation.	X	X		X		X	
CMPGR 215	5. Develop and use an outline to lay out a presentation.						X	
CMPGR 217	1. Apply elements of Illustrator skillfully in order to incorporate type in drawing images.	X	X		X		X	
CMPGR 217	2. Comprehend and apply the techniques used to create and modify artwork using a vector-based program.	X	X		X		X	
CMPGR 217	3. Create and transform Illustrator drawings.	X	X		X		X	
CMPGR 219	1. Develop a resume, cover letter to be used in a job search.						X	X
CMPGR 219	2. Develop the content of the portfolio system.						X	X
CMPGR 219	3. Formulate two finished portfolio samples.						X	X

Business
Certificate of Achievement: Computer Graphics Applications

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:									
		1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.			
CMPGR 225	1. Set up a multi-view construction window for composing 3D models.	X			X		X				
CMPGR 225	2. Develop and create characters.	X	X		X		X		X		
CMPGR 225	3. Describe the features of the Maya user interface and use them appropriately.	X					X				
CMPGR 235	1. Create and manipulate multi-layered Photoshop images.	X	X		X	X	X		X		
CMPGR 235	2. Utilize selection techniques to achieve various design effects.	X	X		X	X	X		X		
CMPGR 235	3. Apply layer masking techniques to further the effectiveness of color correcting and designing with Photoshop.	X	X		X	X	X		X		
CMPGR 236	1. Create complex compositions involving light sources and shadows to suggest true dimensionality and artistic awareness used in photo correction and image creation:	X	X		X	X	X		X		
CMPGR 236	2. Demonstrate image improvement techniques involving Photoshop adjusting and optimizing techniques.	X	X		X	X	X		X		

Certificate of Achievement: Computer Graphics Applications

		PLDs: Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:						
COURSE ID	CLOW: Students successfully completing this course will be able to:	1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
CMPGR 236	3. Demonstrate the knowledge of workflow process in the creation of real-world projects.	X	X	X	X		X	
CMPGR 252	1. Apply the fundamental concepts of visual communication to page layout's basic elements.	X	X	X	X		X	
CMPGR 252	2. ... Employ standard digital tools, such as color and typographic controls.	X	X	X	X		X	
CMPGR 252	3. Identify and list the features of systems hardware used in desktop publishing environments.	X			X			
CMPGR 252	4. Define terminology associated with the use of computers and desktop publishing.	X					X	
CMPGR 252	5. Identify style and design elements used in common business documents.						X	
CMPGR 262	1. Identify the features of the Internet, Intranet, and the World Wide Web.			X				
CMPGR 262	2. Execute a search for information using multiple Internet search engines.				X			

Business
Certificate of Achievement: Computer Graphics Applications

PLOs: Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:		1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
COURSE ID	CLO#: Students successfully completing this course will be able to:							
CMPGR 262	3. Create a web document using basic HTML Tags.			X	X			
CMPGR 262	4. Prepare an image for use in a web document, including selection of best format, making background transparent using interlacing.		X		X			
CMPGR 263	1. Execute a search for information using multiple internet search engines.				X			
CMPGR 263	2. Evaluate internet resources for validity and create correctly formatted MLA citations for those resources.	NONE						↑
CMPGR 263	3. Employ processes to send and receive e-mail, including graphics and text as attachments.	NONE						↑
CMPGR 263	4. Formulate and post a web document including graphics.			X	X			
CMPGR 263	5. Demonstrate how to perform searches for information re: subjects, business, people or files.				X			
CMPGR 264	1. Identify and describe the basic structure of HTML tags.			X	X			

Certificate of Achievement: Computer Graphics Applications

		<p>PLOs: Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:</p>						
COURSE ID	<p>CLOs: Students successfully completing this course will be able to:</p>	1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
CMPGR 264	2. Demonstrate the ability to compose a Web document using basic HTML tags.	X	X	X	X			
CMPGR 264	3. Prepare images for use in a Web document, including choosing the best format, employing the use of a transparent background, using interlacing, and choosing a Web safe color palette.	X	X	X	X		X	
CMPGR 265	1. Categorize the hardware components used in a multimedia system and analyze equipment needs to produce various forms within specified physical and economical constraints.				X			
CMPGR 265	2. Select appropriate software to use in the creation, formatting and delivery of multimedia on the web.	X		X				
CMPGR 265	3. Select or generate multimedia files, including audio, video and animated graphics capable of delivery and playing on the Internet.	X	X	X	X		X	
CMPGR 267	1. Create a hand-coded HTML web page.	X		X			X	

Certificate of Achievement: Computer Graphics Applications

		<p>PLOs: Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:</p>						
COURSE ID	<p>CUOH: Students successfully completing this course will be able to:</p>	1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
CMPGR 267	2. Identify key components of the Dreamweaver interface, including their purpose and their use.			X	X			
CMPGR 267	3. Create rollovers, multiple event rollovers and Flash buttons.			X	X			
CMPGR 268	1. Create shared libraries, and save, import and export files.			X	X			
CMPGR 268	2. Define and object oriented environment.			X	X			
CMPGR 268	3. Explain the differences between frame, button, and movie clip events.			X	X			
CMPGR 269	1. Explain the difference between relative versus absolute scaling in design, and the advantages/disadvantages of each.			X	X			
CMPGR 269	2. Define browser safe dimensions for various size monitors.			X	X			
CMPGR 269	3. Create a complex timeline-based navigation system.			X	X			
CMPGR 284	1. Identify the hardware components used in desktop video systems.			X	X			
CMPGR 284	2. Demonstrate the basic types of animation techniques.	X			X		X	

Certificate of Achievement: Computer Graphics Applications

COURSE ID	CLO#	1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
CMPGR 284	3. Employ the computer and related devices for the capture, enhancement, processing and generation of video images, including video digitizers, VCRs, and video graphic boards.	X	X		X		X	
CMPGR 285A,B	No CLO's in P-Net							
CMPSC 201	1. Articulate the nomenclature of computers, computer activities, and types of computer users.				X			
CMPSC 201	2. Analyze the need for the computer's speed, economy, efficiency, and power.				X			
CMPSC 201	3. Analyze computer problems with respect to the components of problem-solving procedures.				X			
CMPSC 201	4. Construct one example of each of the three most frequently used applications: word processing, database management, and spreadsheet; and print the output from each.				X			

SPECIAL PROJECTS
GIBSON
CAMP
L. ESTABROOK

Business
Certificate of Achievement: Computer Graphics Applications

		PLOs: Upon satisfactory completion of the course requirements for the Computer Graphics Applications Certificate of Achievement the student will be able to:						
COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Design and develop products and procedures for digital imaging, animation, video editing, and current and emerging technologies.	2. Critically analyze digital files and other digital media that result in timely and appropriate client solutions	3. Build and test web sites for personal and commercial needs.	4. Proficiently operate software, hardware, and equipment according to industry standards.	5. Translate client ideas into finished 3-D animations.	6. Collect, analyze, and interpret essential information of design concepts and/or stories in preparation for client presentations.	7. Use historical, societal, and cultural context to generate visual communication.
RATV 134	No CLO's in P-Net							

TV STUDIED OPS

Certificate: Computer Graphics Applications
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Brian Sinclair
Kwei-Yu Chu

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

- 1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the Course(s)? Please explain why or why not.**

Considering that our course level outcomes were written and refined with campus assessment leadership providing constantly changing directions for writing and applying them, we found that for the majority of our classes, they do a good job of representing each course's overall purpose. In order to assure complete coverage, some courses will need to have CLOs updated or added.

- 2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program(s)? Please explain why or why not.**

Our Program Level Outcomes do a very good job of representing the purpose and goals of our program. We found no major PLO gaps with the exception of CMPGR 219 – Computer Graphics Portfolio review. PLO(s) will need to be added for this course. Other possible additions came to light with while examining courses from other departments that we include in our certificate and degree requirements and electives. We will need to have our advisory committee review our PLOs for accuracy and completeness.

- 3. How well did the course learning outcomes (CLOs) fulfill, support, and align with the program learning outcomes (PLOs)? Please explain.**

For the majority of classes, PLOs and CLOs were in alignment. We did notice that for two classes that are typically taught in the Computer Science realm, we had alignment with only one PLO across the board. While we feel that this does validate the use of these courses in our program, we may want to replace them with courses that serve more specific needs, and exhibit greater overall alignment and value for the student (more bang for the buck).

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflection, and consider and analyze the data you have. What does your CLO data tell you about your PLOs?

Part way through the process, we were concerned that our PLOs were not complete. While we did notice some potential gap areas that we will be examining for inclusion in our list of PLOS. These gaps were in courses that don't align as well as we would like with the overall goals of the program (see #3). We found that actually our concerns were not justified. Our CLO data aligns with and corroborates our PLO data.

In reviewing the question above, please identify an action plan.

The action plan for both Computer Graphics Applications Certificate and Degree are:

1. Examine the possibility of removing one or both Computer Science 201 and 202 and replace with course(s) that better align with our PLOs.
2. Have our Community Advisory Committee review our PLOs and make recommendation. (do this annually)
3. Add PLOs that cover curriculum for CMPGR 219 Computer Graphics Portfolio.
4. Generally update and refine current CLOs across the board. Some CLOs are too specific, some are too general.
5. We will address discrepancies in the college catalogue in relationship to our program; specially, we will update our elective courses list.

Business
Certificate of Achievement: Computer Network Administration

COURSE ID	CLOs: Students successfully completing this course will be able to:	Certificate of Achievement: the student will be able to:			
		1. Demonstrate a firm understanding and working knowledge of basic network topologies, client and server configuration, network security principals, and directory services.	2. Be prepared to obtain employment in an entry-level position assisting in network design and implementation.	3. Design, implement and document a client/server network complete with security policy and a disaster recovery plan for a small-business network.	4. Demonstrate professional and effective communication skills.
CMPSOC 206	1. Evaluate UNIX shells, commands, and the UNIX file system.	X	X	X	
CMPSOC 206	2. Articulate the roles of UNIX system administrators and ordinary users.	X		X	X
CMPSOC 206	3. Create and build basic and advanced UNIX file processing systems.			X	
CMPSOC 206	4. Construct advanced shell programming techniques for applications development.	X		X	
CMPSOC 206	5. Articulate and evaluate various problem solving techniques using UNIX utilities.	X		X	X
CMPSOC 220	1. Articulate and evaluate SQL Server architecture.	X	X	X	X
CMPSOC 220	2. Analyze and construct files and databases.	X		X	
CMPSOC 220	3. Create and configure login security.			X	
CMPSOC 220	4. Evaluate and implement database permissions.	X		X	
CMPSOC 220	5. Analyze and monitor SQL Server performance.			X	
CMPSOC 264	1. Evaluate workgroup networking and domain networking.	X		X	
CMPSOC 264	2. Build Server installations using different methods and troubleshoot installation problems.	X		X	
CMPSOC 264	3. Evaluate and create an Active Directory based domain and construct a system security.	X		X	
CMPSOC 264	4. Construct server storage, backup, and performance processes.	X		X	
CMPSOC 264	5. Evaluate and construct a problem solving strategy and demonstrate the use of server resources for troubleshooting.	X		X	X
CMPSOC 281	1. Analyze business requirements for security.	X	X	X	
CMPSOC 281	2. Analyze physical and information system security within a network.	X		X	
CMPSOC 281	3. Evaluate and construct network security architectures.	X		X	X
CMPSOC 281	4. Construct and authentication strategy for the network.	X		X	X

**Business
Certificate of Achievement: Computer Network Administration**

COURSE ID	CLO#	Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic network topologies, client and server configuration, network operating system security principals, and directory services.	2. Be prepared to obtain employment in an entry-level position assisting in network design and implementation.	3. Design, implement and document a client/server network complete with security policy and a disaster recovery plan for a small-business network.	4. Demonstrate professional and effective communication skills.	Certificate of Achievement of the course requirements for the Computer Network Administration				
							5. Analyze security over the Internet.	1. Evaluate and analyze various business network models.	2. Analyze software, hardware, and network requirements.	3. Construct and evaluate group policy and directory services security.	4. Analyze directory services controller, DNS server, and DHCP server topologies.
							X	X	X	X	X
CMPS 281	5.	Analyze security over the Internet.					X	X	X	X	X
CMPS 289	1.	Evaluate and analyze various business network models.					X	X	X	X	X
CMPS 289	2.	Analyze software, hardware, and network requirements.					X	X	X	X	X
CMPS 289	3.	Construct and evaluate group policy and directory services security.					X	X	X	X	X
CMPS 289	4.	Analyze directory services controller, DNS server, and DHCP server topologies.					X	X	X	X	X
CMPS 289	5.	Articulate and construct systems replication and disaster recovery.					X	X	X	X	X

Certificate: Computer Network Administration
Qualitative Analysis and Reflection on Program PLOs Worksheet

Faculty Members Present:

Dale Phillips		
John Zamora		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purposes of the courses? *Please explain why or why not.*

Yes, our CLOs represent the overall purposes of the courses especially when mapped to the program learning outcomes. The CLOs are in line with what is expected of students when they complete courses.

2. Do the program learning outcomes (PLOs) represent the overall purposes of the program? *Please explain why or why not.*

Yes, our PLOs represent the overall purposes of the program especially when mapped to the CLOs. The PLOs are in line with what is expected of students when they complete the program.

3. How well did the course learning outcomes (CLOs) fulfill, support, and align with the program learning outcomes (PLOs)? *Please explain.*

We discovered today (8/24/12) through the mapping of CLOs to PLOs that there is strong and congruent alignment between the CLOs and PLOs for the Computer Science program.

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

With the mapping exercise, the CLOs and PLOs for the Computer Science align quite well. In reflecting on the data from the CLO assessments, some trends emerge:

Student persistence in the program indicates higher success rates as evidenced by the CLO data. There is still need for further refinement of some CLOs because there are some assessments that indicate students are not performing at their optimal potential. This is due in large part to the lack of appropriate instructional facilities and the inability to hire replacement faculty and staff.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

This exercise has been quite useful in reviewing our CLO and PLO processes. The CLOs and PLOs for the Computer Science program closely align and represent the outcomes the students should attain when complete Computer Science courses and programs. After this review, it is imperative that the Computer Science faculty act on the following:

1. Reassess the number of CLOs for each course.
2. Create an assessment cycle within Computer Science that allows for rapid feedback from the instructor to the students and programs.
3. Conduct an annual cycle of CLO and PLO review within the department to ensure accuracy in the program as it relates to the CurricUNET system, PIRATESNET, and college catalog to take into account the rapid evolution of the field of computer science in academia and the industry.

Business
Certificate of Achievement: Computer Programming Specialist

COURSE ID	CLO#s: Students successfully completing this course will be able to:	Upon satisfactory completion of the course requirements for the Computer Programming Specialist Certificate of Achievement the student will be able to:							
		1. Demonstrate a firm understanding and working knowledge of basic problem analysis, design, implementation, and maintenance	2. Be prepared to obtain employment in an entry-level position in software engineering.	3. Employ industry-accepted coding practices and standards.	4. Implement object oriented software solutions.	5. Employ various code level debugging techniques	6. Utilize software development tools.	7. Perform functional software testing.	8. Demonstrate professional and effective communication skills.
CMPPSC 20M	1. Evaluate the types of software used for programming development such as editors, translators/compiler, linkers, debuggers, and demonstrate operating proficiency with each type of development tool.	X	X	X		X	X	X	
CMPPSC 20A	2. Analyze the principles of operating systems, describe operating system interfaces, and demonstrate proficiency with using a modern operating system.	X	X	X		X	X	X	
CMPPSC 20A	3. Construct algorithms using top-down methodology.	X	X	X		X	X	X	
CMPPSC 20A	4. Devise algorithmic problem solutions using pseudocode, and draw structure charts and flowcharts for algorithms.	X	X	X		X	X	X	
CMPPSC 20A	5. Build elementary language constructs using correct syntax of a programming language.	X	X	X		X	X	X	

Business
Certificate of Achievement: Computer Programming Specialist

COURSE ID	CLO#: Students successfully completing this course will be able to:	Upon satisfactory completion of the course requirements for the Computer Programming Specialist Certificate of Achievement the student will be able to:							
		1. Demonstrate a firm understanding and working knowledge of basic problem analysis, design, implementation, and maintenance	2. Be prepared to obtain employment in an entry-level position in software engineering.	3. Employ industry-accepted coding practices and standards.	4. Implement object oriented software solutions.	5. Employ various code level debugging techniques	6. Utilize software development tools.	7. Perform functional software testing.	8. Demonstrate professional and effective communication skills.
CMPPSC 205	1. Analyze and evaluate the five steps for software engineering: definition, analysis, design, implementation and testing.	Y	Y	X	X	Y	X	X	X
CMPPSC 205	2. Evaluate simple data requirements of a problem and select appropriate data types for their implementation in a high level language.	Y	Y	Y	X	Y	Y	Y	X
CMPPSC 205	3. Create input/output control processes using a high-level programming language.	Y	Y	Y	X	Y	Y	Y	X
CMPPSC 205	4. Evaluate the implementation of sequence, selection, and iterative control processes using a high-level programming language.	Y	Y	X	Y	Y	Y	Y	X
CMPPSC 205	5. Evaluate and implement the principles of top-down problem decomposition.	Y	X	Y	X	Y	Y	X	X
CMPPSC 206	1. Evaluate UNIX shells, commands, and the UNIX file system.	X	X				X	X	

Business
Certificate of Achievement: Computer Programming Specialist

COURSE ID	CLOs: Students successfully completing this course will be able to:	Upon satisfactory completion of the course requirements for the Computer Programming Specialist Certificate of Achievement the student will be able to:							
		1. Demonstrate a firm understanding and working knowledge of basic problem analysis, design, implementation, and maintenance	2. Be prepared to obtain employment in an entry-level position in software engineering.	3. Employ industry-accepted coding practices and standards.	4. Implement object oriented software solutions.	5. Employ various code level debugging techniques	6. Utilize software development tools.	7. Perform functional software testing.	8. Demonstrate professional and effective communication skills.
CMPPSC 206	2. Articulate the roles of UNIX system administrators and ordinary users.	X	X						
CMPPSC 206	3. Create and build basic and advanced UNIX file processing systems.	X	X						
CMPPSC 206	4. Construct advanced shell programming techniques for applications development.	X	X						X
CMPPSC 206	5. Articulate and evaluate various problem solving techniques using UNIX utilities.	X	X						X
CMPPSC 213	1. Articulate concepts of object oriented, event driven programming and design.	X	X	X	X	✓	✓	X	X
CMPPSC 213	2. Evaluate programming primitives such as counters, accumulators, and various sorting algorithms.	X	X	X	X	X	X	✓	
CMPPSC 213	3. Articulate methods of data storage including sequential and direct disk-file access and database storage.	X	X	X	X	X	X	X	X

Certificate of Achievement: Computer Programming Specialist

COURSE ID	CLOH: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Computer Programming Specialist Certificate of Achievement the student will be able to:							
		1. Demonstrate a firm understanding and working knowledge of basic problem analysis, design, implementation, and maintenance	2. Be prepared to obtain employment in an entry-level position in software engineering.	3. Employ industry-accepted coding practices and standards.	4. Implement object oriented software solutions.	5. Employ various code level debugging techniques	6. Utilize software development tools.	7. Perform functional software testing.	8. Demonstrate professional and effective communication skills.
CMPPSC 213	4. Construct TOE chart application plans, pseudocode and draw flowchart of algorithms.	X	✓	X	X	X	X	X	X
CMPPSC 213	5. Synthesize distribution strategies and create installation and distribution files.	X	✓	X	X	X	X	X	X
CMPPSC 214	1. Articulate and evaluate the structure of data files.	X	✓	X	X	X	X	X	X
CMPPSC 214	2. Evaluate the different types of the file record formats.	X	✓	X	X	X	X	X	X
CMPPSC 214	3. Analyze and create Visual Basic interfaces with data files.	X	✓	X	X	X	X	X	X
CMPPSC 214	4. Articulate and create file record specifications.	X	✓	X	X	X	X	X	X
CMPPSC 214	5. Articulate and construct the logical steps to interface the graphic formats with the language structures.	X	✓	X	X	X	X	X	X
CMPPSC 216	1. Evaluate web application requirements and develop solution strategies.	X	✓	✓		X	✓	✓	X

Business
Certificate of Achievement: Computer Programming Specialist

COURSE ID	CLO# Students successfully completing this course will be able to:	PICs: Upon satisfactory completion of the course requirements for the Computer Programming Specialist Certificate of Achievement the student will be able to:							
		1. Demonstrate a firm understanding and working knowledge of basic problem analysis, design, implementation, and maintenance	2. Be prepared to obtain employment in an entry-level position in software engineering.	3. Employ industry-accepted coding practices and standards.	4. Implement object oriented software solutions.	5. Employ various code level debugging techniques	6. Utilize software development tools.	7. Perform functional software testing.	8. Demonstrate professional and effective communication skills.
CMPPSC 216	2. Construct graphical application planning aids such as flowcharting and object-based diagrams.	X	X	X		X	X	X	X
CMPPSC 216	3. Articulate and analyze the web document object model, its objects, properties and methods.	X	X	X		X	X	X	X
CMPPSC 216	4. Construct debugging techniques to troubleshoot application code.	X	X	X		X	X	X	
CMPPSC 216	5. Evaluate application performance across web browser platforms.	X	X	X		X	X	X	X
CMPPSC 261	1. Construct and evaluate advanced algorithmic solutions to moderately complex problems.	X	X	X	X	X	X	X	X
CMPPSC 261	2. Evaluate the computational complexity of an algorithm using mathematical formulation and Big-O notation.	X	X	X	X	X	X	X	X
CMPPSC 261	3. Evaluate and construct static lists, stacks, and queues using a high-level language.	X	X	X	X	X	X	X	X

Business
Certificate of Achievement: Computer Programming Specialist

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Computer Programming Specialist Certificate of Achievement the student will be able to:							
		1. Demonstrate a firm understanding and working knowledge of basic problem analysis, design, implementation, and maintenance	2. Be prepared to obtain employment in an entry-level position in software engineering.	3. Employ industry-accepted coding practices and standards.	4. Implement object oriented software solutions.	5. Employ various code level debugging techniques	6. Utilize software development tools.	7. Perform functional software testing.	8. Demonstrate professional and effective communication skills.
CMPPSC 261	4. Construct and evaluate dynamic binary search trees using a high-level language.	X	Y	X	Y	X	X	X	X
CMPPSC 261	5. Evaluate and construct recursive algorithms and explain how the run-time stack makes this possible.	X	X	X	X	X	X	X	X
CMPPSC 291	1. Evaluate and construct programming solutions using object-oriented programming methodology.	X	X	X	X	X	X	X	X
CMPPSC 291	2. Create and evaluate dialogs, controls, messages, and commands as applied to Windows programming.	Y	X	Y	Y	X	X	X	X
CMPPSC 291	3. Articulate and construct persistence and file input/output processes.	X	X	X	Y	X	X	X	X
CMPPSC 291	4. Construct user interfaces.	X	X	X	X	X	X	X	
CMPPSC 291	5. Evaluate and construct advanced programming techniques.	X	X	Y	X	X	X	X	X

**Certificate: Computer Programming Specialist
Qualitative Analysis and Reflection on Program PLOs Worksheet**

Faculty Members Present:

Dale Phillips		
John Zamora		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purposes of the courses? *Please explain why or why not.*

Yes, our CLOs represent the overall purposes of the courses especially when mapped to the program learning outcomes. The CLOs are in line with what is expected of students when they complete courses.

2. Do the program learning outcomes (PLOs) represent the overall purposes of the program? *Please explain why or why not.*

Yes, our PLOs represent the overall purposes of the program especially when mapped to the CLOs. The PLOs are in line with what is expected of students when they complete the program.

3. How well did the course learning outcomes (CLOs) fulfill, support, and align with the program learning outcomes (PLOs)? *Please explain.*

We discovered today (8/24/12) through the mapping of CLOs to PLOs that there is strong and congruent alignment between the CLOs and PLOs for the Computer Science program.

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?
With the mapping exercise, the CLOs and PLOs for the Computer Science align quite well. In reflecting on the data from the CLO assessments, some trends emerge:
Student persistence in the program indicates higher success rates as evidenced by the CLO data. There is still need for further refinement of some CLOs because there are some assessments that indicate students are not performing at their optimal potential. This is due in large part to the lack of appropriate instructional facilities and the inability to hire replacement faculty and staff.

5. In reviewing the questions above, please identify an action plan.

Action Plan:





This exercise has been quite useful in reviewing our CLO and PLO processes. The CLOs and PLOs for the Computer Science program closely align and represent the outcomes the students should attain when complete Computer Science courses and programs. After this review, it is imperative that the Computer Science faculty act on the following:

1. Reassess the number of CLOs for each course.
2. Create an assessment cycle within Computer Science that allows for rapid feedback from the instructor to the students and programs.
3. Conduct an annual cycle of CLO and PLO review within the department to ensure accuracy in the program as it relates to the CURRICUNET system, PIRATESnet, and college catalog to take into account the rapid evolution of the field of computer science in academia and the industry.

**Business
Certificate of Achievement: International Business**

COURSE ID	CLOM: Students successfully completing this course will be able to:	Achievement the student will be able to:	
		1. Demonstrate an understanding of domestic and international business practices.	2. Demonstrate an understanding of economic, cultural and ethical differences in conducting business.
		Upon satisfactory completion of the course requirements for the International Business Certificate of Achievement the student will be able to:	
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.	✓	✓
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.	✓	✓
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.	✓	✓
BUSAD 208	1. Describe the increasing importance of a global perspective in business.	✓	✓
BUSAD 208	2. Compare the cultural differences that undergird international commerce.	✓	✓
BUSAD 208	3. Analyze the impact of technology on the development of an international business.	✓	✓
BUSAD 208	4. Identify foreign business practices common to trade regions.	✓	✓
BUSAD 209	No CLO's in P-Net		
BUSAD 218	1. Identify and distinguish criminal from (non-criminal) civil law, federal from state and local law.	✓	✓
BUSAD 218	2. Recognize legal problems that may arise from entering into contracts or being involved in civil tort actions and to recognize the relevant legal terminology.	✓	✓
BUSAD 218	3. "Brief" (summarize, outline) legal cases and analyze judge's decisions in federal and state court cases.	✓	✓
BUSAD 218	4. Recognize US Constitutional issues in court decisions.	✓	✓
BUSAD 218	5. Distinguish the functions of different courts at different levels, those of the lowest state level, the role of the appeals courts, and the role of the one high court in each system.	✓	✓
CMPSOC 202	1. Analyze how to set up a business computer system for transaction processing, management information systems, and shared data resources.	✓	✓

Business
Certificate of Achievement: International Business

	<p>PLoS: Upon satisfactory completion of the course requirements for the International Business Certificate of Achievement the student will be able to:</p>		<p>COURSE ID CLOM: Students successfully completing this course will be able to:</p>	<p>1. Demonstrate an understanding of domestic and international business practices.</p>	<p>2. Demonstrate an understanding of economic, cultural and ethical differences in conducting business.</p>		<p>3. Be prepared to gain employment in an organization or pursue entrepreneurial aspirations in global commerce.</p>	<p>2. Analyze different business computer systems and apply the correct systems to a given business situation.</p>		<p>CMPSC 202</p>	<p>3. Evaluate different database models and their advantages/disadvantages.</p>		<p>CMPSC 202</p>	<p>4. Articulate advanced spreadsheet and database design for business decision-making.</p>		<p>CMPSC 202</p>	<p>5. Evaluate the characteristics of information at different managerial levels.</p>		
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Qualitative Analysis and Reflection on Program PLOs Worksheet

Certificate: International Business

Faculty Members Present:

		Linda Kripp
		Nancy Sill
		Jim McGarry

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.
 CLO's do represent the overall purpose of the course(s).

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.
 The PLO's represent the overall purposes of the program.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.
 The CLO's align well with the PLO's.

Certificate: International Business
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

CLO's represent the PLO's

5. In reviewing the questions above, please identify an action plan.

Action Plan:

*The electives should be
improved in the international
Business certificate*

Business

Certificate of Achievement: Office Administration

		PLOs: Upon satisfactory completion of the course requirements for the Office Administration Certificate of Achievement the student will be able to:				
COURSE ID	CLO#: Students successfully completing this course will be able to:	1. <i>Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.</i>	2. <i>Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.</i>	3. <i>Actively assist in implementing general office procedures, including records management</i>	4. <i>Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.</i>	5. <i>Efficiently perform office-related duties utilizing prioritization and necessary communication skills.</i>
OFADM 202	1. Demonstrate the ability to keyboard at least 44 wpm on a 5-minute timing with no more than 5 errors.		X	X	X	
OFADM 202	2. Demonstrate the ability to format a report in correct format with at least 70 percent accuracy as measured by assignments and/or exam.		X	X	X	
OFADM 231	1. Manipulate advanced formatting features of word processing software to create and enhance a variety of standard business documents as demonstrated with a minimum of 70 percent accuracy as demonstrated by homework assignments and exams.		X	X	X	X
OFADM 231	2. Demonstrate competency in using mail merge features to create customized business correspondence in mailable format with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.		X	X	X	X
OFADM 231	3. Customize documents by managing page numbers, styles, headers and footers, graphic objects, tables, columns, and forms with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.		X	X	X	X

Business
Certificate of Achievement: Office Administration

		PLOs: Upon satisfactory completion of the course requirements for the Office Administration Certificate of Achievement the student will be able to:				
COURSE ID	CLOs: Students successfully completing this course will be able to:	<i>1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.</i>	<i>2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.</i>	<i>3. Actively assist in implementing general office procedures, including records management</i>	<i>4. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.</i>	<i>5. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.</i>
OFADM 231	4. Protect and prepare documents for multiple users by restricting access, modifying document properties, creating digital signatures, using markup features, and saving files as read-only with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.	X	X	X	X	
OFADM 231	5. Apply formatting features to reference data by creating endnotes, footnotes, bibliographies, indexes, and specialized tables with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.		X	X	✓	
OFADM 311	1. Label and explain punctuation errors in sentences and manuscripts using specific error codes with a minimum of 70 percent accuracy as measured by pre-recorded dictated material.		X	X		X
OFADM 311	2. Demonstrate the use of transcription skills to reorganize and correctly format memos and letters with a minimum of 70 percent accuracy as measured by pre-recorded dictated material		X	X		X
OFADM 311	3. Apply proper capitalization and number usage rules in sentences with a minimum of 70 percent accuracy as measured by assigned workbook activities.		X	X		X

Business

Certificate of Achievement: Office Administration

		PLOs: Upon satisfactory completion of the course requirements for the Office Administration Certificate of Achievement the student will be able to:				
COURSE ID	CLOs: Students successfully completing this course will be able to:	<i>1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.</i>	<i>2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.</i>	<i>3. Actively assist in implementing general office procedures, including records management</i>	<i>4. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.</i>	<i>5. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.</i>
OFADM 314	1. Demonstrate the ability to make travel and meeting arrangements by completion of a travel itinerary and other necessary activities.		X	X	X	X
OFADM 314	2. Employ the best decision-making techniques, priorities, and critical thinking skills needed to solve real-life professional office situations as demonstrated by discussion postings.		X	X	X	X
OFADM 314	3. Organize, delegate, and work as a team to complete and present an acceptable class project.	X	X	X	X	X
OFADM 315	1. Demonstrate correct telephone techniques in dealing with customers and co-workers within an office as evidenced by daily communication within the simulation.	X	X	X	X	X
OFADM 315	2. Demonstrate appropriate office attire as evidenced by student's daily attire.			X		X
OFADM 315	3. Solve problems encountered with customers (Instructor) within the simulation with appropriate results as measured by the Instructor.	X	X	X	X	X
OFADM 315	4. Demonstrate appropriate attire, attendance, skills, and attitude when placed in an office internship as measured by instructor and employer surveys.	X	X	X	X	X

Business
Certificate of Achievement: Office Administration

		PLOs: Upon satisfactory completion of the course requirements for the Office Administration Certificate of Achievement the student will be able to:				
COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Actively assist in implementing general office procedures, including records management	4. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	5. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 359	1. Demonstrate the use of problem-solving principles to create, edit, save, print, and develop spreadsheets and use automated feature of spreadsheet software for ease in the creation of worksheets (i.e., auto fill, auto sum, auto correct, and auto format) with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X	X	X
OFADM 359	2. Plan, organize, and build a worksheet, using commands, tabs, and keystrokes with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of a teacher-generated project.		X	X	X	X
OFADM 361	1. Demonstrate how to create, open and save a databases file of varying sizes and complexities; how to manipulate table column widths; how to create forms for data input; the creation of forms for data input, with at least 80 percent accuracy.		X	X	X	X
OFADM 361	2. Plan, develop, and create a database that lists 15 items of historical value that have been donated with at least 90 percent accuracy.		X	X	X	X

Business
Certificate of Achievement: Office Administration

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COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Actively assist in implementing general office procedures, including records management	4. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	5. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
OFADM 363	1. Utilize Internet Explorer to access a variety of Web sites with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X	X	X
OFADM 363	2. Identify and explain internet terms with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X	X	X
OFADM 363	3. Compose, attach, and send e-mail communications with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X	X	X
OFADM 320	1. Demonstrate and/or describe how to execute both a blind and an announced transfer of a call as measured by quizzes, exams, and/or instructor observation.	X	X	X		X
OFADM 320	2. Demonstrate positive communication while handling calls as measured by instructor calls and observation.	X	X	X		X
OFADM 320	3. Describe an appropriate response to a customer when given a certain situation as measured by an exam question rubric.	X	X	X		X

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Certificate of Achievement: Office Administration

		PLOs: Upon satisfactory completion of the course requirements for the Office Administration Certificate of Achievement the student will be able to:				
COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.	2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.	3. Actively assist in implementing general office procedures, including records management	4. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	5. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
BUSAD 210	1. Apply the direct and indirect reasoning processes as well as creative approaches to effectively compose and format business documents using specific style guidelines.		X	X	X	X
BUSAD 210	2. Prepare and write a personal resume and cover letter that lists education, work experience, personal references, and other topics unique to each student.		X	X	X	X
BUSAD 210	3. Demonstrate report-writing techniques to research, organize, and develop an informative or investigative report that reaches conclusions or makes recommendations.	X	X	X	X	X
OFADM 232	1. Demonstrate advanced features of word processing software to create brochure while incorporating the use of specific typographical and design elements as measured by completions of assignments or exams with a minimum of 80 percent accuracy.	X	X	X	X	X
OFADM 232	2. Evaluate and revise poorly designed desktop publishing documents as measured by completion of assignments with a minimum of 80 percent accuracy.	X	X	X	X	X

Business
Certificate of Achievement: Office Administration

		PLOs: Upon satisfactory completion of the course requirements for the Office Administration Certificate of Achievement the student will be able to:				
COURSE ID	CLO#: Students successfully completing this course will be able to:	<i>1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.</i>	<i>2. Competently communicate in support of a business office, including production and design of complex electronic and paper based, correspondence and documents.</i>	<i>3. Actively assist in implementing general office procedures, including records management</i>	<i>4. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.</i>	<i>5. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.</i>
OFADM 232	3. Compile a variety of desktop publishing documents for use in interviewing with a prospective employer as measured by the completion of a job portfolio with a minimum of 80 percent accuracy.		X	X	X	X
OFADM 329	No CLO's in P-Net		X	X	X	X
OFADM 375 A	1. Illustrate and define commonly used proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.			X	X	
OFADM 375 B	2. Critically analyze copy and show corrections by correctly using proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.			X	X	
OFADM 375 C	3. Critically analyze copy and show corrections by correctly using proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.			X	X	
CMPGR 215	1. Focus on the verbal content and readability when creating an electronic presentation.		X	X	X	X
CMPGR 215	2. Demonstrate the ability to utilize visual aids that support and reinforce the content of a presentation.		X	X	X	X
CMPGR 215	3. Demonstrate the use Microsoft PowerPoint to create and revise electronic presentations.		X	X	X	X

Appendix 328B

Business
Certificate of Achievement: Office Administration

		PLOs: Upon satisfactory completion of the course requirements for the Office Administration Certificate of Achievement the student will be able to:				
COURSE ID	CLO#: Students successfully completing this course will be able to:	<i>1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.</i>	<i>2. Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.</i>	<i>3. Actively assist in implementing general office procedures, including records management</i>	<i>4. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.</i>	<i>5. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.</i>
CMPGR 215	4. Analyze a typical business situation and integrate the appropriate data from other Windows software such electronic spreadsheets, databases or graphics to complete a professional presentation.		X	X	X	X
CMPGR 215	5. Develop and use an outline to lay out a presentation.		X	X	X	X
MATH 50	Use mathematical techniques to solve real world business applications			X	X	
MATH 50	Use financial tables to solve advanced business applications			X	X	

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Kenn Alvarezos		
Nancy Backlund		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? *Please explain why or why not.*

Yes, CLOs accurately reflect the purposes of the courses they represent.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? *Please explain why or why not.*

Yes, the PLOs are well represented by the course CLOs and the purpose of the program.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? *Please explain.*

A majority of the CLOs support 3 or more of the PLOs and all address at least one.

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

The majority of our assessment data shows positive results. The few courses that need improvement have been refined to collect more accurate data in future semesters.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

329 was formerly named 328B
375 SLOs are incorrect

**Business
Certificate of Achievement: Office Computer Applications**

COURSE ID	CLO#1: Students successfully completing this course will be able to:	CLO#2: Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.	CLO#3: Demonstrate skill in the application of correct formatting procedures for business letters, memos, reports, and tables with at least 70 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.	CLO#4: Identify the correct techniques of keyboarding by the touch system on the alphanumeric keyboard and be able to analyze good and bad elements of technique as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.	CLO#5: Demonstrate the ability to keyboard at least 44 wpm on a 5-minute timing with no more than 5 errors.	CLO#6: Demonstrate the ability to format a report in correct format with at least 70 percent accuracy as measured by assignments and/or exam.	CLO#7: Demonstrate the use of word processing formatting features with at least 80 percent accuracy when creating and/or editing a business document.	CLO#8: Identify, list, and describe the uses of word processing with at least 70 percent accuracy, as measured by teacher-generated tests and quizzes.
OFADM 301	1. Demonstrate the correct hand position and fingering pattern for alphanumeric data entry by touch with at least 90 percent accuracy as evaluated by instructor observation.							
OFADM 301	2. Demonstrate the ability to keyboard by using proper techniques at an average rate of 25 wpm with seven or less errors on a one or two-minute timing.							
OFADM 302	1. Demonstrate the ability to keyboard at a rate of 31 wpm on three 3-minute timing with 3 or fewer errors.							
OFADM 302	2. Identify the correct techniques of keyboarding by the touch system on the alphanumeric keyboard and be able to analyze good and bad elements of technique as measured by teacher observation.							
OFADM 302	3. Demonstrate skill in the application of correct formatting procedures for business letters, memos, reports, and tables with at least 70 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.							
OFADM 202	1. Demonstrate the ability to keyboard at least 44 wpm on a 5-minute timing with no more than 5 errors.							
OFADM 202	2. Demonstrate the ability to format a report in correct format with at least 70 percent accuracy as measured by assignments and/or exam.							
OFADM 330	1. Demonstrate the use of word processing formatting features with at least 80 percent accuracy when creating and/or editing a business document.							
OFADM 330	2. Identify, list, and describe the uses of word processing with at least 70 percent accuracy, as measured by teacher-generated tests and quizzes.							

PLDs:
Upon satisfactory completion of the course requirements for the Office Computer Applications Certificate of Achievement the student will be able to:

**Business
Certificate of Achievement: Office Computer Applications**

<p>PLCs: Upon satisfactory completion of the course requirements for the Office Computer Applications Certificate of Achievement the student will be able to:</p>	
<p>COURSE ID CLO# Students successfully completing this course will be able to:</p>	<p>1. Use the internet, a wide variety of computer applications and standard business procedures to compute, analyze and solve problems. 2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.</p>
<p>OFA300</p>	<p>3. Demonstrate the ability of the software to sort lists, paragraphs, and tables with 80 percent accuracy on an exam.</p>
<p>OFA301</p>	<p>1. Manipulate advanced formatting features of word processing software to create and enhance a variety of standard business documents as demonstrated with a minimum of 70 percent accuracy as demonstrated by homework assignments and exams.</p>
<p>OFA301</p>	<p>2. Demonstrate competency in using mail merge features to create customized business correspondence in mailable format with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.</p>
<p>OFA301</p>	<p>3. Customize documents by managing page numbers, styles, headers and footers, graphic objects, tables, columns, and forms with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.</p>
<p>OFA301</p>	<p>4. Protect and prepare documents for multiple users by restricting access, modifying document properties, creating digital signatures, using markup features, and saving files as read-only with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.</p>
<p>OFA301</p>	<p>5. Apply formatting features to reference data by creating endnotes, footnotes, bibliographies, indexes, and specialized tables with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.</p>
<p>CMPS278</p>	<p>1. Evaluate the components of a spreadsheet.</p>

Business
Certificate of Achievement: Office Computer Applications

		PLOs: Upon satisfactory completion of the course requirements for the Office Computer Applications Certificate of Achievement the student will be able to:	
COURSE ID	CLO#: Students successfully completing this course will be able to:		
		1. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
CMPS 278	2. Evaluate, construct, test, and document spreadsheet based solutions to typical business problems.	✓	✓
CMPS 278	3. Articulate and construct the extraction and combination of data from multiple spreadsheets.	✓	✓
CMPS 278	4. Create, edit, and implement interactive macros.	✓	✓
CMPS 278	5. Synthesize and evaluate processes for the importing and exporting of data.	✗	✗
OFADM 361	1. Demonstrate how to create, open and save a databases file of varying sizes and complexities; how to manipulate table column widths; how to create forms for data input; the creation of forms for data input, with at least 80 percent accuracy.	✓	✗
OFADM 361	2. Plan, develop, and create a database that lists 15 items of historical value that have been donated with at least 90 percent accuracy.	✓	✓
OFADM 362	1. Create new presentation using the tools of available software; enter, and revise topic outline for an effective business presentation; audit/edit speaker notes and audience handouts with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.	✗	✗
OFADM 362	2. Demonstration how to add, edit, move, and align textboxes; how to insert, move, and align chart boxes, how to add appropriate graphic(s) to presentations; the use of transitions effects and animation with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.	✓	✓

**Business
Certificate of Achievement: Office Computer Applications**

<p>PLoS: Upon satisfactory completion of the course requirements for the Office Computer Applications Certificate of Achievement the student will be able to:</p>	<p>COURSE ID CLO#: Students successfully completing this course will be able to:</p>	<p>1. Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems. 2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.</p>	<p>3. Plan, organize, and build a slideshow (of at least six slides in length), using commands, tables, keystrokes, and apply appropriate timings to slide transitions with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of a teacher-generated project.</p>	<p>1. Use Microsoft Windows to organize, retrieve and manipulate digital data stored on a computer with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.</p>	<p>2. Examine and use Microsoft Windows to perform disk, folder, subfolder, file management, and customize display properties with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.</p>	<p>3. Write and edit documents using Wordpad application with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.</p>	<p>OFADM 353</p>
							OFADM 353
							OFADM 353
							OFADM 353
							OFADM 362
							OFADM 353

Certificate: Office Computer Applications

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Kenn Alvarez		
Nancy Balkind		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, they illustrate Computer Knowledge and office equipment.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes, the PLO's describe the requirements of the certificate

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

All CLO's support the PLO's for the certificate very nicely

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

~~Our CLOs accurately reflect the needs~~
~~of our PLOs~~
The majority of our assessment data shows positive results. The few courses that need improvement have been selected to collect more accurate data.

5. In reviewing the questions above, please identify an action plan.

Action Plan:


not necessary.

Business

Certificate of Achievement: Office Support

COURSE ID	CLO#: Students successfully completing this course will be able to:	PLOs:	
		Upon satisfactory completion of the course requirements for the Office Support Certificate of Achievement the student will be able to:	1. Actively assist in implementing general office procedures, including records management
OFADM 301	1. Demonstrate the correct hand position and fingering pattern for alphanumeric data entry by touch with at least 90 percent accuracy as evaluated by instructor observation.	X	X
OFADM 301	2. Demonstrate the ability to keyboard by using proper techniques at an average rate of 25 wpm with seven or less errors on a one or two-minute timing.	X	X
OFADM 302	1. Demonstrate the ability to keyboard at a rate of 31 wpm on three 3-minute timing with 3 or fewer errors.	X	X
OFADM 302	2. Identify the correct techniques of keyboarding by the touch system on the alphanumeric keyboard and be able to analyze good and bad elements of technique as measured by teacher observation.	X	X
OFADM 302	3. Demonstrate skill in the application of correct formatting procedures for business letters, memos, reports, and tables with at least 70 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.	X	X
OFADM 304	1. Identify and correct common spelling, grammar, and punctuation errors in sentences with a minimum of 70 percent accuracy as measured by assigned exercises taken from the textbook and outside sources.	X	
OFADM 304	2. Spell and define common business terms with a minimum of 80 percent accuracy as measured by completion of quizzes and exams.	X	
OFADM 304	3. Compose short to medium-length essays of 200-500 words with a minimum of 80 percent accuracy as measured by online discussion and research assignments.	X	

Business
Certificate of Achievement: Office Support

		PLOs: Upon satisfactory completion of the course requirements for the Office Support Certificate of Achievement the student will be able to:	
COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Actively assist in implementing general office procedures, including records management.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
OFADM 305	1. Apply the 10 alphabetic indexing rules for filing names of persons, businesses, and organizations with a minimum of 70 percent accuracy as measured by assignments, quizzes, and exams.	Y	
OFADM 305	2. Demonstrate the use of computer database software to open a file; add, delete, and edit records; sort records; save and delete files; calculate numeric fields; and print reports and labels as evidenced by completed assignments.	X	X
OFADM 305	3. Demonstrate indexing, coding, cross-referencing, sorting, storing, and retrieving in the process of filing cards and letters alphabetically, numerically, geographically, and by subject with a minimum of 70 percent accuracy as measured by a filing simulation.	X	
OFADM 314	1. Demonstrate the ability to make travel and meeting arrangements by completion of a travel itinerary and other necessary activities.	X	X
OFADM 314	2. Employ the best decision-making techniques, priorities, and critical thinking skills needed to solve real-life professional office situations as demonstrated by discussion postings.	X	X
OFADM 314	3. Organize, delegate, and work as a team to complete and present an acceptable class project.	X	
OFADM 320	1. Demonstrate and/or describe how to execute both a blind and an announced transfer of a call as measured by quizzes, exams, and/or instructor observation.	X	X
OFADM 320	2. Demonstrate positive communication while handling calls as measured by instructor calls and observation.	X	X

Business
Certificate of Achievement: Office Support

		PLOs: Upon satisfactory completion of the course requirements for the Office Support Certificate of Achievement the student will be able to:	
COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Actively assist in implementing general office procedures, including records management.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
OFADM 320	3. Describe an appropriate response to a customer when given a certain situation as measured by an exam question rubric.	✓	✗
OFADM 330	1. Demonstrate the use of word processing formatting features with at least 80 percent accuracy when creating and/or editing a business document.	✗	✗
OFADM 330	2. Identify, list, and describe the uses of word processing with at least 70 percent accuracy, as measured by teacher-generated tests and quizzes.	✗	✗
OFADM 330	3. Demonstrate the ability of the software to sort lists, paragraphs, and tables with 80 percent accuracy on an exam.	✗	✗
OFADM 359	1. Demonstrate the use of problem-solving principles to create, edit, save, print, and develop spreadsheets and use automated feature of spreadsheet software for ease in the creation of worksheets (i.e., auto fill, auto sum, auto correct, and auto format) with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.	✗	✗
OFADM 359	2. Plan, organize, and build a worksheet, using commands, tabs, and keystrokes with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of a teacher-generated project.	✓	✗
OFADM 363	1. Utilize Internet Explorer to access a variety of Web sites with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.	✗	✗

Business
Certificate of Achievement: Office Support

PLOs: Upon satisfactory completion of the course requirements for the Office Support Certificate of Achievement the student will be able to:			
COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Actively assist in implementing general office procedures, including records management.	2. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
OFADM 363	2. Identify and explain internet terms with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.	X	X
OFADM 363	3. Compose, attach, and send e-mail communications with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.	X	X

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Kenn Alavrtos		
: Nancy Bucklund		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, the CLOs represent course purposes and the course content

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes, the PLOs represent the purposes of the program and what students need for employment

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

Yes. all CLOs support the PLOs with: the majority covering both PLOs

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

The majority of our assessment data shows positive results. The few courses that need improvement have been refined to collect more accurate data.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

None necessary other than cleanup of duplicate SLOs

**Business
Certificate of Achievement: Professional Selling**

PLoS:
Upon satisfactory completion of the course requirements for the Professional Selling Certificate of Achievement the student will be able to:

1. Apply communication strategies for various audiences and contexts.
2. Demonstrate the ability to recognize and analyze ethical issues as they apply to the professional selling environment.
3. Be prepared to obtain employment in entry level sales position.

COURSE ID	CLOM: Students successfully completing this course will be able to:			
BUSAD 210	1. Apply the direct and indirect reasoning processes as well as creative approaches to effectively compose and format business documents using specific style guidelines.	✓	✓	✓
BUSAD 210	2. Prepare and write a personal resume and cover letter that lists education, work experience, personal references, and other topics unique to each student.	✓	✓	✓
BUSAD 210	3. Demonstrate report-writing techniques to research, organize, and develop an informative or investigative report that reaches conclusions or makes recommendations.	✓	✓	✓
BUSAD 245	1. Analyze, formulate and interpret situations through projects applying the principles and concepts of marketing and consumer behavior.	✓	✓	✓
BUSAD 377	1. Evaluate the impact of human relations problems on the employee, manager, organization, and client population.	✓	✓	✓
BUSAD 377	2. Discuss current employment trends and career forecasts.	✓	✓	✓
BUSAD 377	3. Identify and discuss human relations concepts and terminology.	✓	✓	✓
MATH 50	1. Use mathematical techniques to solve real world business applications	✓	✓	✓
MATH 50	2. Use financial tables to solve advanced business applications	✓	✓	✓
SPCOM 100	1. create, and effectively deliver, professional and engaging speeches that are cogent, clear and concise.	✓	✓	✓
SPCOM 100	2. construct a speech outline demonstrating clarity of ideas, proper source citation, awareness of audience and proper outlining techniques.	✓	✓	✓
SPCOM 100	3. evaluate speeches in written and verbal forms.	✓	✓	✓
SPCOM 100	4. identify and apply effective listening techniques.	✓	✓	✓

**Business
Certificate of Achievement: Professional Selling**

<p>PLoS: Upon satisfactory completion of the course requirements for the Professional Selling Certificate of Achievement the student will be able to:</p>		<p>1. Apply communication strategies for various audiences and contexts.</p>	<p>2. Demonstrate the ability to recognize and analyze ethical issues as they apply to the professional selling environment.</p>	<p>3. Be prepared to obtain employment in entry level sales position.</p>
COURSE ID	CLO#: Students successfully completing this course will be able to:			
SPCOM 100	5. use the library and other modalities for effective research.	✓	✓	✓
ENGL 101	Write papers that demonstrate competent control over written language, academic form, style and tone;	✓		
ENGL 101	2. Demonstrate the ability to read and think critically;	✓		✓
ENGL 101	3. Demonstrate the ability to select credible sources; and	✓	✓	✓
ENGL 101	4. Demonstrate the legitimate use of scholarly sources by (a) summarizing, paraphrasing, quoting, and documenting according to MLA conventions, (b) integrating source ideas with their own ideas, and (c) avoiding plagiarism.	✓	✓	✓
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.	✓	✓	✓
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.	✓	✓	✓
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.	✓	✓	✓
BUSAD 310	1. Determine and apply generally accepted accounting principles relating to bookkeeping.	✓	✓	✓
BUSAD 310	2. Analyze financial transactions through the accounting equation.	✓	✓	✓
BUSAD 310	3. Identify business documents used in processing accounting data.	✓		✓
BUSAD 240	1. Identify the qualities and personal characteristics of an effective manager.	✓	✓	✓
BUSAD 240	2. Plan well enough so as to recognize the need to make a timely, enforceable management decision.		✓	✓

Business
Certificate of Achievement: Professional Selling

PLOs:
 Upon satisfactory completion of the course requirements for the Professional Selling Certificate of Achievement the student will be able to:

COURSE ID	CLO# Students successfully completing this course will be able to:	1. Apply communication strategies for various audiences and contexts.	2. Demonstrate the ability to recognize and analyze ethical issues as they apply to the professional selling environment.	3. Be prepared to obtain employment in entry level sales position.
BUSAD 240	3. Recognize the need, when necessary, to apply special management techniques, e.g., JIT ("Just in time" inventory control), MBO ("Management by Objectives"), and SWOT (analysis of a business' strengths, weaknesses, opportunities and threats).	✓		✓
BUSAD 240	4. Identify the ethical implications of every management decision upon individuals within a business, the business itself, and the larger surrounding community.	✓	✓	✓
BUSAD 358	No CLOS Found			

Certificate: Professional Selling

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Mc Carthy		
Kropf		
S. H.		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

YES, CLO'S ACCURATELY REFLECT
PURPOSE OF COURSE - BUSAS 201
CLO'S WILL BE REFINED TO REFLECT
PROGRAM APPROACH -

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

PLO'S REFLECT THE PURPOSES OF
THE CERTIFICATE & REFLECTS THE
INDUSTRY NEED FOR BOTH TECHNICAL
SKILLS & COMMUNICATION -

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

CLO'S ALIGN WELL W/ PLO'S

Certificate: Professional Selling

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

CURRICULUM WILL BE REFINED
IN THE NORMAL REVIEW CYCLE

5. In reviewing the questions above, please identify an action plan.

Action Plan:

- 1) PUT CLO'S ON PUBLIC PAGES
FOR BUSAD 358
- 2) REFINC CLO'S FOR BUSAD 201
& REVIEW 310

**Business
Certificate of Achievement: Real Estate**

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs: Upon satisfactory completion of the course requirements for the Real Estate Certificate of Achievement the student will be able to:			
		1. Demonstrate a firm understanding and working knowledge of basic real estate terminology and common California real estate practices.	2. Prepare students to qualify for the basic California real estate agent's and/or broker's exam.	3. Be prepared to obtain employment in an entry-level position in the real estate field.	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the real estate environment.
RLES 380	1. Begin preparation for the DRE licensing examination and differentiate real estate terminology and legal elements. 2. Describe basic knowledge in various academic areas of Real Estate such as agency, ethics, contracts, subdivisions, appraisal, finance, taxation, licensing and math.	✓	✓	✓	✓
RLES 380	3. Identify the personal and behavioral characteristics needed to be a successful agent/loan officer.	✓	✓	✓	✓
RLES 380	4. Identify basic contract writing skills and successful speaking skills needed by the profession.	✓	✓	✓	✓
RLES 380	5. Develop essential knowledge to effectively buy or sell real estate.	✓	✓	✓	✓
RLES 381	1. Recognize applications of the Real Estate profession and how it works.	✓	✓	✓	✓
RLES 381	2. Apply some of the Real Estate principles.	✓	✓	✓	✓
RLES 381	3. Determine how Real Estate millionaires are made.	✓	✓	✓	✓
RLES 381	4. Identify techniques to prepare yourself for the DRE licensing exam.	✓	✓	✓	✓
RLES 381	5. Identify different careers in Real Estate such as Appraisal, Property Management, Construction and more.	✓	✓	✓	✓
RLES 384	1. Identify Real Estate cycles, the monetary system, fiduciary sources, State & Federal regulations, underwriting, processing, the secondary market, investment opportunities, and foreclosures.	✓	✓	✓	✓
RLES 384	2. Determine how to utilize finance tools in making important real estate decisions.	✓	✓	✓	✓
RLES 384	3. How to use these tools in furthering your finance career.	✓	✓	✓	✓
RLES 384	4. Recognize the source of funds in the primary and secondary markets.	✓	✓	✓	✓
RLES 385	1. Identify essential elements to a complete appraisal.	✓	✓	✓	✓

Business
Certificate of Achievement: Real Estate

PLOs:

Upon satisfactory completion of the course requirements for the Real Estate Certificate of Achievement the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate a firm understanding and working knowledge of basic real estate terminology and common California real estate practices.	2. Prepare students to qualify for the basic California real estate agent's and/or broker's exam.	3. Be prepared to obtain employment in an entry-level position in the real estate field.	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the real estate environment.
RLES 385	2. Review various appraisal techniques and their application.	✓	✓	✓	✓
RLES 385	3. Utilize estimating value tools.	✓	✓	✓	✓
RLES 385	4. Determine which appraisal method is best for a particular property.	✓	✓	✓	✓
RLES 392	1. Determine essential elements of a successful escrow.	✓	✓	✓	✓
RLES 392	2. Establish the order of escrow and use monitoring techniques to determine status.	✓	✓	✓	✓
RLES 392	3. Examine loan files, 1003 application forms, and real estate contracts for content and completeness.	✓	✓	✓	✓
RLES 382	1. Recognize that real estate law is a subset of general US civil and criminal law; accordingly, be able to identify general US law principles and practices that impinge on real estate transactions.	✓	✓	✓	✓
RLES 382	2. Identify legal problems for the buyer, the seller, and real estate agent(s)/brokers that arise in real estate contracts.	✓	✓	✓	✓
RLES 382	3. Recognize legal terminology in real estate contracts and identify state court procedures and the arbitration/mediation process in resolving legal disputes involving real estate.	✓	✓	✓	✓
RLES 382	4. Recognize questions that may arise involving real estate law on the DRE (California Department of Real Estate) licensing exam and be knowledgeable in state continuing education requirements for the real estate profession.	✓	✓	✓	✓
BUSAD 218	1. Identify and distinguish criminal from (non-criminal) civil law, federal from state and local law.	✓	✓	✓	✓
BUSAD 218	2. Recognize legal problems that may arise from entering into contracts or being involved in civil tort actions and to recognize the relevant legal terminology.	✓	✓	✓	✓

**Business
Certificate of Achievement: Real Estate**

<p>PLCs: Upon satisfactory completion of the course requirements for the Real Estate Certificate of Achievement the student will be able to:</p>			
COURSE ID	CLC# : Students successfully completing this course will be able to:		
BUSAD 218	3. "Brief" (summarize, outline) legal cases and analyze judge's decisions in federal and state court cases.	✓	✓
BUSAD 218	4. Recognize US Constitutional issues in court decisions.	✓	✓
BUSAD 218	5. Distinguish the functions of different courts at different levels, those of the lowest state level, the role of the appeals courts, and the role of the one high court in each system.	✓	✓
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.	✓	
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.	✓	
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.	✓	
	1. Demonstrate a firm understanding and working knowledge of basic real estate terminology and agents and/or brokers' exam.	✓	
	2. Prepare students to qualify for the basic California real estate agents and/or brokers' exam.	✓	
	3. Be prepared to obtain employment in an entry-level position in the real estate field.		
	4. Demonstrate the ability to recognize and analyze ethical issues as they apply to the real estate environment.		

Qualitative Analysis and Reflection on Program PLOs Worksheet

Certificate: Real Estate (2023)

Faculty Members Present:

MANISH SILL		
JIM MCGRAW		
LINDA KUMPH		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.
 ✓ The CLOs represent the overall purpose of the course

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.
 ✓ The PLOs represent the overall purposes of the program

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.
 The CLOs align well with the PLOs

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

The CLO data well reflects the PLOs

5. In reviewing the questions above, please identify an action plan.

Action Plan:

Electors in the R/E certificate should be reviewed

Business

Certificate of Achievement: Records Management/Data Entry Specialist

PLOs:
Upon satisfactory completion of the course requirements for the Records Management/Data Entry Specialist Certificate of Achievement the student will be able to:

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Actively assist in implementing general office procedures, including records management	2. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.	3. Utilize computer software to manage data effectively.
OFADM 301	1. Demonstrate the correct hand position and fingering pattern for alphanumeric data entry by touch with at least 90 percent accuracy as evaluated by Instructor observation.		X	X
OFADM 301	2. Demonstrate the ability to keyboard by using proper techniques at an average rate of 25 wpm with seven or less errors on a one or two-minute timing.		X	X
OFADM 302	1. Demonstrate the ability to keyboard at a rate of 31 wpm on three 3-minute timing with 3 or fewer errors.		X	X
OFADM 302	2. Identify the correct techniques of keyboarding by the touch system on the alphanumeric keyboard and be able to analyze good and bad elements of technique as measured by teacher observation.		X	X
OFADM 302	3. Demonstrate skill in the application of correct formatting procedures for business letters, memos, reports, and tables with at least 70 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	X
OFADM 304	1. Identify and correct common spelling, grammar, and punctuation errors in sentences with a minimum of 70 percent accuracy as measured by assigned exercises taken from the textbook and outside sources.	X	X	
OFADM 304	2. Spell and define common business terms with a minimum of 80 percent accuracy as measured by completion of quizzes and exams.	X	X	
OFADM 304	3. Compose short to medium-length essays of 200-500 words with a minimum of 80 percent accuracy as measured by online discussion and research assignments.	X	X	

Business

Certificate of Achievement: Records Management/Data Entry Specialist

PLOs:
Upon satisfactory completion of the course requirements for the Records Management/Data Entry Specialist Certificate of Achievement the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Actively assist in implementing general office procedures, including records management	2. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.	3. Utilize computer software to manage data effectively.
OFADM 305	1. Apply the 10 alphabetic indexing rules for filing names of persons, businesses, and organizations with a minimum of 70 percent accuracy as measured by assignments, quizzes, and exams.	X	X	X
OFADM 305	2. Demonstrate the use of computer database software to open a file; add, delete, and edit records; sort records; save and delete files; calculate numeric fields; and print reports and labels as evidenced by completed assignments.	X	X	X
OFADM 305	3. Demonstrate indexing, coding, cross-referencing, sorting, storing, and retrieving in the process of filing cards and letters alphabetically, numerically, geographically, and by subject with a minimum of 70 percent accuracy as measured by a filing simulation.	X	X	
OFADM 313	1. List at least eight skills for a well-prepared office employee as measured by exams and homework.	X	X	
OFADM 313	2. Describe at least eight qualities necessary for a well-prepared office employee as measured by exams and homework.	X	X	
OFADM 313	3. Organize a personal educational plan of semester courses to meet the requirements of a particular certificate, degree, or transfer program within a desired time period at Modesto Junior College (MJC).			
OFADM 361	1. Demonstrate how to create, open and save a databases file of varying sizes and complexities; how to manipulate table column widths; how to create forms for data input; the creation of forms for data input, with at least 80 percent accuracy.			X

Business
 Certificate of Achievement: Records Management/Data Entry Specialist

PLOs:
 Upon satisfactory completion of the course requirements for the Records Management/Data Entry Specialist Certificate of Achievement the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Actively assist in implementing general office procedures, including records management	2. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.	3. Utilize computer software to manage data effectively.
OFADM 361	2. Plan, develop, and create a database that lists 15 items of historical value that have been donated with at least 90 percent accuracy.	X	X	X
OFADM 375 (A)	1. Illustrate and define commonly used proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.			X
OFADM 375 (B)	2. Critically analyze copy and show corrections by correctly using proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.			X
BUSAD 300	1. Operate the 10-key desk calculator rapidly and accurately by touch.	X		X
BUSAD 300	2. Analyze and interpret basic problems to be completed correctly on the electronic desk calculator.	X		X

OFADM 375 (C) X

Certificate: Records Management/Data Entry Specialist
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Kenn Alvarado		
Nancy Becklund		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, the CLOs represent the purposes of the courses and their content

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes, The PLOs show a broad diversity of content.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

All the CLOs support the PLOs, with exception of one that is student success oriented

Certificate: Records Management/Data Entry Specialist
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

The majority of our assessment data shows positive results. The few courses that need improvement have been urged to collect more accurate data.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

Review and correct CLOs for OFADM375

**Business
Certificate of Achievement: Retail Management (WAF)**

COURSE ID	CLOs: Students successfully completing this course will be able to:	PLOs:		
		1. Apply communication strategies for retail selling environment.	2. Demonstrate the ability to recognize the retail selling environment.	3. Be prepared to obtain employment in retail sales position.
BUSAD 201	1. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.			
BUSAD 201	2. Analyze financial transactions and statements to evaluate the financial health of businesses.			
BUSAD 201	3. Identify and assess ethical issues related to financial accounting and reporting.			
BUSAD 210	1. Apply the direct and indirect reasoning processes as well as creative approaches to effectively compose and format business documents using specific style guidelines.			
BUSAD 210	2. Prepare and write a personal resume and cover letter that lists education, work experience, personal references, and other topics unique to each student.			
BUSAD 210	3. Demonstrate report-writing techniques to research, organize, and develop an informative or investigative report that reaches conclusions or makes recommendations.			
BUSAD 240	1. Identify the qualities and personal characteristics of an effective manager.			
BUSAD 240	2. Plan well enough so as to recognize the need to make a timely, enforceable management decision.			
BUSAD 240	3. Recognize the need, when necessary, to apply special management techniques, e.g., JIT ("Just in time" inventory control), MBO ("Management by Objectives"), and SWOT (analysis of a business' strengths, weaknesses, opportunities and threats).			
BUSAD 240	4. Identify the ethical implications of every management decision upon individuals within a business, the business itself, and the larger surrounding community.			
BUSAD 274	1. Analyze the fundamental principles of a quality or successful organization.			

**Business
Certificate of Achievement: Retail Management (WAF)**

Upon satisfactory completion of the course requirements for the Retail Management (WAF) Certificate of Achievement the student will be able to:			
COURSE ID	CLO: Students successfully completing this course will be able to:	1. Apply communication strategies for retail selling in the retail selling environment.	2. Demonstrate the ability to recognize and analyze ethical issues as they apply to employment in retail sales position.
BUSAD 274	2. Describe the goals of human resources management.	/	/
BUSAD 274	3. Analyze procedures and develop improved methods of personnel structures.	/	/
BUSAD 310	1. Determine and apply generally accepted accounting principles relating to bookkeeping.	/	/
BUSAD 310	2. Analyze financial transactions through the accounting equation.	/	/
BUSAD 310	3. Identify business documents used in processing accounting data.	/	/
BUSAD 377	1. Evaluate the impact of human relations problems on the employee, manager, organization, and client population.	/	/
BUSAD 377	2. Discuss current employment trends and career forecasts.	/	/
BUSAD 377	3. Identify and discuss human relations concepts and terminology.	/	/
CMFSC 201	1. Articulate the nomenclature of computers, computer activities, and types of computer users.		
CMFSC 201	2. Analyze the need for the computer's speed, economy, efficiency, and power.		
CMFSC 201	3. Analyze computer problems with respect to the solving procedures.		/
CMFSC 201	4. Construct one example of each of the three most frequently used applications: word processing, database management, and spreadsheet; and print the output from each.		
CMFSC 201	5. Evaluate and articulate uses of a graphical user interface-based operating system.		
CMFSC 202	1. Analyze how to set up a business computer system for transaction processing, management information systems, and shared data resources.		/
CMFSC 202	2. Analyze different business computer systems and apply the correct systems to a given business situation.		

**Business
Certificate of Achievement: Retail Management (WAF)**

PLDs:
Upon satisfactory completion of the course requirements for the Retail Management (WAF) Certificate of Achievement the student will be able to:

COURSE ID	CLO#	Students successfully completing this course will be able to:	1. Apply communication strategies for retail selling environment	2. Demonstrate the ability to recognize and analyze ethical issues as they apply to employment in retail sales position.	3. Be prepared to obtain
CMPS 202	3.	Evaluate different database models and their advantages/disadvantages.			
CMPS 202	4.	Articulate advanced spreadsheet and database design for business decision-making.			
CMPS 202	5.	Evaluate the characteristics of information at different managerial levels.			
ENGL 101	1.	Write papers that demonstrate competent control over written language, academic form, style and tone.			
ENGL 101	2.	Demonstrate the ability to read and think critically.			
ENGL 101	3.	Demonstrate the ability to select credible sources; and			
ENGL 101	4.	Demonstrate the legitimate use of scholarly sources by (a) summarizing, paraphrasing, quoting, and documenting according to MLA conventions, (b) integrating source ideas with their own ideas, and (c) avoiding plagiarism.			
ENGL 50	1.	Demonstrate the ability to articulate the main idea (or thesis) of a reading selection, or the main unifying theme, perception, or impression in narrative and descriptive writing;			
ENGL 50	2.	Demonstrate the ability to make and support reasonable inferences about the attitudes and thoughts of a writer based on evidence supplied in a reading selection;			
ENGL 50	3.	Demonstrate the ability to write coherent essays that (a) are controlled by a clear unifying theme, perception, or thesis; (b) are organized in a sequence that contributes to clarity and helps fulfill the purpose of the writing; (c) use diction appropriate to the purpose of the writing (e.g., technical, formal, informal, slang, etc.); and (d) are clearly proofread and edited for correct spelling, grammar, and punctuation.			

**Business
Certificate of Achievement: Retail Management (WAF)**

PLDs:
Upon satisfactory completion of the course requirements for the Retail Management (WAF) Certificate of Achievement the student will be able to:

COURSE ID: CLO#1: Students successfully complete this course will be able to:
1. Apply communication strategies for retail selling environment
2. Demonstrate the ability to recognize and analyze ethical issues as they apply to employment in retail sales position.
3. Be prepared to obtain

MATH 50	1. Use mathematical techniques to solve real world business applications	✓		✓
MATH 50	2. Use financial tables to solve advanced business applications	✓		✓
OFADM 311	1. Label and explain punctuation errors in sentences and manuscripts using specific error codes with a minimum of 70 percent accuracy as measured by pre-recorded dictated material.	✓		✓
OFADM 311	2. Demonstrate the use of transcription skills to reorganize and correctly format memos and letters with a minimum of 70 percent accuracy as measured by pre-recorded dictated material.	✓		✓
OFADM 311	3. Apply proper capitalization and number usage rules in sentences with a minimum of 70 percent accuracy as measured by assigned workbook activities.	✓		✓
SPCOM 100	1. create, and effectively deliver, professional and engaging speeches that are cogent, clear and concise.	✓		✓
SPCOM 100	2. construct a speech outline demonstrating clarity of ideas, proper source creation, awareness of audience and proper outlining techniques.	✓	✓	✓
SPCOM 100	3. evaluate speeches in written and verbal forms.	✓		✓
SPCOM 100	4. identify and apply effective listening techniques.	✓		✓
SPCOM 100	5. use the library and other modalities for effective research.	✓	✓	✓
SPCOM 101	1. demonstrate proficiency in reading and writing the International Phonetic Alphabet.	✓		✓
SPCOM 101	2. identify the forty-four sounds of the English language.	✓		✓
SPCOM 101	3. understand the mechanics of voice production.	✓		✓
SPCOM 101	4. Demonstrate a correct pronunciation of English words.	✓		✓

**Business
Certificate of Achievement: Retail Management (WAF)**

PLS:
Upon satisfactory completion of the course requirements for the Retail Management (WAF) Certificate of Achievement the student will be able to:

COURSE ID	CLM: Students successfully completing this course will be able to:	1. Apply communication strategies for retail selling environment.	2. Demonstrate the ability to recognize and analyze ethical issues as they apply to employment in retail sales position.	3. Be prepared to obtain
SPCOM 102	1. prepare and deliver speeches which demonstrate adaptation to audience and correct use of research, organizational, and delivery skills.	/	/	/
SPCOM 102	2. (a) identify the various roles occurring in a small group and (b) respond and adapt to the roles displayed in the group.	/	/	/
SPCOM 102	3. utilize appropriate verbal and nonverbal messages to promote effective interpersonal relationships.	/	/	/
SPCOM 106	1. demonstrate an understanding of organizational and group communication theories and concepts.	/	/	/
SPCOM 106	2. identify, research, and analyze ineffective organizational and group communication and make recommendations for improvement.	/	/	/
SPCOM 106	3. deliver an individual and/or group presentation effectively using various public speaking techniques.	/	/	/
SUPR 351	1. Apply supervision concepts to provide performance feedback to subordinates.	/	/	/
SUPR 351	2. Apply modern management techniques through a synthesis of organizational behavior studies, discussions, and problem solving experiences to the management of personnel.	/	/	/

Certificate: Retail Management (WAF)
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

		Linda Krupp
		Nancy Sue

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

The CLOs align well with the courses they are designed to support.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

The PLOs do represent the overall purpose of the program.

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

Most CLOs fulfilled and supported the PLOs well.

Certificate: Retail Management (WAF)
Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

Some objectives could align better with the overall PLOs

5. In reviewing the questions above, please identify an action plan.

Action Plan:

AA and AS will be combined
Elective list will be removed
to more closely reflect
courses which support
overall PLOs

Business

Certificate of Achievement: Supervisory Management

PLOs:
Upon satisfactory completion of the course requirements for the Supervisory Management Certificate of Achievement the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate appropriate and effective business communication skills.	2. Be prepared to obtain employment in an entry-level supervisory position within industry and/or government sectors.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
BUSAD 274	1. Analyze the fundamental principles of a quality or successful organization.	✓	✓	✓
BUSAD 274	2. Describe the goals of human resources management.	✓	✓	✓
BUSAD 274	3. Analyze procedures and develop improved methods of personnel structures.	✓	✓	✓
SUPR 106	1. demonstrate an understanding of organizational and group communication theories and concepts.	✓	✓	
SUPR 106	2. identify, research, and analyze ineffective organizational and group communication and make recommendations for improvement.	✓	✓	
SUPR 106	3. deliver an individual and/or group presentation effectively using various public speaking techniques.	✓	✓	
SUPR 351	1. Apply supervision concepts to provide performance feedback to subordinates.	✓	✓	
SUPR 351	2. Apply modern management techniques through a synthesis of organizational behavior studies, discussions, and problem solving experiences to the management of personnel.	✓	✓	
SUPR 364	1. Explain the need for change in American management practices.	✓	✓	
SUPR 364	2. Describe Deming's principles of management and how to implement them.	✓	✓	
SUPR 364	3. Develop a practical case study model in the student's environment using TQM application principles.	✓	✓	

Certificate: Supervisory Management

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Nancy Sill		
Linda Kropp		
Jim McGarry		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, the CLOs represent the overall purpose of the course.

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes; the PLOs represent the overall purposes of the ~~program~~ program

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

They align well.

Certificate: Supervisory Management

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

The CLO data well represents
the PLO's

5. In reviewing the questions above, please identify an action plan.

Action Plan:

The AA degree & AS degree in
management should be combined

Business

Certificate of Achievement: Word Processing

<p>PLOs: Upon satisfactory completion of the course requirements for the Word Processing Certificate of Achievement the student will be able to:</p>				
COURSE ID	CLON: Students successfully completing this course will be able to:	1. Demonstrate appropriate and effective business communication skills.	2. Be prepared to obtain employment in an entry level supervisory position within industry and/or government sectors.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
		Team Member	Vanessa J. Ortega	
BUSAD 210	1. Apply the direct and indirect reasoning processes as well as creative approaches to effectively compose and format business documents using specific style guidelines.		X	
BUSAD 210	2. Prepare and write a personal resume and cover letter that lists education, work experience, personal references, and other topics unique to each student.		X	
BUSAD 210	3. Demonstrate report-writing techniques to research, organize, and develop an informative or investigative report that reaches conclusions or makes recommendations.	X	X	
CMPGR 214	1. List various types of scanners and digital devices.		X	
CMPGR 214	2. Explain technical considerations in digital capture.		X	
CMPGR 214	3. Operate image-editing software for optimal output.		X	
CMPGR 215	1. Focus on the verbal content and readability when creating an electronic presentation.		X	
CMPGR 215	2. Demonstrate the ability to utilize visual aids that support and reinforce the content of a presentation.		X	
CMPGR 215	3. Demonstrate the use Microsoft PowerPoint to create and revise electronic presentations.		X	
CMPGR 215	4. Analyze a typical business situation and integrate the appropriate data from other Windows software such electronic spreadsheets, databases or graphics to complete a professional presentation.		X	
CMPGR 215	5. Develop and use an outline to lay out a presentation.		X	
CMPGR 217	1. Apply elements of Illustrator skillfully in order to incorporate type in drawing images.		X	
CMPGR 217	2. Comprehend and apply the techniques used to create and modify artwork using a vector-based program.		X	

Business
Certificate of Achievement: Word Processing

PLOs:

Upon satisfactory completion of the course requirements for the Word Processing Certificate of Achievement the student will be able to:

COURSE ID	CLOs: Students successfully completing this course will be able to:	1. Demonstrate appropriate and effective business communication skills.	2. Be prepared to obtain employment in an entry-level supervisory position within industry and/or government sectors.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
CMPGR 217	3. Create and transform Illustrator drawings.		X	
CMPGR 235	1. Create and manipulate multi-layered Photoshop images.		X	
CMPGR 235	2. Utilize selection techniques to achieve various design effects.		X	
CMPGR 235	3. Apply layer masking techniques to further the effectiveness of color correcting and designing with Photoshop.		X	
CMPGR 264	1. Identify and describe the basic structure of HTML tags.		X	
CMPGR 264	2. Demonstrate the ability to compose a Web document using basic HTML tags.		X	
CMPGR 264	3. Prepare images for use in a Web document, including choosing the best format, employing the use of a transparent background, using interlacing, and choosing a Web safe color palette.		X	
OFADM 203	1. Demonstrate the ability to keyboard at least 48 wpm on a 5-minute timing with no more than 5 errors.		X	
OFADM 203	2. Demonstrate the ability to format a business letter in correct format with at least 70 percent accuracy as measured by assignments and/or exam.		X	
OFADM 203	3. Identify the missing parts of a business letter or memo and incorporate them into the document with at least 80 percent accuracy as measured by an exam.		X	
OFADM 231	1. Manipulate advanced formatting features of word processing software to create and enhance a variety of standard business documents as demonstrated with a minimum of 70 percent accuracy as demonstrated by homework assignments and exams.	X	X	

Business

Certificate of Achievement: Word Processing

PLOs:
Upon satisfactory completion of the course requirements for the Word Processing Certificate of Achievement the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate appropriate and effective business communication skills.	2. Be prepared to obtain employment in an entry-level supervisory position within industry and/or government sectors.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
OFADM 231	2. Demonstrate competency in using mail merge features to create customized business correspondence in mailable format with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.		X	
OFADM 231	3. Customize documents by managing page numbers, styles, headers and footers, graphic objects, tables, columns, and forms with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.		X	
OFADM 231	4. Protect and prepare documents for multiple users by restricting access, modifying document properties, creating digital signatures, using markup features, and saving files as read-only with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.	X	X	
OFADM 231	5. Apply formatting features to reference data by creating endnotes, footnotes, bibliographies, indexes, and specialized tables with a minimum of 80 percent accuracy as demonstrated by homework assignments and exams.		X	
OFADM 232	1. Demonstrate advanced features of word processing software to create brochure while incorporating the use of specific typographical and design elements as measured by completions of assignments or exams with a minimum of 80 percent accuracy.		X	
OFADM 232	2. Evaluate and revise poorly designed desktop publishing documents as measured by completion of assignments with a minimum of 80 percent accuracy.	X	X	

Business

Certificate of Achievement: Word Processing

PLOs: Upon satisfactory completion of the course requirements for the Word Processing Certificate of Achievement the student will be able to:				
COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate appropriate and effective business communication skills.	2. Be prepared to obtain employment in an entry-level supervisory position within industry and/or government sectors.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
OFADM 232	3. Compile a variety of desktop publishing documents for use in interviewing with a prospective employer as measured by the completion of a job portfolio with a minimum of 80 percent accuracy.	X	X	
OFADM 303	1. Demonstrate and develop correct keyboard techniques as applicable to keyboarding by touch for speed and accuracy with at least 80 percent accuracy as evaluated by teacher observation using a rubric.		X	
OFADM 303	2. Demonstrate the ability to keyboard at a rate of 20 wpm on 3-minute timing with 6 or fewer errors as measured by course-entry timing and evaluated by teacher observation.		X	
OFADM 303	3. Demonstrate improvement of speed on 3-minute or 5-minute times writings as measured by completion and accuracy of assigned timed assessments.		X	
OFADM 311	1. Label and explain punctuation errors in sentences and manuscripts using specific error codes with a minimum of 70 percent accuracy as measured by pre-recorded dictated material.		X	
OFADM 311	2. Demonstrate the use of transcription skills to reorganize and correctly format memos and letters with a minimum of 70 percent accuracy as measured by pre-recorded dictated material		X	
OFADM 311	3. Apply proper capitalization and number usage rules in sentences with a minimum of 70 percent accuracy as measured by assigned workbook activities.		X	
OFADM 314	1. Demonstrate the ability to make travel and meeting arrangements by completion of a travel itinerary and other necessary activities.		X	

Business
Certificate of Achievement: Word Processing

i.

PLOs:
 Upon satisfactory completion of the course requirements for the Word Processing Certificate of Achievement the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate appropriate and effective business communication skills.	2. Be prepared to obtain employment in an entry-level supervisory position within industry and/or government sectors.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
OFADM 314	2. Employ the best decision making techniques, priorities, and critical thinking skills needed to solve real-life professional office situations as demonstrated by discussion postings.	X	X	
OFADM 314	3. Organize, delegate, and work as a team to complete and present an acceptable class project.	X	X	
OFADM 359	1. Demonstrate the use of problem-solving principles to create, edit, save, print, and develop spreadsheets and use automated feature of spreadsheet software for ease in the creation of worksheets (i.e., auto fill, auto sum, auto correct, and auto format) with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	
OFADM 359	2. Plan, organize, and build a worksheet, using commands, tabs, and keystrokes with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of a teacher-generated project.		X	
OFADM 361	1. Demonstrate how to create, open and save a databases file of varying sizes and complexities; how to manipulate table column widths; how to create forms for data input; the creation of forms for data input, with at least 80 percent accuracy.		X	
OFADM 361	2. Plan, develop, and create a database that lists 15 items of historical value that have been donated with at least 90 percent accuracy.		X	
OFADM 363	1. Utilize Internet Explorer to access a variety of Web sites with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	

Business

Certificate of Achievement: Word Processing

PLOs:
Upon satisfactory completion of the course requirements for the Word Processing Certificate of Achievement the student will be able to:

COURSE ID	CLO#: Students successfully completing this course will be able to:	1. Demonstrate appropriate and effective business communication skills.	2. Be prepared to obtain employment in an entry-level supervisory position within industry and/or government sectors.	3. Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
OFADM 363	2. Identify and explain internet terms with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	
OFADM 363	3. Compose, attach, and send e-mail communications with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	
OFADM 364	1. Analyze sentences to determine if correct grammar has been used and judge whether sentences clearly convey the intended meaning with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	
OFADM 364	2. Revise a business document by applying appropriate proofreader's marks with at least 80 percent accuracy as measured by teacher-generated tests and quizzes as well as the completion and accuracy of in-class assignments.		X	

Certificate: Word Processing

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Nancy Backlund		
Kevin Alavetz		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not.

Yes, All CLOs contribute to the course and content

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes, PLOs align with course content

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

~~All PLOs support~~

All CLOs support and align with PLOs

Certificate: Word Processing

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

Look at each Program PLOs
for word processing certificate

The majority of our assessment data shows positive results. The few courses that need improvement have been refined to collect more accurate data.

5. In reviewing the questions above, please identify an action plan.

Action Plan:

Review certificate and
~~career~~ career program for
certificate for employability
purposes.

Behavioral and Social Sciences
Skills Recognition Award: Ethnic Studies

Upon satisfactory completion of the course requirements for the Ethnic Studies Skills Recognition Award the student will be able to:				
COURSE ID	1. Understand how race and ethnic relations have been shaped by economic, social, cultural and political realities.	2. Demonstrate familiarity with various methodological approaches to the relation to race and ethnicity, especially in their relation to identity, inequality, culture and history.	COURSE ID CL01: Students successfully completing this course will be able to:	
			1. Identify and define literary techniques relevant to the study of world literature from its beginnings to 1500;	2. Describe genres, periods, and themes relevant to the study of world literature from its beginnings to 1500; and
ENGL 131	X	X	3. Analyze and explain the literary, historical, and cultural significance of world literature from its beginnings to 1500.	
ENGL 131	X	X	2. Describe genres, periods, and themes relevant to the study of world literature from its beginnings to 1500; and	
ENGL 131	X	X	1. Identify and define literary techniques relevant to the study of world literature from its beginnings to 1500;	
ENGL 132	X	X	1. Demonstrate the ability to identify and define literary techniques relevant to the study of world literature from 1500 to the present;	
ENGL 132	X	X	2. Demonstrate the ability to describe genres, periods, and themes relevant to the study of world literature from 1500 to the present; and	
ENGL 132	X	X	3. Demonstrate the ability to analyze and explain the literary, historical, and cultural significance of important works of world literature from 1500 to the present.	
ENGL 151			1. Demonstrate the ability to identify and define literary techniques relevant to the study of folklore;	
ENGL 151	X	X	2. Demonstrate the ability to differentiate between folklore and "fake folklore"; and	
ENGL 151	X	X	3. Recognize various forms, themes and issues in folklore from different ethnicities, cultures, and historical periods.	
ENGL 171			1. Demonstrate the ability to identify and define literary techniques relevant to the study of African American literature;	
ENGL 171	X	X	2. Demonstrate the ability to describe genres, periods, and themes relevant to the study of African American literature; and	
ENGL 171	X	X	3. Demonstrate the ability to analyze and explain the literary, historical, and cultural significance of important works of African American literature.	

not offered

not offered

100%

93%

**Behavioral and Social Sciences
Skills Recognition Award: Ethnic Studies**

		PLOs: Upon satisfactory completion of the course requirements for the Ethnic Studies Skills Recognition Award the student will be able to:	
COURSE ID	CLO#: Students successfully completing this course will be able to:	<i>1. Understand how race and ethnic relations have been shaped by economic, social, cultural and political realities.</i>	<i>2. Demonstrate familiarity with various methodological approaches to the terrains of race and ethnicity, especially in their relation to identity, inequality, culture and history.</i>
95% HIST 113	3. Analyze the spread and disparate transformations of early U.S. social culture(s) during geographic expansion.	✓	✓
95% HIST 113	4. Demonstrate knowledge of the significances of the American Civil War.	✓	✓
95 HIST 119	1. Analyze the rise of the United States as a member of the global community.	✓	✓
95 HIST 119	2. Evaluate the social institutions and cultural values informing the early 20th century United States.	✓	✓
95 HIST 119	3. Analyze the significant increase in the frequency of war in the 20th century.	✓	✓
95 HIST 119	4. Demonstrate knowledge of the significances of social justice movements in the 20th century.	✓	✓
Not Assessed HIST 125	1. Demonstrate knowledge of periodization, geographical extent, major characteristics, and differences of Mesoamerican civilizations.	✓	✓
HIST 125	2. Demonstrate knowledge of the demographic, economic, social, and religious impact of European colonization on Mesoamerican indigenous groups.	✓	✓
HIST 125	3. Demonstrate knowledge of the major reasons leading to the Wars for Mexican Independence and the characteristics of different stages of this civil war.	✓	✓
HIST 125	4. Demonstrate knowledge of the impact of the Wars for Independence, including the fragmentation of the colonial space, the colonial legacy, problems of nations building, and post-colonial relations to the outside world.	✓	✓
HIST 125	5. Explain the reasons and impact of the Mexican Revolution.	✓	✓

Behavioral and Social Sciences
Skills Recognition Award: Ethnic Studies

COURSE ID	CLOM: Students successfully completing this course will be able to:	1. Understand how race and ethnic relations have been shaped by economic, social, cultural and political realities.	2. Demonstrate familiarity with various methodological approaches to the terrain of race and ethnicity, especially in their relation to identity, inequality, culture and history.
GEOG 102	Explain the interrelationships between culture and development found on a global basis.	✓	✓
GEOG 110	1. Describe and demonstrate the geographical approach as it applies to regional studies.	✓	✓
GEOG 110	2. Identify and describe the major world regions based upon similarities and differences in culture, politics, history, economics, and the physical environment.	✓	✓
GEOG 110	3. Analyze regional differences, predict areas of crisis, and propose policies appropriate to the region to reduce conflict.	✓	✓
HIST 106	1. Analyze the defining characteristics of the origin of civilizations.	✓	✓
HIST 106	2. Evaluate the significances of organized religion in early World Civilization.	✓	✓
HIST 106	3. Describe the intricate links between civilizations and war.	✓	✓
HIST 106	4. Demonstrate knowledge of reasons why Europe colonized the world.	✓	✓
HIST 107	1. Trace global economic connections between major societies and analyze the impact.		✓
HIST 107	2. Trace global political connections between major societies and analyze their impact.	✓	
HIST 107	3. Trace technological and intellectual movement between major societies and analyze their impact.	✓	✓
HIST 107	4. Analyze major human conflicts and trace their origins.	✓	
HIST 107	5. Describe and interpret contemporary events and issues in light of their roots in the past.		✓
HIST 113	1. Analyze the defining characteristics of the origin of colonial societies in early North America.	✓	✓
HIST 113	2. Evaluate the social institutions and cultural values informing the early United States.	✓	✓

PLoS:
Upon satisfactory completion of the course requirements for the Ethnic Studies Skills Recognition Award the student will be able to:

Behavioral and Social Sciences
Skills Recognition Award: Ethnic Studies

Upon satisfactory completion of the course requirements for the Ethnic Studies Skills Recognition Award the student will be able to:			
COURSE ID	CLOB: Students successfully completing this course will be able to:		
HIST 128	1. Demonstrate understanding of the diverse Native American populations/cultures inhabiting the North American southwest in the 19th century.	✓	✓
HIST 128	2. Demonstrate knowledge of the United States government effort at "Indian removal" from east to west in the early 19th century.	✓	✓
HIST 128	3. Describe the goals, accomplishments and impact of the Lewis and Clark expedition on the American west in the early 19th century.	✓	✓
HIST 128	4. Demonstrate understanding of the causes, strategies and results of the Mexican-American war (1846-1848) in relation to their impacts on societies in the American west in the mid 19th century.	✓	✓
HIST 128	5. Demonstrate knowledge of the content of two important pieces of Native American related congressional legislation in the late 19th century and the impact on Native Americans	✓	✓
HIST 154	1. Analyze the diversity of pre-colonial African cultures and the rise of hybrid cultures as the result of European colonial enslavement of Africans.	✓	✓
HIST 154	2. Evaluate the social institutions of slavery.	✓	✓
HIST 154	3. Analyze the significances of the American Civil War.	✓	✓
HIST 154	4. Demonstrate knowledge of the development of free African American society and culture.	✓	✓
HIST 155	1. Analyze the diversity of African American culture and identities as the result of European immigration and Black in-migration.	✓	✓
HIST 155	2. Evaluate the biographies of Black identities of power and influence.	✓	✓
HIST 155	3. Analyze the significances of gender to race in African American history.	✓	✓

1. Understand how race and ethnic relations have been shaped by economic, social, cultural and political realities.

2. Demonstrate familiarity with various methodological approaches to the terrain of race and ethnicity, especially in their relation to identity, inequality, culture and history.

Behavioral and Social Sciences
Skills Recognition Award: Ethnic Studies

<p>PLoS: Upon satisfactory completion of the course requirements for the Ethnic Studies Skills Recognition Award the student will be able to:</p>				
<p>COURSE ID</p>	<p>CTO: Students successfully completing this course will be able to:</p>	<p>1. Understand how race and ethnic relations have been shaped by economic, social, cultural and political realities.</p>	<p>2. Demonstrate familiarity with various methodological approaches to the terrain of race and ethnicity, especially in their relation to identity, inequality, culture and history.</p>	
				<p>4. Demonstrate knowledge of the development of Civil Rights and Human Rights in the second half of the 20th century and beginning of the 21st century.</p>
				<p>1. Evaluate similarities and differences between Eastern and Western world cultures by discussing and communicating orally and in writing, examples from literature, visual, applied and performing arts, religion, myths, and philosophy.</p>
				<p>2. Interpret the dependence of meaning and value upon cultural and historical contexts and the knowledge and expectations of the interpreter.</p>
				<p>3. Discuss, evaluate, and communicate, orally and in writing, ideas such as West, East, Orientalism, and Occidentalism, war, enlightenment, revolution, colonialism, displacement, immigration, displacement, tourism, and globalism.</p>
				<p>4. Discuss, evaluate, and communicate, orally and in writing, the importance and influence of diversity within and among cultures and societies in both the East and the West.</p>
				<p>5. Describe ways in which a given artistic work reflects a way of thinking, a cultural heritage, a larger set of values, or aspects of society in both the Eastern and Western cultural traditions.</p>
				<p>6. Investigate the interconnections of knowledge among different traditions and humanistic sources, and articulate intercultural, aesthetic, and civic perceptions of past, present, and future developments and issues related to Eastern and Western encounters.</p>
				<p>No CTO's Found</p>
				<p>1. Describe basic features of three major Western religions—Judaism, Christianity, and Islam—their origins and development and tenets.</p>

Behavioral and Social Sciences
Skills Recognition Award: Ethnic Studies

PLoS:
Upon satisfactory completion of the course requirements for the Ethnic Studies Skills
Recognition Award the student will be able to:

1. Understand how race and ethnic relations have been shaped by economic, social, cultural and political realities.
2. Demonstrate familiarity with various methodological approaches to the terrain of race and ethnicity, especially in their relation to identity, inequality, culture and history.

COURSE ID	CLOM: Students successfully completing this course will be able to:		
HUMAN 130	2. Develop critical thinking skills by examining philosophical, aesthetic and social issues surrounding each of the religious traditions as sources for intercultural and civic knowledge and engagement.	X	X
HUMAN 130	3. Analyze how practitioners of these Western religions have used language and the arts to express spiritual experience and doctrine, dissent or a desire to reform, communal religious relationships or distance from them, attitudes towards diversity, tolerance, violence, the arts, mysticism, education and ethics.	X	X
HUMAN 130	4. Engage in independent research on a topic related to Judaic, Christian, and Islamic searches for meaning; synthesize and reflect on findings; communicate deeper knowledge and insights.	X	X
HUMAN 130	5. Compare and explain similarities and differences among basic concepts common to Judaism, Christianity, and Islam, such as God, eternity, salvation, messiah, and atonement.	X	X
MUSIC 169	NB CLO's found	X	X
POLSC 110	1. correctly answer multiple-choice questions on the various methodologies for studying international relations.	✓	✓
POLSC 110	2. correctly answer multiple-choice questions on the realist, liberal, and radical theories of international relations.	✓	✓
POLSC 110	3. correctly answer multiple-choice questions on political, economic, psychological, social-cultural causes on conflict.	✓	✓
POLSC 110	4. correctly answer multiple-choice questions on the role of international trade and outsourcing in international politics.		

see
MUSIC
102
MUSIC

Behavioral and Social Sciences
Skills Recognition Award: Ethnic Studies

Upon satisfactory completion of the course requirements for the Ethnic Studies Skills Recognition Award the student will be able to:		COURSE ID CLOM: Students successfully completing this course will be able to: 1. Understand how race and ethnic relations have been shaped by economic, social, cultural and political realities. 2. Demonstrate familiarity with various methodological approaches to the terrain of race and ethnicity, especially in their relation to identity, inequality, culture and history.	
POJSC 110	5. correctly answer multiple-choice questions on the impact of economic on the role of the nation-state.		
POJSC 110	6. correctly answer multiple-choice questions on the role and functioning of the United Nations.		
POJSC 110	7. correctly answer multiple-choice questions on the various theories of economic and political development.		
POJSC 110	8. correctly answer multiple-choice questions on the various paths to peace and the proper role of the United States in foreign affairs.		
SOCIO 150	1. Formulate arguments to underline the importance of race, ethnicity and diversity and their relevance in the contemporary United States, multicultural society with regard to social dominance.		
SOCIO 150	2. Define and describe the concept of identity as related to ethnicity with regard to social dominance, using insights from sociological literature.		
SOCIO 150	3. Compare their own identity(ies) within the context of their own culture(s) and in contrast to the identities of others.		
SOCIO 150	4. Utilize and apply the sociological theoretical paradigms to analyze the concepts of power relations, equity, and social justice in relationship to the concepts of race and ethnicity and find examples of each concept in United States society and/or non-western societies.		
SOCIO 150	5. Synthesize information and engage in critical analysis by investigating and/or evaluating the implications of an issue involving cultural identity construction and/or dominant/non-dominant social group interactions.		
SOCIO 154	1. Develop an understanding of the unique history of African-Americans in the United States.		

**Behavioral and Social Sciences
Skills Recognition Award: Ethnic Studies**

		PLOs: Upon satisfactory completion of the course requirements for the Ethnic Studies Skills Recognition Award the student will be able to:	
COURSE ID	CLO#: Students successfully completing this course will be able to:	<i>1. Understand how race and ethnic relations have been shaped by economic, social, cultural and political realities.</i>	<i>2. Demonstrate familiarity with various methodological approaches to the terrains of race and ethnicity, especially in their relation to identity, inequality, culture and history.</i>
SOCIO 154	1. Analyze the part identity formation plays in the African-American experience and the impact of the African-American family unit on managing one's personal identity.	✓	✓
SOCIO 154	2. Analyze the political and economic stakes involved for the African-American community in the United States as population demographics begin to shift in favor of Southeast Asians and Hispanics.	✓	
SOCIO 154	3. Trace the evolving relationship of African-Americans to the political and economic structures of United States society.	✓	
SOCIO 154	4. Articulate how African-American literature, film, art and music have helped to shape United States culture and define the African-American community.	✓	
SOCIO 156	1. Develop an understanding of the unique history of Mexican-Americans	✓	
SOCIO 156	2. Recognize the part identity formation plays in the Mexican-American experience and the significant role of language in this process.	✓	
SOCIO 156	3. Analyze the political and economic stakes involved in the formation of the Chicano/a movement and the organization of migrant labor.	✓	
SOCIO 156	4. Analyze the ways in which the border between Mexico and the U.S. acts as a space of negotiation between two worlds thereby appreciating the status that being a U.S. citizen affords the Mexican-American.	✓	
SOCIO 156	5. Trace the evolving relationship between Mexican-Americans and local, state, and national authorities.	✓	
SOCIO 156	6. Analyze how and why the immigration question polarizes Euro-American and Mexican-American communities.	✓	
SOCIO 156	7. Articulate shifts in family and gender within the Mexican-American community.	✓	

Behavioral and Social Sciences Skills Recognition Award: Ethnic Studies

<p>PLOs: Upon satisfactory completion of the course requirements for the Ethnic Studies Skills Recognition Award the student will be able to:</p>	<p>1. Understand how race and ethnic relations have been shaped by economic, social, cultural and political realities.</p>	<p>2. Demonstrate familiarity with various methodological approaches to the terrain of race and ethnicity, especially in their relation to identity, inequality, culture and history.</p>	<p>COURSE ID</p>	<p>CLC: Students successfully completing this course will be able to:</p>
			SOCSC 105	<p>1. define the term feminism both personally and historically by referencing important historic and textual definitions as well as providing rational argumentation for their personal position.</p>
			SOCSC 105	<p>2. define the term feminism personally and historically by referencing important historic and textual definitions as well as providing rational argumentation for their personal position.</p>
			SOCSC 105	<p>3. comparatively analyze the differences in global, national, and local women's issues.</p>
			SOCSC 105	<p>4. demonstrate factual knowledge of key political, economic, social and cultural issues related to the discipline of Women's Studies.</p>
			SPAN 112	<p>1. Analyze and explain the literary, historical and cultural significance of a wide selection of important works in Spanish or translated into Spanish, of Chicano/a literature;</p>
			SPAN 112	<p>2. Identify and discuss connections between historical/cultural periods and literary texts studied; and</p>
			SPAN 112	<p>3. Write analytical and research essays, using rhetorical strategies and documenting sources in MLA format.</p>
			SPAN 112	<p>1. Identify, explain, and demonstrate the eight BASIC tools of intercultural competence.</p>
			SPOCM 130	<p>2. distinguish between intercultural economies.</p>
			SPOCM 130	<p>3. describe and analyze the symbolic nature of communication and how it creates individual, group, and cultural reality.</p>
			SPAN 130	<p>3. access and evaluate intercultural situations and identify obstacles to effective communication.</p>
			SPAN 130	<p>1. Analyze a play using Aristotle's six elements of a serious drama.</p>
			SPAN 130	<p>2. Describe how theatre artists collaborate in order to create a theatrical production.</p>

Behavioral and Social Sciences
Skills Recognition Award: Ethnic Studies

Plus:
Upon satisfactory completion of the course requirements for the Ethnic Studies Skills Recognition Award the student will be able to:

CLOs: Students successfully completing this course will be able to:
1. Understand how race and ethnic relations have been shaped by economic, social, cultural and political realities.
2. Demonstrate familiarity with various methodological approaches to the terrain of race and ethnicity, especially in their relation to identity, inequality, culture and history.

THETR 102	3. Define the specific function of actor, director, playwright, designer, producer, technicians, audience and crew.		
THETR 102	4. Identify the major genres of theatre.		
THETR 102	5. Use basic theatre terminology in written performance critiques.		
THETR/PE 194	1. Identify similarities and differences among concert dance, folk dance, and social dance.	✓	✓
THETR/PE 194	2. Demonstrate skill and vocabulary in specific cultures & styles		✓
THETR/PE 194	3. Critically evaluate a dance performance through written response using Goethe's evaluation method and student's personal aesthetic.		
THETR/PE 194	4. Identify influential artists in dance and their contributions to the art form.		✓
THETR/PE 194	5. Develop a time line of dance history.		✓
THETR/PE 194	6. Participate in a specific dance topic presentation through historical research and a minimum of one visual component.		✓

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

Faculty Members Present:

Dobi Bolter		
Bill Newell		
Eva M.		
AL SMITH		
Chad Redwing		

Please provide a brief and cogent narrative in response to each of the following questions. Responses will be used to reflect on learning outcomes and be used for data analysis and planning.

1. Do the course learning outcomes (CLOs) represent the overall purpose(s) of the course(s)? Please explain why or why not. **YES.**

THE COURSES I TEACH (HIST. 101, 102, 106, 113, 119, 154, 155) ALL WEEKLY EXAMINE ETHNICITY, RACE, GENDER, CLASS, CULTURE POLITICAL ECONOMY AND THUS - HUMAN RIGHTS. HIST-128 YES SAME AS ABOVE

2. Do the program learning outcomes (PLOs) represent the overall purpose(s) of the program? Please explain why or why not.

Yes - emphasis on composition and construction of race + ethnicity through identity, inequality, culture and social and political realities. HIST. 128 - SAME AS ABOVE (SEE ABOVE)

3. How well did the course learning outcomes (CLOs) fulfill, support and align with the program learning outcomes (PLOs)? Please explain.

Anthro - cultural construction of race/ethnicity and methodologies for assessing these constructions part of 102, 104 & 150. HIST. 128 - SAME AS ABOVE

HIST. (A) CLASS CLO (ALL) HAVE BEEN RE-WRITTEN AS PER THE THE ACTION PLAN. THEY NOW DIRECTLY REFLECT PLOs.

Qualitative Analysis and Reflection on Program PLOs WORKSHEET

4. You've mapped your CLOs to PLOs. You've also been provided CLO assessment data in your packet; now, take some time to reflect on, consider and analyze the data you have. What does your CLO data tell you about your PLOs?

HISTORY 128
P.L.O.s & C.L.O.s

detailed in their
intent in achieving
academic goals/outcomes

THE ANALYSIS OF THE CLO'S DEMONSTRATED THAT THE PLO'S ARE SOUND EFFECTIVELY ACHIEVED GOALS. THE LEVEL OF ACADEMIC CHALLENGE AND RIGOR ARE APPROPRIATE

5. In reviewing the questions above, please identify an action plan. TO THE CERTIFICATE.

Action Plan:

HISTORY 128
C.L.O.s #s 1, 3, 4
~~CLOs = be re-evaluated. Cutave time.~~

In some cases the success rates for outcomes show that the assessment tools did not adequately predict classroom success. Therefore courses need to re-evaluate or improve assessment tools. Most students who pass the course should also meet the course learning outcome.