

**Business
Institutional (ILO), Program (PLO), and Course (SLO) Alignment**

Use the checklists provided to evaluate your SLO statements. Please add or revise PLO and SLO statements directly on this form.
Or, if you prefer to make changes on the electronic version contact your Facilitators (Kurt Hull or Ana Milosevic), or Laurie Linka in your Division Office,
to have the grid emailed to you. When SLO, PLO and ILO alignment changes are made, please make changes in red.

Program: Office Administration	Number of Courses: 13	Date Updated	Submitted by Kurt Hull Ext. 3775
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ILO Rating Rubric

4 - A major focus of the course. Direct instruction is provided. Students are evaluated multiple times (and possibly in various ways) throughout the course.

3 - An important part of the course. Some direct instruction is provided and students are evaluated on the concepts once or twice within the course.

2- Only a minor focus of the course. Some instruction is given in the area but students are not formally evaluated on the concepts.

1- May be tangentially part of the class, but is not directly taught or evaluated or is not part of the course at all.

Institutional Learning Outcomes (ILOs)	I. Content Knowledge	II. Critical, Creative, and Analytical Thinking	III. Communication and Comprehension	IV. Professional and Personal Growth	V. Community and Collaboration	VI. Information and Technology Literacy
Overall Program Rating Rate each from 1-4 based on above rubric.	4	4	3	3	3	3

<p>Program Level SLOs A minimum of 3 and maximum of 6 PLOS. There are, however, exceptions. For example, if department faculty have developed one or two comprehensive PLO statements that reflect the program mission and covers the major components and the overarching goals of the program, they may present them to their Dean and Facilitator for approval as is. In cases where the facilitator or dean or faculty disagree with the rigor of the statements, the PLO statement will be forwarded to the Assessment of Learning Committee (ALC) for review and recommendations.</p> <p style="text-align: center;"><i>Include PLO #, Short Title, and PLO statement. Example: PLO #2 Ethics and Professionalism</i></p>	ILOs to PLOs Alignment (Rate 1-4)					
	I	II	III	IV	V	VI
PLO # 1 Effective Communication Skills Demonstrate effective oral and written communication skills for business environments.	4	4	4	3	3	4
PLO #2 Principles, Procedures, and Practices Analyze and apply appropriate business management principles, procedures, and practices.	4	4	2	3	2	2
PLO # 3 Business Software Utilize business software and technology solutions for business communications and analysis.	4	4	4	2	2	4
PLO #4 Diverse Businesses Requirements Demonstrate effective interpersonal, time management, and organizational skills appropriate for diverse business requirements.	4	4	4	3	3	3

Course Level SLOs A minimum of 3 and maximum of 6 SLOs. There are, however, exceptions. For example, if department faculty have developed one or two comprehensive SLO statements that cover the major components and the overarching goals of the course, they may present them to their Dean and Facilitator for approval as is. In cases where the facilitator or dean or faculty disagree with the rigor of the statements, the SLO statement will be forwarded to the Assessment of Learning Committee (ALC) for review and recommendations. <i>Include SLO #, Short Title, and SLO Statement Example: Math 170 SLO #3 Vectors and Complex Numbers</i>	Course to Program SLO Alignment <i>Mark with an X if you will use the course when assessing your PLO.</i>				ILOs to Course SLOs Alignment (Rate 1-4)					
	P1	P2	P3	P4	I	II	III	IV	V	VI
Business 27 Effective English for Business: SLO #1 Demonstrate the ability to use proper grammar, sentence and punctuation structure, and punctuation when composing typical business correspondence.	X				4	4	4	3	3	2
SLO #2 Business Situations Analyze business situations to select appropriate writing styles for composing effective explanatory and persuasive written responses.			X		4	4	3	3	2	2
SLO #3 Composition Errors Identify and correct composition errors in various types of business correspondence	X				4	4	4	3	3	2
BUS 28 Written Business Communications: SLO #1 Communication Situations Identify and employ the proper approach or plan to be used for various business communication situations.	X				4	4	4	3	2	2
SLO #2 Logical Patterns Develop logical patterns of presenting ideas as a means of achieving clear, concise expression. Compose various business documents, applying the principles of effective communication. Write clear and effective business documents.	X				4	3	4	3	2	2
SLO #3 Content and Structure Criticize, evaluate, and revise the content and structure of business communications.	X				4	4	4	2	2	3
SLO #4 Problems or Conflicts Evaluate business problems or conflicts, organize strategies, and compose effective written communications under typical business conditions.		X			3	4	4	3	3	3
BUS 29 Oral Business Communications: SLO #1 Proper Speaking Techniques Identify and employ the proper speaking style to be used in various business situations.	X				4	4	4	3	3	2
BUS 29 Oral Business Communications: SLO #2 Effective Messages Develop logical presentation skills as a means of delivering an effective message.	X				4	4	4	3	3	3
BUS 29 Oral Business Communications: SLO #3 Speaking Situations Demonstrate effective planning, delivery, and time management skills for any given speaking situation.		X			4	4	4	3	3	3

Course Level SLOs <i>Minimum of 3 and maximum of 6 SLOs.</i> <i>Include SLO #, Short Title, and SLO Statement</i> <i>Example: Math 170 SLO #3 Vectors and Complex Numbers</i>	Course to Program SLO Alignment <i>Mark with an X if you will use the course when assessing your PLO.</i>				ILOs to Course SLOs Alignment (Rate 1-4)					
	P1	P2	P3	P4	I	II	III	IV	V	VI
BUS 40 Career Orientation: SLO #1 Career Opportunities Evaluate, assess, and research career opportunities and requirements based on values, aptitudes and interests.			X		4	4	4	3	2	2
SLO #2 Preparing for Employment Prepare professional employment applications, resumes, and cover letters			X		4	4	4	3	2	2
SLO #3 Professionalism and Poise Demonstrate professionalism and poise in job interviews			X		4	4	4	3	3	2
BUS 41 Records/Information Management: SLO #1 Record Retention Demonstrate an understanding of the principles of record retention and transfer in a business environment.		X			4	4	3	3	3	3
SLO #2 Management of Records Evaluate and employ appropriate guidelines for effective management of records in paper and electronic format.		X			4	4	3	3	2	2
SLO #3 Managerial Control Compare and contrast the managerial control available in various record management systems.				X	4	4	4	3	2	2
BUS 43 Office Procedures: Office Procedures: SLO #1 Business Environment Demonstrate an understanding of office administration in a business environment.		X			4	4	3	3	2	2
SLO #2 Time Management Demonstrate an understanding of time management principles and organizational skills in an office environment.				X	4	4	3	3	3	2
SLO #3 Interpersonal and Problem Solving Skills Demonstrate effective interpersonal and problem-solving skills.				X	4	3	3	3	2	2
BUS 52A Microsoft Word Application I: Pending is not aligned. SLO #1 Editing Create and edit memos, letters, and reports of varying complexity.			X		4	4	3	3	2	4
SLO #2 Formatting Apply appropriate formatting elements and styles to a range of document types.			X		4	4	3	3	2	4
SLO #3 Graphics and Visual Elements Compare and contrast graphics and other visual elements to enhance written communication			X		4	3	3	2	2	4

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	P1	P2	P3	P4	I	II	III	IV	V	VI
BUS 52B Microsoft Word Applications II: SLO #1 Merging Merge documents and data sources.		X			4	4	3	2	2	4
SLO #2 Tracking Changes Manage tracked changes and shared documents.		X			4	4	3	2	2	4
SLO #3 Publishing Documents Plan, research, write, revise, and publish documents to meet specific information needs.		X			4	3	3	2	2	4
BUS 55 Advanced Microsoft Office – Integrated Software Applications: SLO #1 Advanced Features Demonstrate how to use the advanced features of word processing, spreadsheet, database, and presentation software.			X		4	4	3	2	2	4
SLO #2 Advanced Techniques Demonstrate advanced techniques for integrating word processing, spreadsheet, database, and graphics to create business documents and presentations.			X		4	4	3	2	2	4
SLO #3 Demonstrate an understanding of common database functions including data input, retrieval, and reporting.		X			4	4	3	3	2	4
BUS 60A Microcomputer Keyboarding: SLO #1 Key by Touch Key by touch at a rate of at least 20 strokes per minute.			X		4	4	3	2	2	4
SLO #2 Techniques Use proper keyboarding technique.			X		4	4	3	2	2	4
SLO #3 Demonstrate the ability to properly format a standard business letter.		X			4	4	3	2	2	4

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	P1	P2	P3	P4	I	II	III	IV	V	VI
BUS 60B Microcomputer Document Processing: SLO #1 Key by Touch Key by touch at a rate of at least 25 strokes per minute			X		4	4	3	2	2	4
SLO #2 Business and Academic Reports Use word processing software to format business and academic reports.			X		4	4	3	2	2	4
SLO #3 Business Memoranda and Block Letters Use word processing software to format business memoranda and block-style letters.			X		4	4	3	2	2	4
SLO #4 Preparing Tables Use word processing software to prepare tables.			X		4	4	3	2	2	4
BUS 60C Microcomputer Document Formatting: SLO #1 Key by Touch Key by touch at a rate of at least 30 strokes per minute.			X		4	4	3	2	2	4
SLO #2 Multi-page Reports Use word processing software to format multiple-page business and academic reports with reference citations.			X		4	4	3	2	2	4
SLO #3 Indented Paragraphs Use word processing software to format multi-page letters and memoranda with indented paragraphs.			X		4	4	3	2	2	4
SLO #4 Resumes Use word processing software to create traditional and electronic resumes.			X		4	4	3	2	2	4
SLO #5 Complex Tables Use word processing software to construct complex tables.			X		4	4	3	2	2	4

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	P1	P2	P3	P4	I	II	III	IV	V	VI
SUPV 27 Oral Business Communications: SLO #1 Proper Speaking Techniques Identify and employ the proper speaking style to be used in various business situations.	X				4	4	4	3	3	2
SLO #2 Effective Messages Develop logical presentation skills as a means of delivering an effective message.	X				4	4	4	3	3	3
SLO #3 Speaking Situations Demonstrate effective planning, delivery, and time management skills for any given speaking situation.		X			4	4	4	3	3	3