

## **Program Outcomes**

List program outcomes for each accredited program.

### **Accounting, A.A.S. (301)**

1. Apply accounting concepts and terms to accounting problems.
2. Complete the payroll process in a simulated payroll project.
3. Analyze, record, and summarize the financial affects of a company's activities.
4. Complete computerized accounting cycle tasks and reports using general ledger accounting software.

### **Business Administration, A.S. (205)**

1. Apply accounting concepts and terms to accounting problems.
2. Compare and contrast differences between economic policies and functions of management.
3. Apply analytical skills to a business situation.
4. Able to transfer to a four year college or university and will be successful at those institutions.

### **Business Management, A.A.S. (302)**

1. Able to correctly interpret Employment Law case studies by applying the appropriate employment law.
2. Apply the four basic managerial functions to plan, organize, lead, and control in a business environment.
3. Apply business leadership principles and concepts to various managerial situations.

### **CIS: Computer Support Specialist, A.A.S. (303A)**

1. Illustrate essential computer skills by managing, maintaining, troubleshooting, installing and configuring basic personal computer hardware components.
2. Demonstrate competency in system security, network infrastructure, access control, and organizational security.
3. Illustrate essential computer skills by managing, maintaining, troubleshooting, installing and configuring a variety of personal computer client operating systems.
4. Illustrate essential computer skills by managing, maintaining, troubleshooting, installing and configuring basic network infrastructure.

### **CIS: Programming Specialist, A.A.S. (303B)**

1. Construct web pages that utilize client-side and/or server-side scripting where appropriate.
2. Develop programming solution to a data structure problem using object-oriented methodologies and appropriate data structures and algorithms.
3. Implement a well-designed, properly normalized relational database after analyzing user requirements and business rules.
4. Construct applications that use GUI (graphical user interface) components and access databases for data permanence.

### **CIS: Transfer Program, A.S. (300)**

1. Utilize common desktop software (word processing, spreadsheet, database, presentation, etc.)
2. Create applications using a current programming language.
3. Successfully transfer to a four-year college or university to pursue further education in a computer information systems related field.

### **CIS: Web Programming Specialist, A.A.S. (303B)**

1. Modify developed web pages using HTML code.
2. Integrate an industry standard software package into various elements of web page design.
3. Construct images for web pages using graphic design software packages.
4. Construct applications that use GUI components to provide access to relational databases.

### **Computer Forensics and Security, A.A.S. (315)**

1. Demonstrate a mastery of the computer forensics methodology and the concepts related to that methodology.
2. Apply computer forensic processes using the appropriate forensics software and hardware to a complex case.
3. Demonstrate competency in system security, network infrastructure, access control, and organizational security.

### **Hospitality Management, A.A.S. (318)**

1. Adhere to food safety standards in food preparation
2. Apply customer service principles to diverse customer expectations in the lodging environment.
3. Use business math principles and computation skills in a hospitality environment.
4. Identify the role of management in controlling and supervising various departments, properties, and activities in the hospitality industry.

### **Human Resource Management, A.A.S. (225)**

1. Utilize critical thinking skills to interpret human performance management skills.
2. Communicate effectively in a human resources environment.
3. Apply labor relations concepts and principles to a collective bargaining situation.
4. Apply employment laws to various business situations.

### **Marketing Management, A.A.S. (311)**

1. Apply marketing research principles to a company's product or service.
2. Apply advertising principles to promote a firm's image and product/service offering.
3. Develop a marketing plan for a business using the fundamental elements of the marketing mix.

### Office Administration – Executive, A.A.S. (308)

1. Accurately key, format, and edit business documents.
2. Demonstrate word processing proficiency.
3. Perform administrative office procedures in a business setting.
4. Create a professional portfolio illustrating personal competency skills acquired in the Office Administration program.

### Office Administration – Medical, A.A.S. (312)

1. Accurately key, format, and edit business documents.
2. Demonstrate word processing proficiency.
3. Perform administrative office procedures in a medical/ business setting.
4. Create a professional portfolio illustrating personal competency skills acquired in the Office Administration program.

### Technical Trades: Cosmetology Management Option, A.A.S. (314B)

1. Apply the four basic managerial functions to plan, organize, lead and control in a cosmetology environment.
2. Apply the law to consumer product and service liability inherent in the cosmetology environment.
3. Market cosmetology products and services through advertising and sales promotions.
4. Use customer service strategies and problem solving techniques in the day-to-day operation of a salon or cosmetology business.

