lease confirm that your PLOs have not changed	If your PLOs	have changed.	contact Suzann	ne Wakim													
AS Degree in Accounting	Report Da	ites															
Accumulate, record, and analyze financial data.	Fall 2019	Fall 2018	Spring 2018	Fall 2017	Spring 2016	Fall 2015	Spring 2014	Fall 2013									
Prepare accurate reports for decision making and regulatory compliance	Fall 2019	Fall 2018	Spring 2018	Fall 2017	Spring 2016	Fall 2015	Spring 2014										
Understand accounting and business terminology used in business scenarios, and be proficient with commonly used office software programs.		Spring 2019	Fall 2018	Spring 2018	Fall 2017	Spring 2016	Fall 2015	Spring 2014	Fall 2013								
Certificate of Achievement in Accounting	Report Da	ites															
Accumulate, record, and analyze financial data.	Fall 2019	Fall 2018	Spring 2018	Fall 2017	Spring 2016	Fall 2015	Fall 2014	Spring 2014	Fall 2013								
Prepare accurate reports for decision making and regulatory compliance.	Fall 2019	Fall 2018	Spring 2018	Fall 2017	Spring 2016	Fall 2015	Spring 2014										
 Understand accounting and business terminology used in business scenarios, and be proficient with commonly used office software programs. 	Fall 2019	Spring 2019	Fall 2018	Spring 2018	Fall 2017	Spring 2016	Fall 2015	Fall 2014	Spring 2014	Fall 2013							
Certificate in Account Clerk	Report Da	ites															
Utilize double entry bookkeeping system to record common business transactions.	Fall 2018	Spring 2018	Fall 2017	Spring 2016	Fall 2015	Fall 2013											
Employ accounting and business terminology to describe business transactions and scenarios.	Fall 2018	Spring 2018	Fall 2017	Spring 2016	Fall 2015	Fall 2014	Fall 2013										
 Record payables and receivables using QuickBooks or similar accounting programs. 	Spring 2019	Fall 2018	Spring 2018	Fall 2017	Spring 2016	Fall 2015	Fall 2014										
 Demonstrate proficiency with commonly used office software programs. 	Spring 2019	Fall 2018	Spring 2018	Fall 2017	Spring 2016	Fall 2013											
Certificate in Tax Preparer	Report Da	ites															
 Understand accounting and business terminology used in business scenarios, and be proficient with commonly used office software programs. 	Fall 2019	Spring 2018	Spring 2016	Fall 2013													
Recognize and apply basic state and federal income taxation laws to individual tax return forms.	Fall 2019																

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AS Degree in Business Information Worker	Report Da	tes												
Manage office information and records. Communicate professionally and work effectively in a team	Spring 2020	F=0.004F												
Communicate proressionally and work effectively in a team Produce business documents with appropriate formatting using word	Spring 2020	Fall 2015												
processing software.	Spring 2020													
Create spreadsheets with financial functions and charting.	Spring 2014													
 Plan and deliver individual or team oral presentations for business meetings. 	Spring 2020	Fall 2015												
6. Use email and calendaring software to communicate and manage time.	Spring 2020	Spring 2014												
 Apply the features and functions of web-based tools efficiently and effectively in order to meet the desired goals and outcomes of business. 	Spring 2020													
electively in order to meet the desired goals and outcomes or obstress.	oping 2020													
AS Degree in Legal Office Administration	Report Da	tes												
Identify and explain the difference among the six areas law.														
Demonstrate workflow processes of a legal environment.														
Analyze and assess legal clients' needs to determine appropriate solutions.														
Apply computer skills to legal office activities.	Spring 2014													
 Utilize proper legal writing skills in all client and colleague communication. 	Fall 2015													
AS Degree in Medical Office Administration	Report Da	tes												
1. Apply knowledge of medical terminology to perform outpatient/physician														
diagnostic coding, and determine outpatient/procedural coding based on the abstraction of medical records.	Spring 2014													
Analyze and interpret medical information and apply sound decision- making skills pertaining to the appropriate ICD and CPT codes peeded to														
making skills pertaining to the appropriate ICD and CPT codes needed to maximize compensation for services rendered.														
 Apply effective listening, verbal, written, interpersonal, and technological communication skills which prepare them for the outpatient medical 														
communication skills which prepare them for the outpatient medical workplace.	Fall 2015													
 Describe the outpatient medical workplace environment and function in that environment as a knowledgeable, skilled, and professional team 														
member.	Fall 2015													
Certificate of Achievement in Business Information														
Worker	Report Da	tes												
Manage office information and records.														
Communicate professionally and work effectively in a team.	Spring 2020	Fall 2015												
 Produce business documents with appropriate formatting using word processing software. 	Series 2020	Spring 2014												
Create spreadsheets with financial functions and charting	Spring 2014													
5. Plan and deliver individual or team oral presentations for business														
meetings. 6. Use email and calendaring software to communicate and manage time.	Spring 2020 Spring 2020	Spring 2014												
Apply the features and functions of web-based tools efficiently and		Oping 2014												
effectively in order to meet the desired goals and outcomes of business.	Spring 2020													
Certificate of Achievement in Legal Office Administration	D													
Identify and explain the difference among the six areas of law.	Report Da	tes												
Analyze and assess legal clients' needs to determine appropriate														
solutions.	Spring 2014													
Apply computer skills to legal office activities. Utilize proper legal writing skills in all client and colleague	Spring 2014													
communication.														
Certificate of Achievement in Medical Office														
Administration	Report Da	tes												
1. Apply knowledge of medical terminology to perform outpatient/physician														
diagnostic coding, and determine outpatient/procedural coding based on the abstraction of medical records.	Spring 2014													
Analyze and interpret medical information and apply sound decision- making skills pertaining to the appropriate ICD and CPT codes needed to														
maximize compensation for services rendered.														
 Apply effective listening, verbal, written, interpersonal, and technological communication skills which prepare them for the outpatient medical 														
workplace.	Fall 2015													
Certificate in Basic Computer Competency 1. Apply knowledge of basic computer operations, use input technology,	Report Da	tes												
and apply knowledge of file management and the operating system.	Spring 2014													
Identify and describe current technologies used in today's businesses														
and apply these technologies to solve business problems, improve organizational productivity, and achieve the goals of business.														
Demonstrate a minimum keyboarding skill of 25 words per minute.	Spring 2016													
Certificate in Business Information Worker	Report Da	too												
Solve mathematical problems; analyze and interpret data; and apply	Report Da	tes												
sound decision-making skills.														
Identify and describe current technologies used in today's businesses and apply these technologies to solve business problems, improve organizational productivity, and achieve the goals of business.														
organizational productivity, and achieve the goals of business.	Spring 2014													
Certificate in Legal Office Administration	Report Da	too												
Identify and explain the difference among the six areas of law.	Report Da	ies												
dentity and explain the difference among the six areas of law. Apply computer skills to legal office activities.	Spring 2014													
Certificate in Medical Office Administration	Report Da	tes												
 Analyze and interpret medical information and apply sound decision- making skills pertaining to the appropriate ICD and CPT codes needed to 														
maximize compensation for services rendered.	Spring 2014													
Apply effective listening, verbal, written, interpersonal, and technological communication skills which prepare them for the outpatient medical workplace.														
workplace.	Fall 2015													

Please confirm that your PLOs have not changed		nave changed, o	contact Suzann	e Wakim												
AS Degree in Business Administration 1. Discuss the context in which businesses operate and the impacts of	Report Dat	es														
environmental factors (including competitors and economic markets) on businesses.	Fall 2017	C-4 204-														
Use appropriate business terminology to describe the functional areas of business enterprises.	Fall 2017	Spring 2017	Fall 2014	Fall 2013												
 Assess business scenarios using a systematic, evaluative, quantitative, ethical and information-based approach. 	Fall 2018	Spring 2017	Fall 2014													
Evaluate the economic, social and competitive impacts of business decisions.	Fall 2017															
decisions. S. Prepare, analyze, interpret and discuss an entity's basic financial statements as a basis for business decisions.																
statements as a basis for business decisions.	Spring 2019	Fall 2017														
 Demonstrate analytical, teamwork, oral and written communication skills and ethical and professional conduct. 	Fall 2018	Fall 2017	Spring 2017	Fall 2013												
AS Degree in Business Management	Report Dat	es														
 Identify business terms and concepts, and effectively communicate using the language of business. 	Fall 2017	Spring 2017	Spring 2016	Spring 2015	Fall 2014	Spring 2014	Fall 2013									
Make effective business decisions using a systematic, evaluative, information-based approach.	Fall 2018															
3. Develop and exhibit high standards of professional grantice	Fall 2018	Fall 2017	Spring 2017	Spring 2016	Spring 2015	Fall 2014	Spring 2014									
 Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly changing environment. 	F=0.0040	Fall 2017	Cartan 2017	Cardan 2040	C 2045	D-1 2014	Spring 2014	F=0.0040								
mulaculorar, learn-oriented, rapidly changing environment.	Pall 2016	Pall 2017	opring 2017	Spring 2016	oping 2015	Fall 2014	oping 2014	Pall 2013								
AS Degree in Marketing	Report Dat	es														
Identify business terms and concepts, and effectively communicate using the language of business.	F=1 2047	Spring 2017	Davis - 2044													
Make effective business decisions using a systematic, evaluative.																
	Fall 2018	Fall 2017	Spring 2017	Spring 2014												
 Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly changing environment. 																
multicultural, team-oriented, rapidly changing environment.	Fall 2018	Fall 2017	Spring 2017	Spring 2014												
AS Degree in Small Business/Entrepreneurship	Report Dat	08														
1. Identify business terms and concepts, and effectively communicate																
using the language of business.	Fall 2017	Spring 2017	Spring 2015	Spring 2014												
Make effective business decisions using a systematic, evaluative, information-based approach.	Fall 2018	Fall 2017	Spring 2017	Spring 2015	Spring 2014											
Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's																
multi-cultural, team-oriented, rapidly-changing environment.	Fall 2018	Fall 2017	Spring 2017	Spring 2015	Spring 2014											
AS-T Degree in Business Administration 1. Discuss the context in which businesses operate and the impacts of	Report Dat	es														
environmental factors (such as economic markets and technological,																
regulatory and competitive forces) on businesses. 2. Use appropriate business terminology to describe the functional areas of	Fall 2017	Spring 2017														
business enterprises.	Fall 2018	Fall 2017	Spring 2017	Fall 2014	Fall 2013											
 Assess business scenarios using a systematic, evaluative, quantitative, ethical and information-based approach. 	Fall 2018	Fall 2017	Spring 2017													
4. Evaluate the legal, economic and social impacts of business decisions.	Fall 2017	Spring 2017	Fall 2014													
 Prepare, analyze, interpret and discuss an entity's basic financial statements, as a basis for business decisions. 	Spring 2019	Fall 2017														
Bermonstrate analytical, teamwork, oral and written communication skills and ethical and professional conduct.	Opining 2015															
and ethical and professional conduct.	Fall 2018	Fall 2017	Spring 2017	Fall 2013												
Certificate of Achievement in Business Management	Report Dat	es														
1. Identify business terms and concepts, and effectively communicate																
using the language of business. 2. Make effective business decisions using a systematic, evaluative,	Fall 2017	Spring 2017	Spring 2016	Spring 2015	Fall 2014	Spring 2014	Fall 2013									
information-based approach.	Fall 2018	Fall 2017	Spring 2017	Spring 2016	Fall 2015	Fall 2014	Spring 2014									
Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's																
demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly changing environment.	Fall 2018	Fall 2017	Spring 2017	Spring 2016	Spring 2015	Fall 2014	Spring 2014	Fall 2013								
Certificate of Achievement in Marketing	Report Dat															
Identify hysiness terms and concents, and effectively communicate.																
Identify business terms and concepts, and effectively communicate using the language of business.	Fall 2017	Spring 2017														
Make effective business decisions using a systematic, evaluative, information-based approach.	Fall 2018	Fall 2017	Spring 2017													
Develop and exhibit high standards of professional practice,																
 Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly changing environment. 	Fall 2018	Fall 2018	Fall 2017	Spring 2017												
	_															
Certificate of Achievement in Retail Management 1. Define the terms, principles and theories relating to retail planning,	Report Dat	es														
	Fall 2017	Spring 2016	Spring 2014													
Conduct a retail audit to demonstrate mastery of course concepts including oustomer buying behavior, retail planning, strategy, store layout,																
visual merchandsing, and operations.	Fall 2017	Spring 2016	Spring 2014													
Analyze a retail marketing strategy and its appropriateness given target market(s).	Fall 2017	Spring 2016	Spring 2014													
Certificate in Business on the Web	Report Dat	es														
Understand business terms and concepts, and effectively communicate using the language of business.	Fall 2017	Fall 2013														
Make effective web-based business decisions using a systematic, evaluative, information-based approach.	Fall 2017															
	2017															
Certificate in Human Resources	Report Dat	es														
Analyze theories and strategies for maximizing employee productivity and motivation.	Fall 2017	Spring 2016	ENI 2015													
and minorwason. 2. Identify and describe federal and state compliance requirements relating to payrol and human resource management.		-pmg zoro														
to payroll and human resource management. 3. Identify and demonstrate high standards of professional practice.	Fall 2017															
 Identify and demonstrate high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multi-cultural, team-oriented, rapidy-changing environment. 																
multi-outtural, team-oriented, rapidly-changing environment.	Fall 2017	Spring 2016	Fall 2015													
Certificate in Small Business Institute	Report Dat	es														
1. Assess business opportunities and determine their feasibility and potential using tools such as financial and competitive analysis.																
	Fall 2017	Fall 2015	Spring 2015													
Conduct small business marketing research, using primary and secondary resources.	Fall 2017	Spring 2015														
Conduct small business marketing research, using primary and secondary resources. Write a comprehensive business plan that provides an organized																
Conduct small business marketing research, using primary and secondary resources. Write a comprehensive business plan that provides an organized																
Conduct small business marketing research, using primary and secondary resources. Write a comprehensive business plan that provides an organized			Spring 2015	Spring 2014												
Conduct small business marketing research, using primary and secondary resources. Write a comprehensive business plan that provides an organized			Spring 2015	Spring 2014												

Please confirm that your PLOs have not changed	Evoir PLOs here changed, contact Suzanne Welsim
AA-T Degree in Economics	Report Dates
 Apply macro and microeconomic models to understand differing perspectives on how an economy as well as different industries operate. 	Spring 2019 Spring 2017
Analyze how economic policy changes will effect an economy and specific industry structures.	Spring 2019
 Utilize economic data and specific economic coefficients to understand how markets operate efficiently. 	Spring 2019
 Analyze markets to determine when they operate efficiently and when they fail. 	Spring 2019

Please confirm that your PLOs have not changed	If your PLOs	have changed,	contact Suzani	ne Wakim													
AS Degree in Real Estate	Report Dat	tes															
Identify and explain real estate concepts and principles.	Spring 2019	Fall 2018	Spring 2018	Fall 2015	Spring 2015	Fall 2014	Spring 2014	Fall 2013									
Create a Competitive Market Analysis for a Real Estate property so that they can evaluate properties based on factual data.	Spring 2019	Fall 2018	Spring 2018	Fall 2013													
 Analyze legal contracts associated with real estate transactions, and identify and explain their uses, components and implications. 	Fall 2018	Spring 2018	Fall 2015	Fall 2014	Spring 2014	Fall 2013											
Certificate of Achievement in Real Estate	Report Dat	les															
Identify and explain real estate concepts and principles.	Spring 2019	Fall 2018	Spring 2018	Fall 2015	Spring 2015	Fall 2013											
Create a Competitive Market Analysis for a Real Estate property so that they can evaluate properties based on factual data.	Spring 2019	Fall 2018	Spring 2018	Fall 2013													
 Analyze legal contracts associated with real estate transactions, and identify and explain their uses, components and implications. 	Fall 2018	Spring 2018	Fall 2015	Fall 2013													
Certificate in Real Estate Appraisal	Report Dat	tes															
 Describe the purpose, steps and outcomes of the appraisal process. 	Spring 2018	Fall 2013															
Utilize each of the traditional approaches (sales comparison, cost and income) to estimate market value for a particular residential property.	Spring 2018	Fall 2013															
Prepare an appraisal report for a particular residential property utilizing the Uniform Residential Appraisal Report (URAR) format.	Spring 2018	Fall 2013															
 Identify and describe fundamental real estate concepts and principles. 	Spring 2019	Fall 2018	Spring 2018	Fall 2013													
Certificate in Real Estate Sales	Report Dat																
Prepare sales listings and sales contracts.	Fall 2018	Spring 2018	Fall 2015	Fall 2013													
Explain the process of transferring ownership of real estate including escrow procedure and legal documentation required.	Spring 2018	Fall 2015	Fall 2013														
Identify and describe fundamental real estate concepts and principles.	Spring 2019	Fall 2018	Spring 2018	Fall 2015	Fall 2013												
 Explain the appraisal process and its impact on closing real estate transactions. 	Spring 2018	Fall 2013															