



**General Student Learning/Program Outcomes Mapping
2014-2015**

	i	ii	iii	iv	V
<p>SWOCC General Student Learning Outcomes</p> <hr/> <p>AAS Small Business Management/ Entrepreneurship Program Outcomes</p>	<p>Communication. Demonstrate effective knowledge, skills, and attitudes in reading, writing, speaking, and listening, presentation of self and information.</p>	<p>Computation. Demonstrate effective knowledge, skills, and attitudes in technology skills, computer, proficiency, math proficiency, decision analysis (synthesis & evaluation), understanding of and ability to apply mathematical concepts and reasoning, analyzing and using numerical data.</p>	<p>Creative, Critical & Analytical Thinking. Demonstrate effective knowledge, skills, and attitudes using curiosity, leaning strategies, information gathering, analysis, synthesis, evaluation, creativity, research, and problem solving.</p>	<p>Community/Global Consciousness & Responsibility. Demonstrate effective knowledge, skills, and attitudes involving respect, citizenship, cultural awareness, interpersonal skills, ethics, lifelong learning, community service, self-esteem, integrity, and empathy.</p>	<p>Discipline Content. Demonstrate effective skills and attitudes that are specific to a discipline or career.</p>
Identify appropriate ethical and legal procedures for a small business				X	X
Recognize and evaluate opportunities in the global market place.			X		X
Employ appropriate and effective business communication skills in virtual and interpersonal environments	X	X			X
Develop critical thinking and decision making skills as an individual, a team member, and an organizational leader.			X		X
Develop, evaluate, and analyze financial recordkeeping systems.		X			X
Develop and evaluate marketing strategies for a small business			X		X
Explore entrepreneurial potential and develop a business plan.	X		X		X



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AAS – ADMINISTRATIVE OFFICE PROFESSIONAL	Communication. Demonstrate effective knowledge, skills, and attitudes in reading, writing, speaking, and listening, presentation of self and information.	Computation. Demonstrate effective knowledge, skills, and attitudes in technology skills, computer, proficiency, math proficiency, decision analysis (synthesis & evaluation), understanding of and ability to apply mathematical concepts and reasoning, analyzing and using numerical data.	Creative, Critical & Analytical Thinking. Demonstrate effective knowledge, skills, and attitudes using curiosity, leaning strategies, information gathering, analysis, synthesis, evaluation, creativity, research, and problem solving.	Community/Global Consciousness & Responsibility. Demonstrate effective knowledge, skills, and attitudes involving respect, citizenship, cultural awareness, interpersonal skills, ethics, lifelong learning, community service, self-esteem, integrity, and empathy.	Discipline Content. Demonstrate effective skills and attitudes that are specific to a discipline or career.
Apply human relations, organizational development, and critical thinking skills to solve problems in an office setting.					
Compose, proofread, and produce a wide range of business documents using appropriate software and equipment					
Follow professional business procedures and standards					
Store, retrieve, distribute, and manage information to support office and management personnel.					
Integrate computer, computation, communication, and critical thinking skills to accomplish complex office tasks and solve problems.					
Apply knowledge of the internal organization and management of an office.					
Work both independently and as part of a team.					



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AAS - ACCOUNTING	Communication. Demonstrate effective knowledge, skills, and attitudes in reading, writing, speaking, and listening, presentation of self and information.	Computation. Demonstrate effective knowledge, skills, and attitudes in technology skills, computer, proficiency, math proficiency, decision analysis (synthesis & evaluation), understanding of and ability to apply mathematical concepts and reasoning, analyzing and using numerical data.	Creative, Critical & Analytical Thinking. Demonstrate effective knowledge, skills, and attitudes using curiosity, leaning strategies, information gathering, analysis, synthesis, evaluation, creativity, research, and problem solving.	Community/Global Consciousness & Responsibility. Demonstrate effective knowledge, skills, and attitudes involving respect, citizenship, cultural awareness, interpersonal skills, ethics, lifelong learning, community service, self-esteem, integrity, and empathy.	Discipline Content. Demonstrate effective skills and attitudes that are specific to a discipline or career.
Communicate effectively in oral and written forms in a business environment					
Practice within the legal and ethical frameworks of a given business or industry					
Participate in learning opportunities that contribute to personal and professional growth					
Adequately identify and record business transactions					
Verify accuracy of accounting data					
Make basic decisions regarding accounting functions					
Produce basic financial statements (e.g. balance sheets, income statements, cash flow analysis)					
Prepare budgets, payroll, and other quarterly tax reports.					
Communicate effectively with tax and accounting professionals.					
Effectively and efficiently use current and emerging technologies and software to solve workplace problems.					
Interact effectively with co-workers in					



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ways that contribute to the organization's goals and your advancement in business opportunities.					
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