

Business Administration	14-15	15-16	16-17	17-18	18-19	19-20
BSADB1 - Financial Accounting						
• Upon completion the student will be able to: Explain what a system is and how an accounting system is designed to satisfy the needs of specific businesses and users; •Identify the ethical implications inherent in financial reporting and be able to apply strategies for addressing them. •Summarize the purpose of journals and ledgers; •Explain the nature and purpose of generally accepted accounting principles (GAAP) and International Financial Reporting Standards (IFRS). •Explain and apply the components of the conceptual framework for financial accounting and reporting, including the qualitative characteristics of accounting information, the assumptions underlying accounting, the basic principles of financial accounting, and the constraints and limitations on accounting information; •Distinguish between cash basis and accrual basis accounting and their impact on the financial statements, including the revenue recognition and matching principles; •Explain the importance of operating, investing and financing activities reported in the Statement of Cash Flows; •Interpret company activity, profitability, liquidity and solvency through selection and application of appropriate financial analysis tools; and •Explain the content, form, and purpose of the basic financial statements (including footnotes) and the annual report, and how they satisfy the information needs of investors, creditors, and other users;	X			X		
• Upon completion the student will be able to:Apply transaction analysis, input transactions into the accounting system, process this input, and prepare and interpret the four basic financial statements; •Explain the nature of current assets and related issues, including the measurement and reporting of cash and cash equivalents, receivables and bad debts, and inventory and cost of goods sold; •Explain the valuation and reporting of current liabilities, estimated liabilities, and other contingencies; •Identify and illustrate issues relating to long-term asset acquisition, use, cost allocation, and disposal; •Distinguish between capital and revenue expenditures; •Identify and illustrate issues relating to long-term liabilities, including issuance, valuation, and retirement of debt;(including the time value of money) •Identify and illustrate issues relating to stockholders' equity, including issuance, repurchase of capital stock, and dividends;	X				X	
• Upon completion the student will be able to: Define and use accounting and business terminology;	X					X
• Upon completion the student will be able to: Identify and illustrate how the principles of internal control are used to manage and control the firm's resources and minimize risk.	X			X		
BSADB2 - Managerial Accounting						
• Upon completion the student will be able to:Identify and illustrate the primary activities and information needs of managers and explain the role of the managerial accountant as a member of the management team; compare and contrast financial and managerial accounting; •Identify the ethical implications inherent in managerial accounting and reporting and be able to apply strategies for addressing them. •Discuss the impact of technology on the business environment, its implications for product and service costs, and the development of activity-based costing and management; •Define relevant costs and benefits and prepare analyses related to special decisions; •Explain the nature of capital expenditure decisions and apply and evaluate various methods used in making these decisions; including the time value of money	X				X	
• Upon completion the student will be able to:Define and illustrate various cost terms, concepts, and behaviors, and evaluate their relevancy for different decision-making purposes; •Distinguish between product and period costs and prepare and evaluate a Schedule of Cost of Goods Manufactured, Schedule of Cost of Goods Sold, and Income Statement; •Describe the traditional types of product costing systems (including job-order and process), illustrate the flow of costs in each, and prepare related accounting records and reports; •Prepare traditional and contribution-margin income statements and define related terms; • Explain cost-volume-profit analysis, degree of operating leverage, and safety margin and employ each as an analytical tool; •Explain the purposes of budgeting, prepare a master budget and its component schedules, and relate the budget to planning and control; •Explain the development and use of standard costs and flexible budgets, prepare and interpret variance analysis reports and relate them to responsibility accounting and control; •Explain the nature of and need for segment reporting and the relationship with cost, revenue, profit, and investment centers; prepare and analyze related segment reports; •Compare and contrast absorption costing and variable costing, prepare income statements using both methods, and	X			X		X
BSADB5 - Human Relations and People Skills						
• Upon completion the student will be able to:Demonstrate effective face-to-face communication skills, both one-on-one and one-on-group.	X	X	X			
• Upon completion the student will be able to: Describe several motivational techniques to apply to self and others.	X	X	X	X		
• Upon completion the student will be able to: Develop skills in managing conflict, diversity, stress, and time.	X	X	X		X	
• Upon completion the student will be able to: Recognize one's core values and evaluate how positive self-esteem, positive attitudes, and positive living affect them.	X	X	X			X
• Upon completion the student will be able to: Evaluate customer service and recommendations for improvement at local retail stores to build a passion for good customer service.	X	X	X			
• Upon completion the student will be able to: Compare and contrast the 21 principles of leadership.	X	X	X			

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BSADB9 - Fundamentals of Marketing						
• Upon completion the student will be able to: articulate the role of marketing in society;	X					
• Upon completion the student will be able to: describe basic consumer behavior, and how a consumer is influenced;	X					
• Upon completion the student will be able to: conduct a macro environmental analysis of a company;	X					
• Upon completion the student will be able to: differentiate between primary and secondary marketing research;	X					
• Upon completion the student will be able to: discuss the four key elements of marketing strategy: product, place, promotion, and price;						
• Upon completion the student will be able to: develop a basic marketing plan for an existing company.		X				
BSADB18 - Business Law						
• Upon completion the student will be able to: Demonstrate the ability to utilize the internet to research legal issues and utilize other computer skills to enhance effective business communications and presentations through the use of appropriate business and legal terminology. Analyze whether a source is a reliable source for legal information. • Explain the historical development of the law, operation of the court system and sources of commercial law. • Analyze cases. Identify issues and apply the appropriate legal rules to the fact patterns to reach defensible legal conclusions. • Perform legal research, to include evaluating and interpreting a court citation and locating a court case on an assigned topic. • Explain a corporation's legal structure and differentiate it from other forms of business organization, the meaning of limited liability for the owners; describe the relationship of the various stakeholders.				X		
• Upon completion the student will be able to: Appraise the relationship between law and ethics. • Explain the social, political and ethical implications of the law and their application to actual and hypothetical business transactions.				X		
• Upon completion the student will be able to: Distinguish between torts and crimes and describe the purpose of criminal and tort law. • Evaluate when a promise is enforceable, the elements of a contract, performance, and the remedies available in the event of breach. • Distinguish between contracts governed by the Uniform Commercial Code and those governed by the common law of contracts.					X	
• Upon completion the student will be able to: Categorize the types of government agencies, powers and functions, controls through congressional action, executive action, and the courts. • Differentiate the relationship between state and federal systems, jurisdiction, and the importance of alternate dispute resolution methods to the participants • Describe the Constitutional basis for federal governmental regulation of business, including limits of government power.						X
• Upon completion the student will be able to: Demonstrate how cases progress through the court system from problem, to filing, to trial, and appeal.				X		
• Upon completion the student will be able to: Describe the various agency relationships and the duties and liabilities of agents and principals.					X	
BSADB20 - Introduction to Business						
• Upon completion the student will be able to: Identify the roles of GOVERNMENT in the organization, reporting, and operating businesses in the US. • Cite the various ways the U.S. government affects, restricts, and protects business. • Compare and contrast the advantages/disadvantages in each form of business ownership. • Define business ethics and explain the role of social responsibility in an organization. • Compare and contrast the primary economic systems. • Identify how business operates in an international/global environment including legal, social, cultural, and interdependence and integrated financial markets. • Identify and describe the basics of business law including contracts, torts, intellectual property, and the American legal system. • Summarize the components of risk management and basic insurance concepts.	X	X		X		
• Upon completion the student will be able to: Identify and explain the role of MANAGEMENT in Business • Define and describe the key management functions of planning organizing, leading, and controlling. • Identify current production & operations processes. Address sustainability. • Identify key human resource management functions and laws.	X	X		X		
• Upon completion the student will be able to: Identify and explain the role of MARKETING in Business • Identify the marketing mix and key tools, terms and strategies related to each element. • Describe and identify how technology impacts all the primary functions of business.	X	X		X	X	
• Upon completion the student will be able to: Identify and explain the role of ACCOUNTING in Business • Evaluate the basic components of financial statements and ratio analysis. • Explain the importance of finance to the operations of business; the various types of financing; and the process of internal and external financing and controls. • Identify securities markets including investment options, mechanisms of investing, and how to conduct basic analysis of business financial information.	X	X				X

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BSADB40 - Personal Finance						
• Upon completion the student will be able to: Prepare a basic personal financial plan for themselves and people in various phases of their life cycle.					X	
• Upon completion the student will be able to: Prepare a preliminary estate plan.	X					
• Upon completion the student will be able to: Modify common financial statements to a personal basis and use them to make financial decisions.			X			
• Upon completion the student will be able to: Evaluate the environment of personal financial planning, regarding taxation, economics and government policy.			X			
• Upon completion the student will be able to: Explore cash management techniques.			X			
• Upon completion the student will be able to: Explain credit management.						
• Upon completion the student will be able to: Research and identify decisions about home and auto purchases.				X		
• Upon completion the student will be able to: Develop a personal risk management plan.				X		
• Upon completion the student will be able to: Develop a personal investment plan.					X	
• Upon completion the student will be able to: Prepare an effective, preliminary retirement plan.					X	
BSADB43 - Principles of Management						
• Upon completion the student will be able to: Explain the historical evolution of management as a profession and its role in the organizations and society						X
• Upon completion the student will be able to: Analyze the value of a functional diverse organization.						X
• Upon completion the student will be able to: Illustrate the need for ethical decision making in organizations.						X
• Upon completion the student will be able to: Explain the planning function in an organization.			X			X
• Upon completion the student will be able to: Explain the role organizing and staffing in an organization.			X			X
• Upon completion the student will be able to: Diagram the function of implementation and leadership and the sources of power in an organization.						X
• Upon completion the student will be able to: Compare and contrast some major theories of motivation in organizations.						X
• Upon completion the student will be able to: Explain the function of controls in organizations.						X
BSADB51 - Business Mathematics						
• Upon completion the student will be able to: Solve trade discount problems using net cost equivalent factors and interpret cash discount terms of various types.	X	X				
• Upon completion the student will be able to: Create payroll records involving incentive piecework schedules and FICA, SDI and withholding taxes.	X	X				
• Upon completion the student will be able to: Solve for unknown cost, markup, or sales price from partial data, convert markup on sales to markup on cost and distinguish between the two.	X		X			
• Upon completion the student will be able to: Illustrate an inventory valuation using LIFO, FIFO, average and specific identification methods.	X		X			
• Upon completion the student will be able to: Solve interest problems for unknown principal, rate, or time factors.	X			X		
• Upon completion the student will be able to: Determine the proceeds of a three-party note when a simple interest note is discounted to a bank.	X			X		
• Upon completion the student will be able to: Use correctly the procedure for determining the present value of an annuity. Determine the appropriate payments into a sinking fund to retire debt.	X				X	
• Upon completion the student will be able to: Analyze annual interest (annual percentage rate) for an installment loan in accordance with federal Truth-in-Lending Act. Determine a partial loan payoff amount using the Rule of '78. Amortize a long-term loan by periodic payments.	X				X	
• Upon completion the student will be able to: Construct and manipulate cost, salvage value and useful life of a plant asset to determine depreciation by straight line, declining balance, sum of year's digits, units of product and accelerated cost recovery methods.	X					X

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BSADB53A - Introduction to Accounting 1						
• Upon completion the student will be able to: define the fundamental accounting equation and its logical bookkeeping applications;	X		X			
• Upon completion the student will be able to: describe basic accounting theory and practice as it relates to a service or retail type operation;	X		X			
• Upon completion the student will be able to: perform routine bookkeeping duties;	X		X			
• Upon completion the student will be able to: develop the income statement, balance sheet, and statement of owners equity;	X					
• Upon completion the student will be able to: summarize stages of the accounting cycle;	X		X			
• Upon completion the student will be able to: discuss specifics of bank accounts and cash funds;	X			X		
• Upon completion the student will be able to: differentiate among various special journals;	X			X		
• Upon completion the student will be able to: prepare, relate, and analyze financial statements for merchandising firms;	X				X	
• Upon completion the student will be able to: define payroll accounting and distinguish between employee earnings, deductions and taxes.	X				X	
BSADB53B - Introduction to Accounting 2						
• Upon completion the student will be able to: process transactions germane to corporations;	X		X			
• Upon completion the student will be able to: identify the differences in the accounting process of a corporation as contrasted to other business forms;	X		X			
• Upon completion the student will be able to: Calculate values of long-term liabilities, bonds using present value tables;	X			X		
• Upon completion the student will be able to: process transactions dealing with debt and stock investments;	X				X	
• Upon completion the student will be able to: prepare a statement of cash flows;	X			X		
• Upon completion the student will be able to: analyze and interpret financial statements by use of ratios, trends, and comparisons	X					X

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BSADB54 - Payroll Accounting						
• Upon completion the student will be able to: identify the various laws that affect employers in their payroll operations and explain the record keeping requirements of these laws	X		X			
• Upon completion the student will be able to: analyze, journalize and post entries to record the payroll, payroll taxes, and payment of payroll-related liabilities	X		X			
• Upon completion the student will be able to: explain and execute the payment and the recording of the payroll tax deposits, end-of-the-period adjustments, and transactions.	X		X			
• Upon completion the student will be able to: prepare various quarter-end and year-end payroll tax forms	X		X			
• Upon completion the student will be able to: identify, analyze, and perform the components and procedures of a computerized payroll system.	X		X			
• Upon completion the student will be able to: evaluate and apply the different kinds of benefits provided under the social security system, factors used in computing benefits, the effect on benefits of working after retirement, and the procedure for applying for benefits	X		X			
• Upon completion the student will be able to: explain the basic provisions of the three-part program of medical care for the aged and the needy	X			X		
• Upon completion the student will be able to: describe the employment procedures generally followed and personnel records used in a Human Resources Department	X			X		
• Upon completion the student will be able to: describe the main types of records used to collect payroll data and to compute and maintain payroll records and pay employees	X			X		
• Upon completion the student will be able to: identify, for social security purposes, those persons covered under the law and those services that make up employment and the types of compensation that are defined as wages and to apply the current tax rates and wage base for FICA and SECA	X				X	
• Upon completion the student will be able to: describe the different requirements and procedures for depositing FICA taxes and income taxes withheld from employees' wages and to complete the required forms	X				X	
• Upon completion the student will be able to: analyze, explain and apply coverage under the federal income tax withholding allowances, prepare form W-4, use alternative methods (such as quarterly averaging and annualizing wages) and supplementary wage payments	X				X	
• Upon completion the student will be able to: explain and apply Advance Earned Income Credit, Form @-2, Form 941, and Employer's Quarterly Federal Tax Return	X					X
• Upon completion the student will be able to: describe and apply the basic requirements of the Federal Unemployment Tax Act	X					X
• Upon completion the student will be able to: analyze and record payrolls in payroll registers and post to employees' earnings records	X					X

BSADB55 - Computer Accounting Applications						
• Upon completion the student will be able to: Analyze monetary transactions and record them in a computerized accounting system	X		X			
• Upon completion the student will be able to: Assume the role of an accounting clerk in an accounting office and demonstrate time management by meeting submission deadlines required by the professor.	X		X			
• Upon completion the student will be able to: Transfer information between computer accounting systems	X		X			
• Upon completion the student will be able to: Use an unfamiliar computer accounting program with minimal training.	X		X			
• Upon completion the student will be able to: Prepare appropriate adjusting entries and record them in a computerized accounting system	X			X		
• Upon completion the student will be able to: Interpret accounting reports to correctly respond to specific questions	X			X		
• Upon completion the student will be able to: Apply spreadsheet software to tasks that include management accounting reports, and other accounting-related tasks that require the use of database functions, financial functions, logical/conditional functions, mathematical functions	X				X	
• Upon completion the student will be able to: Apply the graphing capabilities of the spreadsheet software to visually enhance the presentation of results obtained from analytical tasks	X				X	
• Upon completion the student will be able to: Use the Internet for e-mail communication, including the attachment of accounting report files and other types of files, and for access to accounting-related data resources	X					X
• Upon completion the student will be able to: Design an appropriate chart of accounts for a hypothetical company, and set up the accounts in a computerized accounting system in order to produce properly presented financial statements	X					X
• Upon completion the student will be able to: Find and correct accounting errors.	X					X
• Upon completion the student will be able to: Effectively use Windows for managing data files						X

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BSADB61 - Human Resources Management						
• Upon completion the student will be able to: Students will describe the legal and financial implications, as well as, the human factors involved in making human resources decisions, while incorporating Federal, State employment laws applicable to management decisions.	X	X	X			
• Students will describe the employment cycle, including needs analysis, legal, procedural, compensation, and employee benefits.	X	X	X	X		
• Students will identify the differences between union and non-union organizations, and describe the importance of union and management relationships.	X	X	X		X	
• Students will explain current employment issues, including globalization, diversity, and workforce sizing. 5. The following are the Student Learning Objectives: a. Discuss legal and financial implications and human factors in making personnel decisions b. Identify Federal and State employment laws applicable to management decisions c. Discuss the legal and procedural considerations involved in hiring, disciplining, and terminating employees d. Appraise the ethical impact of following and enforcing policies, rules, and procedures e. Analyze various compensation and benefits packages f. Identify the differences between union and nonunion organizations, and describe the importance of union/management relations g. Analyze workplace human resource needs h. Discuss current legal and social ramifications of "downsizing" or "right-sizing" an organization i.	X	X	X			X
• 1. Students will describe the legal and financial implications as well as the human factors involved in making personnel decisions while incorporating Federal and State employment laws applicable to management decisions.	X	X	X			X
BSADB65 - Principles of Organizational Communication						
• Upon completion the student will be able to: Write effective letters, memorandums, resumes and reports.	X		X			
• Upon completion the student will be able to: Present material to the class in a professional manner.	X		X			
• Upon completion the student will be able to: Distinguish who is their audience and improve their communication.	X			X		
• Upon completion the student will be able to: Apply computer technology and correct grammar to develop excellent writing skills.	X				X	
• Upon completion the student will be able to: Communicate effectively in a variety of settings.	X					X
• Upon completion the student will be able to: Conduct and interview for a job/position.	X					X
• Upon completion the student will be able to: Develop a resume with a persuasive letter of application.	X				X	
• Upon completion the student will be able to: Practice proper communication skills and become more confidence speaking in front of an audience.	X			X		
BSADB85 - Business English						
• Upon completion the student will be able to: Distinguish between plural and possessive nouns and use the correct form in written material.						X
• Upon completion the student will be able to: Practice using commonly recognized punctuation marks (comma, semicolon, colon, question mark, quotation marks, exclamation mark, dash, and parenthesis) in written material.						X
• Upon completion the student will be able to: Identify three groups of personal pronouns and use them as subjects, verbs, complements, or possessives in written material.						X
• Upon completion the student will be able to: Identify verb types and tenses and apply the correct form in written exercises						X
• Upon completion the student will be able to: Distinguish between adjectives and adverbs and use the correct form in written exercises.						X
• Upon completion the student will be able to: Interpret and apply difficult homonyms in written context.						X
• Upon completion the student will be able to: Distinguish between transitional and parenthetical expressions and punctuate accordingly.						X
• Upon completion the student will be able to: Distinguish between phrases and clauses and use appropriate punctuation.						X
• Upon completion the student will be able to: Identify prepositions and conjunctions and apply appropriate punctuation.						X
• Upon completion the student will be able to: Write the following sentence types: •simple •compound •Complex •correct subject-verb agreement •correct pronoun-antecedent agreement •passive voice • active voice						X

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BSADB88 - Office Procedures						
• Upon completion the student will be able to: Analyze how the office employee combines skills, attitudes, and knowledge to be an efficient and successful employee.		X				
• Upon completion the student will be able to: Classify attitudes and traits as they apply to cultural diversity, ethical behavior, and human relations issues.		X				
• Upon completion the student will be able to: Plan and arrange on-site and off-site mock company meetings and conferences including travel requirements, mode of transportation, hotel accommodations, rental cars, meals, and so forth.			X			
• Upon completion the student will be able to: Use technology and language skills to prepare written documents including letters, memos, email, agendas, itineraries, minutes, graphs, and reports.			X			
• Upon completion the student will be able to: Practice and dramatize desired telephone techniques and methods of greeting clients under a variety of circumstances.				X		
• Upon completion the student will be able to: Recognize time management guidelines and apply them to scheduling appointments, and keeping appointment calendars.				X		
• Upon completion the student will be able to: Examine the steps for records management and describe how to use them to process incoming and outgoing records for easy storage and retrieval.					X	
• Upon completion the student will be able to: Develop working personal employment documents including resume, cover letter, and follow-up letters that student will ultimately use in securing employment.					X	
• Upon completion the student will be able to: Develop a personal portfolio and office guide.						X

BSADB90 - Fundamentals of Retailing						
• Upon completion the student will be able to: Analyze and create a plan for a local retailing organization with focus on the philosophy, consumer market, overall and specific activities, and control mechanisms (written format required).						X
• Upon completion the student will be able to: compare and contrast retailing careers.						X
• Upon completion the student will be able to: analyze and evaluate major retailing topics, including consumer behavior, marketing research, store location, etc.						X
• Upon completion the student will be able to: explain the place of retailing in the marketing chain.						X
• Upon completion the student will be able to: compare and contrast present day retailers and their strategies.						X

BSADB252A - Computer Keyboarding, Part 1						
• Upon completion the student will be able to: Identify and operate the basic components of the computer and the software programs utilized in this course.	X	X	X	X		
• Upon completion the student will be able to: Develop proper keyboarding techniques to input data by touch on the alpha/numeric keyboard at a minimum of 20 wpm.	X	X	X	X		
• Upon completion the student will be able to: Demonstrate individual speed and accuracy keyboarding capabilities at a level of 22 nwpm or higher.	X	X	X	X		

BSADB252B - Computer Keyboarding, Part 2						
• Upon completion the student will be able to: Demonstrate individual speed and accuracy keyboarding capabilities at a level of 30 nwpm or higher.	X	X	X	X		
• Upon completion the student will be able to: Compare and contrast formatting styles used to create basic business documents, letters, memos, and tables within one hour and fewer than 5 errors per document.	X	X	X	X		
• Upon completion the student will be able to: Organize and evaluate component parts of basic business documents within one hour with fewer than 5 errors per document.		X	X	X		
• Upon completion the student will be able to: Produce correctly formatted basic business letters, memos, and tables suitable for personal use or in the workplace within one hour and with fewer than 5 errors per document.		X	X	X		

BSADB252C - Computer Keyboarding, Part 3						
• Upon completion the student will be able to: Demonstrate individual speed and accuracy keyboarding capabilities at a level of 32 nwpm.	X	X	X	X		
• Upon completion the student will be able to: Compare and contrast formatting styles used to create basic business documents, letters, memos, reports, and tables within one hour with fewer than 3 errors per document.	X	X	X	X		
• Upon completion the student will be able to: Organize and evaluate component parts of basic business documents within one hour with fewer than 3 errors per document.	X	X	X	X		
• Upon completion the student will be able to: Produce correctly formatted basic business letters, memos, reports, and tables suitable for personal use or in the workplace within one hour with fewer than 3 errors per document.	X	X	X	X		

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BSADB253A - Document Processing, Part 1						
• Upon completion the student will be able to: Demonstrate individual speed and accuracy keyboarding capabilities at a level of 35 wpm.	X	X	X	X		
• Upon completion the student will be able to: Design and prepare attractive documents with fewer than 3 errors per document.	X	X	X	X		
• Upon completion the student will be able to: Organize content effectively with tables and graphics.	X	X	X	X		
• Upon completion the student will be able to: Produce merged documents with envelopes and labels.	X	X	X	X		
BSADB253B - Document Processing, Part 2						
• Upon completion the student will be able to: Demonstrate individual speed and accuracy keyboarding capabilities at a level of 37 wpm.	X	X	X	X		
• Upon completion the student will be able to: Apply effective designs to a variety of complex documents.	X	X	X	X		
• Upon completion the student will be able to: Organize content effectively with graphics.	X	X	X	X		
• Upon completion the student will be able to: Evaluate and improve document quality using review and collaboration tools.	X	X	X	X		
BSADB253C - Document Processing, Part 3						
• Upon completion the student will be able to: individual speed and accuracy keyboarding capabilities at a level of 40 wpm.	X	X	X	X		
• Upon completion the student will be able to: Design documents in administrative and specialized areas, including meeting, travel, news, employment, legal, and medical documents.	X	X	X	X		
• Upon completion the student will be able to: Produce error-free documents and apply language arts skills.	X	X	X	X		
BSADB264 - Ten-Key Proficiency						
• Upon completion the student will be able to: Demonstrate correct fingering on the computer number pad;	X	X	X	X		
• Upon completion the student will be able to: Demonstrate numeric data entry using the ten-key pad at a minimum rate of 90 strokes per minute;	X	X	X	X		
• Upon completion the student will be able to: Demonstrate numeric data entry using the ten-key pad with 95 percent accuracy.	X	X	X	X		
BSADB280 - Machine Transcription						
• Upon completion the student will be able to: Operate the transcribing machine and manipulate the controls properly.	X		X	X		
• Upon completion the student will be able to: Demonstrate effective listening techniques to transcribe data properly.	X		X	X		
• Upon completion the student will be able to: Demonstrate ear-finger-foot coordination in transcribing material.	X		X	X		
• Upon completion the student will be able to: Transcribe a mailable copy on the first draft from the transcribing equipment.	X		X	X		
• Upon completion the student will be able to: Recognize appropriate words when transcribing from dictated material. (i.e. effect/affect)	X		X	X		
• Upon completion the student will be able to: Supply the correct punctuation in dictated copy.	X		X	X		
• Upon completion the student will be able to: Edit letters using standard proofreader's marks.	X		X	X		
• Upon completion the student will be able to: Effectively use the spell check feature of the software, a dictionary, and other reference sources to assist in producing usable transcripts.	X		X	X		

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BSADB285 - Business English						
• Upon completion the student will be able to: Distinguish between plural and possessive nouns and use the correct form in written material.	X	X				
• Upon completion the student will be able to: Distinguish sentence fragments, run-on sentences, and sentences.	X	X				
• Upon completion the student will be able to: Identify and write simple, compound, and complex sentences.	X	X				
• Upon completion the student will be able to: Write sentences with correct subject-verb agreement.	X		X			
• Upon completion the student will be able to: Write sentences with correct pronoun-antecedent agreement.	X		X			
• Upon completion the student will be able to: Practice using commonly recognized punctuation marks (comma, semicolon, colon, question mark, quotation marks, exclamation mark, dash, and parenthesis) in written material.	X		X			
• Upon completion the student will be able to: Identify three groups of personal pronouns and use them as subjects, verbs, complements, or possessives in written material.	X			X		
• Upon completion the student will be able to: Identify verb types and tenses and apply the correct form in written exercises	X			X		
• Upon completion the student will be able to: Distinguish between adjectives and adverbs and use the correct form in written exercises.	X			X		
• Upon completion the student will be able to: Interpret and apply difficult homonyms in written context.	X				X	
• Upon completion the student will be able to: Distinguish between transitional and parenthetical expressions and punctuate accordingly.	X				X	
• Upon completion the student will be able to: Write sentences in active and passive voice.	X				X	
• Upon completion the student will be able to: Distinguish between phrases and clauses and use appropriate punctuation.	X					X
• Upon completion the student will be able to: Identify prepositions and conjunctions and apply appropriate punctuation.	X					X

BSADB287 - Filing						
• Upon completion the student will be able to: identify the rules and principles underlying effective management of records.	X	X				
• Upon completion the student will be able to: analyze records according to Association of Records Managers and Administrators (ARMA) principles.	X		X	X		
• Upon completion the student will be able to: interpret appropriate ARMA principles to each record to effect its correct disposition.	X			X		
• Upon completion the student will be able to: apply ARMA rules and principles to each of the four methods of records management: •alphabetic •numeric •geographic •subject	X				X	
• Upon completion the student will be able to: Define terminology that is specific to filing and records management	X					X