

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.

❖ **Marketing 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 Applications 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.