

SLO Performance Report

Program: Business Administration

Date: 11-02-2019

Terms: Spring 2019, Fall 2018, Summer 2018

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|--------|----------------------------|--------|-------|---------|
| Spring 2019 | 4 | 2.96% | 78 | 57.78% | 32 | 23.70% | 21 | 15.56% | 135 | 100.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 4 | 2.96% | 78 | 57.78% | 32 | 23.70% | 21 | 15.56% | 135 | 100.00% |

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 reconcile the resulting net incomes;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|-------|----------------------------|-------|-------|---------|
| Spring 2019 | 0 | 0.00% | 36 | 90.00% | 2 | 5.00% | 2 | 5.00% | 40 | 100.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 36 | 90.00% | 2 | 5.00% | 2 | 5.00% | 40 | 100.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|--------|----------------------------|--------|-------|---------|
| Spring 2019 | 4 | 2.29% | 114 | 65.14% | 34 | 19.43% | 23 | 13.14% | 175 | 100.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 4 | 2.29% | 114 | 65.14% | 34 | 19.43% | 23 | 13.14% | 175 | 100.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|--------|----------------------------|--------|-------|---------|
| Spring 2019 | 0 | 0.00% | 20 | 15.62% | 95 | 74.22% | 13 | 10.16% | 128 | 100.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 20 | 15.62% | 95 | 74.22% | 13 | 10.16% | 128 | 100.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|--------|----------------------------|-------|-------|---------|
| Spring 2019 | 0 | 0.00% | 27 | 21.09% | 91 | 71.09% | 10 | 7.81% | 128 | 100.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 27 | 21.09% | 91 | 71.09% | 10 | 7.81% | 128 | 100.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|--------|----------------------|--------|--------------------|--------|----------------------------|--------|-------|---------|
| Spring 2019 | 4 | 7.84% | 16 | 31.37% | 19 | 37.25% | 12 | 23.53% | 51 | 100.00% |
| Fall 2018 | 16 | 10.00% | 25 | 15.62% | 110 | 68.75% | 9 | 5.62% | 160 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 20 | 9.48% | 41 | 19.43% | 129 | 61.14% | 21 | 9.95% | 211 | 100.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|--------|----------------------------|--------|-------|---------|
| Spring 2019 | 0 | 0.00% | 7 | 58.33% | 2 | 16.67% | 3 | 25.00% | 12 | 100.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 7 | 58.33% | 2 | 16.67% | 3 | 25.00% | 12 | 100.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|--------|----------------------|--------|--------------------|--------|----------------------------|--------|-------|---------|
| Spring 2019 | 4 | 1.25% | 70 | 21.94% | 207 | 64.89% | 38 | 11.91% | 319 | 100.00% |
| Fall 2018 | 16 | 10.00% | 25 | 15.62% | 110 | 68.75% | 9 | 5.62% | 160 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 20 | 4.18% | 95 | 19.83% | 317 | 66.18% | 47 | 9.81% | 479 | 100.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Identify verb types and tenses and apply the correct form in written exercises

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Distinguish between adjectives and adverbs and use the correct form in written exercises.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Interpret and apply difficult homonyms in written context.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Distinguish between transitional and parenthetical expressions and punctuate accordingly.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Distinguish between phrases and clauses and use appropriate punctuation.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Identify prepositions and conjunctions and apply appropriate punctuation.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Classify attitudes and traits as they apply to cultural diversity, ethical behavior, and human relations issues.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Practice and dramatize desired telephone techniques and methods of greeting clients under a variety of circumstances.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Recognize time management guidelines and apply them to scheduling appointments, and keeping appointment calendars.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Develop a personal portfolio and office guide.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

BSADB40: Personal Finance

1. Upon successful completion of this course, the student will be able to demonstrate their mastery of terms and concepts related to personal financial planning

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|---------------|--------------------|---------------|----------------------------|--------------|------------|----------------|
| Spring 2019 | 7 | 7.00% | 47 | 47.00% | 37 | 37.00% | 9 | 9.00% | 100 | 100.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 7 | 7.00% | 47 | 47.00% | 37 | 37.00% | 9 | 9.00% | 100 | 100.00% |

2. Upon successful completion of this course, the student will be able to critically evaluate alternative personal finance options that match the phase of their life cycle

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|---------------|--------------------|---------------|----------------------------|--------------|-----------|----------------|
| Spring 2019 | 0 | 0.00% | 25 | 46.30% | 25 | 46.30% | 4 | 7.41% | 54 | 100.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 25 | 46.30% | 25 | 46.30% | 4 | 7.41% | 54 | 100.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|---------------|--------------------|---------------|----------------------------|--------------|------------|----------------|
| Spring 2019 | 7 | 4.55% | 72 | 46.75% | 62 | 40.26% | 13 | 8.44% | 154 | 100.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 7 | 4.55% | 72 | 46.75% | 62 | 40.26% | 13 | 8.44% | 154 | 100.00% |

BSADB48WE: Occupational Work Experience Education/Internship

Upon completion the student will be able to: Articulate the specific work experience objectives in Business Administration as described by employer and identify the various skills, knowledge and attitudes necessary to the accomplishment of those objectives.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|---------------|--------------------|--------------|----------------------------|---------------|-----------|----------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 9 | 90.00% | 0 | 0.00% | 1 | 10.00% | 10 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 9 | 90.00% | 0 | 0.00% | 1 | 10.00% | 10 | 100.00% |

Demonstrate the acquisition of the various skills, knowledge and attitudes necessary to the completion of the work experience objectives in Business Administration and the ability to effectively meet employer's job expectations.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|---------------|--------------------|--------------|----------------------------|---------------|-----------|----------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 9 | 90.00% | 0 | 0.00% | 1 | 10.00% | 10 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 9 | 90.00% | 0 | 0.00% | 1 | 10.00% | 10 | 100.00% |

Identify and analyze the application of acquired skills, knowledge and attitudes to career opportunities in Business Administration.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|---------------|--------------------|--------------|----------------------------|---------------|-----------|----------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 9 | 90.00% | 0 | 0.00% | 1 | 10.00% | 10 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 9 | 90.00% | 0 | 0.00% | 1 | 10.00% | 10 | 100.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|-------|----------------------------|--------|-------|---------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 27 | 90.00% | 0 | 0.00% | 3 | 10.00% | 30 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 27 | 90.00% | 0 | 0.00% | 3 | 10.00% | 30 | 100.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Describe several motivational techniques to apply to self and others.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Develop skills in managing conflict, diversity, stress, and time.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Compare and contrast the 21 principles of leadership.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Create payroll records involving incentive piecework schedules and FICA, SDI and withholding taxes.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Illustrate an inventory valuation using LIFO, FIFO, average and specific identification methods.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Solve interest problems for unknown principal, rate, or time factors.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|---------------|--------------------|--------------|----------------------------|--------------|-----------|----------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 35 | 85.37% | 3 | 7.32% | 3 | 7.32% | 41 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 35 | 85.37% | 3 | 7.32% | 3 | 7.32% | 41 | 100.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|---------------|--------------------|--------------|----------------------------|--------------|-----------|----------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 35 | 85.37% | 3 | 7.32% | 3 | 7.32% | 41 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 35 | 85.37% | 3 | 7.32% | 3 | 7.32% | 41 | 100.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|---------------|--------------------|--------------|----------------------------|--------------|-----------|----------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 70 | 85.37% | 6 | 7.32% | 6 | 7.32% | 82 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 70 | 85.37% | 6 | 7.32% | 6 | 7.32% | 82 | 100.00% |

BSADB53A: Introduction to Accounting 1

Upon completion the student will be able to: define the fundamental accounting equation and its logical bookkeeping applications;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: describe basic accounting theory and practice as it relates to a service or retail type operation;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: perform routine bookkeeping duties;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: develop the income statement, balance sheet, and statement of owners equity;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: summarize stages of the accounting cycle;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: discuss specifics of bank accounts and cash funds;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: differentiate among various special journals;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: prepare, relate, and analyze financial statements for merchandising firms;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|--------|----------------------------|--------|-------|---------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 1 | 1.49% | 33 | 49.25% | 26 | 38.81% | 7 | 10.45% | 67 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 1 | 1.49% | 33 | 49.25% | 26 | 38.81% | 7 | 10.45% | 67 | 100.00% |

Upon completion the student will be able to: define payroll accounting and distinguish between employee earnings, deductions and taxes.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|--------|----------------------|--------|--------------------|--------|----------------------------|-------|-------|---------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 10 | 14.93% | 27 | 40.30% | 24 | 35.82% | 6 | 8.96% | 67 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 10 | 14.93% | 27 | 40.30% | 24 | 35.82% | 6 | 8.96% | 67 | 100.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|--------|----------------------------|-------|-------|---------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 11 | 8.21% | 60 | 44.78% | 50 | 37.31% | 13 | 9.70% | 134 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 11 | 8.21% | 60 | 44.78% | 50 | 37.31% | 13 | 9.70% | 134 | 100.00% |

BSADB53B: Introduction to Accounting 2

Upon completion the student will be able to: process transactions germane to corporations;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: identify the differences in the accounting process of a corporation as contrasted to other business forms;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Calculate values of long-term liabilities, bonds using present value tables;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: process transactions dealing with debt and stock investments;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: prepare a statement of cash flows;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|--------|----------------------|--------|--------------------|--------|----------------------------|--------|-------|---------|
| Spring 2019 | 2 | 16.67% | 3 | 25.00% | 5 | 41.67% | 2 | 16.67% | 12 | 100.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 2 | 16.67% | 3 | 25.00% | 5 | 41.67% | 2 | 16.67% | 12 | 100.00% |

Upon completion the student will be able to: analyze and interpret financial statements by use of ratios, trends, and comparisons

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|--------|----------------------|--------|--------------------|--------|----------------------------|--------|-------|---------|
| Spring 2019 | 2 | 16.67% | 3 | 25.00% | 5 | 41.67% | 2 | 16.67% | 12 | 100.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 2 | 16.67% | 3 | 25.00% | 5 | 41.67% | 2 | 16.67% | 12 | 100.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: prepare various quarter-end and year-end payroll tax forms

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: identify, analyze, and perform the components and procedures of a computerized payroll system.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: describe the employment procedures generally followed and personnel records used in a Human Resources Department

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|--------|----------------------------|-------|-------|---------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 21 | 80.77% | 3 | 11.54% | 2 | 7.69% | 26 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 21 | 80.77% | 3 | 11.54% | 2 | 7.69% | 26 | 100.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|--------|----------------------------|-------|-------|---------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 21 | 80.77% | 3 | 11.54% | 2 | 7.69% | 26 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 21 | 80.77% | 3 | 11.54% | 2 | 7.69% | 26 | 100.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|--------|----------------------------|-------|-------|---------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 20 | 76.92% | 4 | 15.38% | 2 | 7.69% | 26 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 20 | 76.92% | 4 | 15.38% | 2 | 7.69% | 26 | 100.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: describe and apply the basic requirements of the Federal Unemployment Tax Act

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: analyze and record payrolls in payroll registers and post to employees' earnings records

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|---------------|--------------------|---------------|----------------------------|--------------|-----------|----------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 62 | 79.49% | 10 | 12.82% | 6 | 7.69% | 78 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 62 | 79.49% | 10 | 12.82% | 6 | 7.69% | 78 | 100.00% |

BSADB55: Computer Accounting Applications

Upon completion the student will be able to: Analyze monetary transactions and record them in a computerized accounting system

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Transfer information between computer accounting systems

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Use an unfamiliar computer accounting program with minimal training.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Prepare appropriate adjusting entries and record them in a computerized accounting system

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Interpret accounting reports to correctly respond to specific questions

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|-------|----------------------------|-------|-------|---------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 25 | 92.59% | 1 | 3.70% | 1 | 3.70% | 27 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 25 | 92.59% | 1 | 3.70% | 1 | 3.70% | 27 | 100.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|--------|--------------------|-------|----------------------------|-------|-------|---------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 25 | 92.59% | 1 | 3.70% | 1 | 3.70% | 27 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 25 | 92.59% | 1 | 3.70% | 1 | 3.70% | 27 | 100.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Find and correct accounting errors.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Effectively use Windows for managing data files

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|---------------|--------------------|--------------|----------------------------|--------------|-----------|----------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 50 | 92.59% | 2 | 3.70% | 2 | 3.70% | 54 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 50 | 92.59% | 2 | 3.70% | 2 | 3.70% | 54 | 100.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Students will describe the employment cycle, including needs analysis, legal, procedural, compensation, and employee benefits.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Students will identify the differences between union and non-union organizations, and describe the importance of union and management relationships.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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. Discuss the impact of globalization and diversity on human resource management

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|--------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

BSADB65: Principles of Organizational Communication

Upon completion the student will be able to: Write effective letters, memorandums, resumes and reports.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Present material to the class in a professional manner.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Distinguish who is their audience and improve their communication.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Apply computer technology and correct grammar to develop excellent writing skills.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|----------------|--------------------|--------------|----------------------------|--------------|-----------|----------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 12 | 100.00% | 0 | 0.00% | 0 | 0.00% | 12 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 12 | 100.00% | 0 | 0.00% | 0 | 0.00% | 12 | 100.00% |

Upon completion the student will be able to: Communicate effectively in a variety of settings.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Conduct and interview for a job/position.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to:Develop a resume with a persuasive letter of application.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|---------|--------------------|-------|----------------------------|-------|-------|---------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 12 | 100.00% | 0 | 0.00% | 0 | 0.00% | 12 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 12 | 100.00% | 0 | 0.00% | 0 | 0.00% | 12 | 100.00% |

Upon completion the student will be able to:Practice proper communication skills and become more confidence speaking in front of an audience.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|---------|--------------------|-------|----------------------------|-------|-------|---------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 24 | 100.00% | 0 | 0.00% | 0 | 0.00% | 24 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 24 | 100.00% | 0 | 0.00% | 0 | 0.00% | 24 | 100.00% |

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;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|--------|----------------------|-------|--------------------|--------|----------------------------|--------|-------|---------|
| Spring 2019 | 5 | 11.63% | 3 | 6.98% | 21 | 48.84% | 14 | 32.56% | 43 | 100.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 5 | 11.63% | 3 | 6.98% | 21 | 48.84% | 14 | 32.56% | 43 | 100.00% |

Upon completion the student will be able to: Define and use accounting and business terminology;

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|---------------|----------------------|--------------|--------------------|---------------|----------------------------|---------------|-----------|----------------|
| Spring 2019 | 5 | 11.63% | 3 | 6.98% | 21 | 48.84% | 14 | 32.56% | 43 | 100.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 5 | 11.63% | 3 | 6.98% | 21 | 48.84% | 14 | 32.56% | 43 | 100.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|--------|----------------------|--------|--------------------|--------|----------------------------|--------|-------|---------|
| Spring 2019 | 26 | 28.26% | 32 | 34.78% | 18 | 19.57% | 16 | 17.39% | 92 | 100.00% |
| Fall 2018 | 27 | 21.60% | 67 | 53.60% | 16 | 12.80% | 15 | 12.00% | 125 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 53 | 24.42% | 99 | 45.62% | 34 | 15.67% | 31 | 14.29% | 217 | 100.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

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.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----|-------|----------------------|-------|--------------------|-------|----------------------------|-------|-------|-------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Demonstrate how cases progress through the court system from problem, to filing, to trial, and appeal.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|----------|--------------|----------------------|--------------|--------------------|--------------|----------------------------|--------------|----------|--------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Fall 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

Upon completion the student will be able to: Describe the various agency relationships and the duties and liabilities of agents and principals.

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----------|---------------|----------------------|---------------|--------------------|---------------|----------------------------|---------------|------------|----------------|
| Spring 2019 | 0 | 0.00% | 0 | 0.00% | 66 | 71.74% | 26 | 28.26% | 92 | 100.00% |
| Fall 2018 | 38 | 30.40% | 50 | 40.00% | 36 | 28.80% | 1 | 0.80% | 125 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 38 | 17.51% | 50 | 23.04% | 102 | 47.00% | 27 | 12.44% | 217 | 100.00% |

Totals for CSLOs

| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
|-------------|-----------|---------------|----------------------|---------------|--------------------|---------------|----------------------------|---------------|------------|----------------|
| Spring 2019 | 26 | 14.13% | 32 | 17.39% | 84 | 45.65% | 42 | 22.83% | 184 | 100.00% |
| Fall 2018 | 65 | 26.00% | 117 | 46.80% | 52 | 20.80% | 16 | 6.40% | 250 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 91 | 20.97% | 149 | 34.33% | 136 | 31.34% | 58 | 13.36% | 434 | 100.00% |

| Report Totals: | | | | | | | | | | |
|-----------------------|------------|--------|-----------------------------|--------|---------------------------|--------|-----------------------------------|--------|--------------|---------|
| | N/A | | Exceeds expectations | | Meets expectations | | Does not meet expectations | | Total | |
| Spring 2019 | 48 | 5.41% | 294 | 33.15% | 413 | 46.56% | 132 | 14.88% | 887 | 100.00% |
| Fall 2018 | 92 | 11.33% | 435 | 53.57% | 230 | 28.33% | 55 | 6.77% | 812 | 100.00% |
| Summer 2018 | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Totals | 140 | 8.24% | 729 | 42.91% | 643 | 37.85% | 187 | 11.01% | 1699 | 100.00% |