Learning Outcomes: Business Administration (AS/AAS)

- **Business Administration (Articulated A.S. to B.A./B.S.)**
  - Students will be able to perform the Management Functions.
  - Students will be able to compare selected Theories of Management.
  - Students will be able to prepare basic Financial Statements.
  - Students will be able to analyze Business and Financial information for internal decision making.
  - Students will be able to assess ethical issues in Business situations.
  - Students will be able to perform the functions in the Marketing Mix.
  - Students will be able to use basic Business Applications Software.

- **Finance Specialization**
  - Students will be able to assess legal and ethical aspects of financial issues.
  - Students will be able to compare selected Theories of Management.
  - Students will be able to apply Business Mathematics Principles.
  - Students will be able to use basic Business Application Software.
  - Students will be able to examine the Financial Industry trends.
  - Students will be able to describe basic business law in the areas of security procedures and fraud detection.
  - Students will be able to prepare basic Financial Statements.

- **Human Resources Management Specialization**
  - Students will be able to perform the Management Functions.
  - Students will be able to compare selected Theories of Management.
  - Students will be able to prepare basic Financial Statements.
  - Students will be able to assess ethical issues in Business situations.
  - Students will be able to use basic Business Application Software.
  - Students will be able to perform basic Human Resources Functions.
  - Students will be able to apply knowledge of Federal and State Laws governing Human Resources Management.
  - Students will be able to apply Business Mathematics Principles.

- **Management Specialization**
  - Students will be able to perform the Management Functions.
  - Students will be able to compare selected Theories of Management.
  - Students will be able to prepare basic Financial Statements.
  - Students will be able to assess ethical issues in Business situations.
  - Students will be able to perform the functions in the Marketing Mix.
  - Students will be able to use basic Business Application Software.
  - Students will be able to apply Business Mathematics Principles.
  - Students will be able to explain the legal principles that generally apply to business entities.
Marking Specialization

- Students will be able to perform the Management Functions.
- Students will be able to compare selected Theories of Management.
- Students will be able to prepare basic Financial Statements.
- Students will be able to assess ethical issues in Business situations.
- Students will be able to perform the functions in the Marketing Mix.
- Students will be able to use basic Business Application Software.
- Students will be able to apply Business Mathematics Principles.
- Students will be able to explain the legal principles that generally apply to business entities.
- Students will be able to apply Advertising and Selling Principles to an organization’s overall success.

Property & Casualty Insurance Management Specialization

- Students will be able to perform the Management Functions.
- Students will be able to compare selected Theories of Management.
- Students will be able to assess ethical issues in Business situations.
- Students will be able to assess ethical issues in Business situations.
- Students will be able to use basic Business Application Software.
- Students will be able to apply Business Mathematics Principles.
- Students will be able to apply the principles of Personal, Commercial and Property Insurance.
- Students will be able to apply the principles of Casualty Insurance and Casualty Bonding.
- Students will be able to analyze basic Risk Management.

Real Estate Specialization

- Students will be able to perform the Management Functions.
- Students will be able to compare selected Theories of Management.
- Students will be able to apply Business Mathematics Principles.
- Students will be able to use basic Business Application Software.
- Students will be able to apply the effect of current economic trends on the Real Estate industry.
- Students will be able to appropriately use Real Estate Terminology.
- Students will be able to apply Selling Principles to an organization's overall success.
- Students will be able to prepare basic Financial Statements.
- Students will be able to assess ethical issues in Business situations.

Small Business Management Specialization

- Students will be able to perform the Management Functions.
- Students will be able to compare selected Theories of Management.
- Students will be able to apply Business Mathematics Principles.
- Students will be able to use basic Business Application Software.
- Students will be able to prepare basic Financial Statements.
- Students will be able to generate a Business Plan.
- Students will be able to perform the functions in the Marketing Mix.
**Business Management, College Credit Certificate**

- Students will be able to compare selected Theories of Management.
- Students will be able to use basic Business Application Software.
- Students will be able to assess ethical issues in Business situations.
- Students will be able to apply Business Mathematics Principles.

**Business Operations, College Credit Certificate**

- Students will be able to compare selected Theories of Management.
- Students will be able to use basic Business Application Software.
- Students will be able to apply Business Mathematics Principles.
- Students will be able to assess ethical issues in Business situations.

**Business Specialist, College Credit Certificate**

- Students will be able to compare selected Theories of Management.
- Students will be able to use basic Business Application Software.
- Students will be able to assess ethical issues in Business situations.
- Students will be able to apply Business Mathematics Principles.

**Customer Service Management, College Credit Certificate**

- Students will be able to compare selected Theories of Management.
- Students will be able to use basic Business Application Software.
- Students will be able to perform the functions in the Marketing Mix.
- Students will be able to implement business, technical and interpersonal skills for customer support.
- Students will be able to perform the Management Functions.

**Customer Service Operations, College Credit Certificate**

- Students will be able to compare selected Theories of Management.
- Students will be able to use basic Business Application Software.
- Students will be able to perform the functions in the Marketing Mix.
- Students will be able to implement business, technical and interpersonal skills for customer support.

**Customer Service Specialist, College Credit Certificate**

- Students will be able to compare selected Theories of Management.
- Students will be able to use basic Business Application Software.
- Students will be able to implement business, technical and interpersonal skills for customer support.

**Human Resources Management, College Credit Certificate**

- Students will be able to perform the Management Functions.
- Students will be able to use basic Business Application Software.
- Students will be able to perform basic Human Resources Functions.
- Students will be able to apply knowledge of Federal and State Laws governing Human Resources Management.
- Students will be able to assess ethical issues in Business situations.
Human Resources Operations, College Credit Certificate

- Students will be able to perform the Management Functions.
- Students will be able to use basic Business Application Software.
- Students will be able to perform basic Human Resources Functions.
- Students will be able to apply knowledge of Federal and State Laws governing Human Resources Management.
- Students will be able to assess ethical issues in Business situations.

Human Resources Specialist, College Credit Certificate

- Students will be able to perform the Management Functions.
- Students will be able to use basic Business Application Software.
- Students will be able to perform basic Human Resources Functions.
- Students will be able to assess ethical issues in Business situations.

Property and Casualty Insurance Management, College Credit Certificate

- Students will be able to compare selected Theories of Management.
- Students will be able to assess ethical issues in Business situations.
- Students will be able to apply the principles of Personal, Commercial and Property Insurance.
- Students will be able to apply the principles of Casualty Insurance and Casualty Bonding.
- Students will be able to analyze basic Risk Management.

Real Estate Specialist, College Credit Certificate

- Students will be able to perform the Management Functions.
- Students will be able to use basic Business Application Software.
- Students will be able to apply the effect of current economic trends on the Real Estate industry.
- Students will be able to appropriately use Real Estate Terminology.