ACCREDITATION

PROFESSIONAL TECHNICAL

PROGRAM OUTCOMES

Supervision and Management Certificate (55 Credits)
1. Explain the function and role of supervisor in contemporary business. (SLO 1.2 & 7.1)
2. Discuss implications of diverse populations in the workplace. (SLO 3.2)
4. Describe each step of project management from planning to cost benefit analysis. (SLO 2.2, 3.1, 4.1 & 5.1)
5. Evaluate various principles and techniques of employee performance systems (SLO 7.1)
6. Assess needs planning and development of training within an organization. (SLO 4.1, 7.1, & 7.2)
7. Explain the influence a leader and an employee behavior have on an organization. (SLO 4.1 & 7.2)
8. Discuss the role of labor within an organization. (SLO 4.1, & 7.2)
9. Define the role of marketing, promotion, advertising and public relations in business. (SLO 1.2)
10. Demonstrate ability to communicate and work effectively within a group. (SLO 3.1)
11. Access and apply labor and management standards/laws relating to specific business situations. (SLO 6.4, 6.5 & 7.1)
12. Prepare a budget at the organizational level using both private sector and public organizational formats and formulas. (SLO 2.3, 5.1 & 7.1)
13. Present a project, budget, or marketing plan to a group. (SLO 3.1 & 5.1)
14. Demonstrate a coherent understanding of hiring practices. (SLO 4.1 & 7.1)
15. Demonstrate knowledge of city, county, state and federal best practices for hiring qualified staff/personnel. (SLO 6.1 & 7.1)
16. Know and discuss the importance of hiring and training appropriate staff in an organization’s project, budget. (SLO 4.1, 3.1, 3.2 & 7.3)
17. Discuss implications of diverse populations in the workplace. (SLO 3.2)
18. Describe each step of project management from planning to cost benefit analysis. (SLO 2.2, 3.1, 4.1 & 5.1)
19. Evaluate various principles and techniques of employee performance systems (SLO 7.1)
20. Explain the influence a leader and an employee behavior have on an organization. (SLO 4.1 & 7.2)
21. Discuss the role of labor within an organization. (SLO 4.1 & 7.2)
22. Define the role of marketing, promotion, advertising and public relations in business. (SLO 1.2)
23. Demonstrate ability to communicate and work effectively within a group. (SLO 3.1)
24. Access and apply labor and management standards/laws relating to specific business situations. (SLO 6.4, 6.5 & 7.1)
25. Prepare a budget at the organizational level using both private sector and public organizational formats and formulas. (SLO 2.3, 5.1 & 7.1)
26. Present a project, budget, or marketing plan to a group. (SLO 3.1 & 5.1)
27. Know and discuss various behavioral models in successful organizations. (SLO 1.2 & 3.1)
28. Demonstrate the ability to develop organizational budgets; create work projects; and use an appropriate technology to explain a budget. (SLO 1.2, 3.1, 6.3 & 7.3)
29. Demonstrate planning, project management and technology skills in developing an appraisal instrument. (SLO 3.2; 4.1, 5.1 & 7.3)
30. Demonstrate and evaluate the pros/cons of an employee performance system. (SLO 4.1, 6.2 & 7.3)
31. Ability to read a labor contract, discuss the technical aspects of a labor contract, and discuss critically the importance of labor history in the U.S.A. (SLO 1.2, 3.2, 4.1, 6.2, 6.3, 6.4 & 7.3)

**Supervision and Management Degree (AAS, AAS-T)**
Includes all competencies in the certificate plus:
1. Understand and explain the nature of business and the business environment, (SLO 1.2, 3.2, 4.1, 6.1)
2. Develop and use a general business vocabulary. (SLO 1.1, 1.2, 3.2, 4.1, & 7.1)
3. Discuss various management concepts and organizational structures. (SLO 1.2, 3.2, 4.1 & 7.2)
4. Understand and explain management of resources – human, finance, and natural (land). (SLO 1.2, 3.2, 4.1, 7.2)
5. Identify and demonstrate understanding of basic marketing concepts. (SLO 4.1, 7.1 & 7.3)
6. Understand and discuss the general methods of financing business ventures. (SLO 1.2, 4.1 & 7.3)
7. Understand and be able to explain securities and commodities markets in the US. (SLO 1.2, 3.2, 4.1, & 7.3)
8. Understand and explain the common ethical challenges and issues of diversity in business and the professions. (SLO 1.2, 3.2, 4.1, & 7.3)
9. Demonstrate knowledge of the different definitions of law. (SLO 4.1 & 7.1)
10. Define and explain how law is a means by which society promotes, protects, and punishes behavior. (SLO 4.1, 6.1 & 7.1)
11. Understand and discuss how law regulates different types of business entities, persons who own or operate businesses, and inter-business agreements. (SLO 3.2, 4.1, & 7.1)
12. Apply standard business rules in clear, concise, and effective business communications. (SLO 1.2, 4.1 & 7.3)
13. Apply computer skills to all forms of business communication including presentation materials and graphics. (SLO 1.2 & 5.1)
14. Demonstrate mastery of business office standard office procedures and technologies including the ability to identify and manage tasks involved in organizing meetings, accuracy and skill in handling the telephone, and time management and organization skills. (SLO 1.2, 3.1, 3.2, 4.1, 5.1 & 7.3)
15. Adapt to workplace practices and practice appropriate professional conduct, interact effectively with individuals and groups and work with others on larger scale projects. (SLO 1.2, 3.1, 3.2, 4.1 & 6.4)
16. Create and present effective presentations (with and without software). (SLO 1.2, 3.1, 3.2, 4.1, & 7.3)
17. Understand career paths and advancement criteria typical of office occupations. (SLO 4.1 & 7.3)