

BUSINESS TECHNOLOGY DEGREE
Program Outcomes

1. Apply standard English rules in clear, concise and effective business communications. (SLO 1.1 & 1.2)
2. Apply mathematical skill to business and banking situations. (SLO 2.1, 2.2 & 2.3).
3. Apply computer skills to all forms of business communication including presentation materials and graphics. (SLO 5.1)
4. Use office technology for inter and intra office communication. (SLO 1.1, 1.2 & 5.1)
5. Identify and manage tasks involved in managing meetings. (SLO 3.1 & 6.5 ?)
6. Demonstrate accuracy and skill in handling the telephone. (SLO 1.1, 1.2 & 5.1)
7. Demonstrate time management and organization skills. (SLO 6.2 & 7.1)
8. Identify and use appropriate resources for problem solving. (SLO 7.1)
9. Receive, interpret, and follow both written and verbal instructions. (SLO 1.1)
10. Demonstrate proficiency in production of business documents. (SLO 1.2)
11. Import graphics, charts and text into business applications. (SLO 2.2)
12. Demonstrate flexibility, motivation when faced with change. (SLO 6.1)
13. Use the Internet for information searches. (SLO 7.1)
14. Create and manage physical and electronic data systems in business applications. (SLO 1.2 & 2.2)
15. Adapt to workplace practices and practice appropriate professional conduct. (SLO 6.4 & 6.5 ?)
16. Interact effectively with individuals and groups. (SLO 3.1 & 3.2)
17. Create and present effective presentations, (with and without software). (SLO 6.3, 7.2 & 5.1)
18. Interpret business data. (SLO 2.1, 2.2 & 4.1)
19. Demonstrate knowledge of laws and regulations, which affect the US workplace and work force, and an appreciation for ethics in business. (SLO 3.2, 4.1 & 7.2)
20. Understand career paths and advancement criteria typical of office occupations. (SLO 6.1, 6.2 & 7.2)
21. Create effective spreadsheets that communicate financial and other business information (SLO 5.1 & 2.3)
22. Work with others on larger scale projects (SLO 3.1)

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Student Learning Outcomes (SLO)

STUDENT LEARNING OUTCOMES are the knowledge and abilities every student graduating with a certificate or degree from South Seattle Community College will have. Students will achieve these outcomes as well as the specific curriculum outcomes for their academic or technical area of study.

1. Communication

- 1.1 Read and listen actively to learn and communicate.
- 1.2 Speak and write effectively for personal, academic and career purposes.

2. Computation

- 2.1 Use arithmetic and other basic mathematical operations as required by program of study.
- 2.2 Apply quantitative skills for personal, academic, and career purposes.
- 2.3 Identify, interpret and utilize higher level mathematical and cognitive skills (for those students who choose to move beyond the minimum requirements are stated above).

3. Human Relations

- 3.1 Use social interactive skills to work in groups effectively.
- 3.2 Recognize the diversity of cultural influences and values.

4. Critical Thinking and Problem-Solving

- 4.1 Think critically in evaluating information, solving problems and making decisions.

5. Technology

- 5.1 Select and use appropriate technological tools for personal, academic and career tasks.

6. Personal Responsibility

- 6.1 Be motivated and able to continue learning and adapt to change.
- 6.2 Value one's own skills, abilities, ideas and art.
- 6.3 Manage personal health and safety.
- 6.4 Be aware of civic and environmental issues.

7. Information Literacy

- 7.1 Access and evaluate information from a variety of sources and contexts, including technology.
- 7.2 Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society.