Date: August 15, 2014

To: Committee on Instruction

From: Sandra Stefani Comerford, Vice President of Instruction
Kathy Ross, Dean of Business/Technology
Kevin Henson, Dean of Creative Arts/Social Science

Subject: Update of Program Learning Outcomes

In order to come into accreditation compliance by reporting approved program learning outcomes for all of our instructional programs, we are asking the committee to accept the following list of Program Learning Outcomes. They have been reviewed and approved by the appropriate faculty members.

**Business/Technology Division**

**Business Administration (AS-T):**
1. Prepare and analyze financial statements.
2. Prepare and manage an operating budget.
3. Evaluate the impact of current economic conditions on a business.
4. Assess the legal implications of business decisions.

**Administration of Justice (Department) Basic Police Academy (CA):**
1. Demonstrate the ability to make correct decision during critical situations.
2. Employ effective human relations techniques.
3. Discuss and demonstrate specific knowledge regarding law enforcement work.
4. Identify, compare and contrast the various aspects of communication.
5. Apply and evaluate appropriate problem solving techniques.
6. Discuss and demonstrate necessary physical skills appropriate to law enforcement needs.
Business Administration, Option 1 (AA, Non-transfer):
1. Apply critical thinking and analytical skills in decision-making and problem solving.
2. Understand and apply accounting principles to prepare financial statements.
3. Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
4. Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
5. Create effective oral and written business communications utilizing modern communication technologies.

Business Administration, Option 2 (AA, Transfer Program):
1. Apply critical thinking and analytical skills in decision-making and problem solving
2. Understand and apply accounting principles to prepare financial statements.
3. Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
4. Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
5. Create effective oral and written business communications utilizing modern communication technologies.

Business Information Processing Option 1: Microcomputer/Office Assistant (AA, CA):
1. Organize and manage a variety of work tasks and information through the use of office technology.
2. Develop proficiency in the use of Word, Excel, and Powerpoint.
3. Utilize manual and computer filing methods from creation through maintenance of data records.
4. Develop business mathematics skills.
5. Create effective oral and written business communications utilizing modern communication technologies.
6. Demonstrate an understanding of human resources policies and programs in a work environment.

Business Information Processing Option 2: Microcomputer/Data Base and Spreadsheet Functions (AA, CA):
1. Organize and manage a variety of work tasks and information through the use of office technology.
2. Explain and demonstrate the ethical behavior required in the accounting profession.
3. Acquire skills to perform bookkeeping tasks for a small business.
4. Develop proficiency in the use of Word and Excel
5. Develop proficiency in the use of QuickBooks to set-up and service business transactions.
6. Identify the uses, structures, operation of a database.
7. Determine and organize information for a database, conducting queries and editing data.

**Business (Department) Office Assistant I (CS):**
1. Meet entry-level industry standings for keyboard speed and accuracy.
2. Prepare multi-page documents, utilizing a variety of functions in Word and Excel.
4. Competently utilize Internet tools to conduct research for educational and business purposes.
5. Develop analytic skills to determine an appropriate career or job choice and conducts a successful job search and application.

**Business (Department) Office Assistant II (CS):**
1. Meet entry-level industry standards for keyboard speed and accuracy.
2. Prepare multi-page documents, utilizing a variety of functions in Word and Excel.
4. Identify the advanced formatting and styles options that can enhance the organization and professional presentation of a document.
5. Create PowerPoint presentations for business, utilizing a variety of application features.
6. Competently utilize Internet tools to conduct research for educational and business purposes.

**Electrical Technology: Electrical Power Systems and Instrumentation (CA, CS):**
1. Demonstrate basic and advanced electronic fundamentals.
2. Demonstrate the use and operation of test equipment (DVM’s, Frequency Generators, Oscilloscopes) when analyzing both AC and DC circuits.
3. Understand power systems and power factor as it relates to AC power transmission and generation.
4. Demonstrate an understanding of environmental measurement and sensory read back data to control and operate.

**Electrical Technology (Department) Fundamentals of Smart Building Systems (CS):**
1. Develop the skills and knowledge required for entry-level positions within the field of Smart Building Systems and related fields.
2. Describe the basics of electricity and electrical generation systems as applies to home and business applications.
3. Identify and describe the function of all components necessary to design both off-grid and grid-intertie photovoltaic and thermal solar energy systems.
4. Prepare a solar photovoltaic or thermal system plan for an intended site that will satisfy the energy needs of the site, including the incorporation of component inefficiencies and derating factors.
5. Describe the California rebate process and provisions as they apply to solar grid-interactive systems, either as a thermal or photovoltaic system.
6. Qualify to sit for the NABCEP entry level solar certification exam.

**Electrical Technology (Department) Telecommunications Fundamentals (CS):**
1. Develop the skills and knowledge required for entry-level positions within the telecommunications field and related fields.
2. Expand skills and knowledge for possible advancement within this field for those currently employed in the industry.
3. Prepare for industry-recognized certifications.

**Management (Department) Human Resources Management (CS):**
1. Demonstrate understanding of the core functions of the Human Resource profession as practiced in a contemporary business setting.
2. Demonstrate understanding of critical Federal, State, or local laws implemented by the Human Resource team.
3. Apply practical Human Resource tools and methods in one's own work environment.
4. Demonstrate professional business communication skills appropriate for Human Resources personnel.

**Management (Department) Project Management (CS):**
1. Identify and define project needs.
2. Identify, analyze, and resolve project problems.
3. Plan project schedules and budgets.
4. Manage effectively in a variety of project organizational structures.
5. Communicate effectively among various project personnel and stakeholders.

**Creative Arts/Social Science Division**

**Alcohol and Other Drug Studies (AA, CA) and Co-occurring Disorders (CS):**
For all 3 Alcohol and Other Drug Studies programs:

1. Understand Addiction: a variety of models and theories of addiction; the social political, economic, and cultural context; risk and resiliency factors; the behavioral, psychological, physical health, and social effects of psychoactive substances.
2. Describe the philosophies, practices, policies, and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and the interdisciplinary approach to addiction treatment.
3. Understand how to apply the education and training to practice by understanding the diagnostic criteria for substance use disorders and describe treatment modalities and
placement criteria within the continuum of care and apply treatment services appropriate to the personal and cultural identity and language of the client.

4. Assess the professional readiness of the counselor as to apply their understanding of diverse cultures into clinical practice, the importance of self-awareness in one’s own personal, professional, and cultural life, adherence to addiction professional’s ethical and behavioral standards of conduct, importance of ongoing supervision and understand procedures for handling crisis or dangerous situations.

**Social Science (AA):**

1. Analyze relevant contemporary social issues using concepts and evidence from the social sciences.
2. Evaluate social/behavioral research with regard to research methods, evidence and scientific reasoning.
3. Describe how the social context can affect individual behavior and perspectives.