

## COURSE SLO ASSESSMENT 4-YEAR TIMELINE

Unit Name	Course SLO Assessment Cycle	Course ID	Course Name	Course SLO Title	Course SLO Statement
El Camino: Course SLOs (BUS) - Office Administration	2013-14 (Fall 2013)	ECC: BUS 43	Office Procedures	SLO #1 Business Environment	Demonstrate an understanding of office administration in a business environment.
	2013-14 (Fall 2013)	ECC: BUS 43	Office Procedures	SLO #2 Time Management	Demonstrate an understanding of time management principles and organizational skills in an office environment.
	2013-14 (Fall 2013)	ECC: BUS 43	Office Procedures	SLO #3 Interpersonal and Problem Solving Skills	Demonstrate effective interpersonal and problem-solving skills.
	2014-15 (Fall 2014)	ECC: BUS 27	Effective English for Business	SLO #1 Business Grammar	Identify the commonly recognized eight parts of speech as used in the language.
	2014-15 (Fall 2014)	ECC: 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.
	2014-15 (Fall 2014)	ECC: BUS 28	Written Business Communications	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.
	2014-15 (Fall 2014)	ECC: BUS 28	Written Business Communications	SLO #3 Content and Structure	Criticize, evaluate, and revise the content and structure of business communications.
	2014-15 (Fall 2014)	ECC: BUS 29	Oral Business Communications (Same course as SUPV 27)	SLO #1 Proper Speaking Techniques	Identify and employ the proper speaking style to be used in various business situations.
	2014-15 (Fall 2014)	ECC: BUS 29	Oral Business Communications (Same course as SUPV 27)	SLO #2 Effective Messages	Develop logical presentation skills as a means of delivering an effective message.
	2014-15 (Fall 2014)	ECC: BUS 29	Oral Business Communications (Same course as SUPV 27)	SLO #3 Speaking Situations	Demonstrate effective planning, delivery, and time management skills for any given speaking situation.
	2014-15 (Fall 2014)	ECC: BUS 43	Office Procedures	SLO #1 Business Environment	Demonstrate an understanding of office administration in a business environment.
	2014-15 (Fall 2014)	ECC: BUS 43	Office Procedures	SLO #2 Time Management	Demonstrate an understanding of time management principles and organizational skills in an office environment.
	2014-15 (Fall 2014)	ECC: BUS 43	Office Procedures	SLO #3 Interpersonal and Problem Solving Skills	Demonstrate effective interpersonal and problem-solving skills.
	2014-15 (Fall 2014)	ECC: BUS 60A	Microcomputer Keyboarding I	SLO #2 Techniques	Demonstrate proper touch keyboarding techniques on alphabetic and numeric/symbol keys during lab assignments and tests.
2014-15 (Fall 2014)	ECC: BUS 60B	Microcomputer Keyboarding II and Document Processing	SLO #03 Business Memoranda and Block Letters (INACTIVE)	Using word processing software, format unarranged copy into business memoranda, letters, and tables that follow guidelines of a given manual of style.	
2014-15 (Fall 2014)	ECC: SUPV 27	Oral Business Communications (Same	SLO #1 Proper Speaking Techniques	Identify and employ the proper speaking style to be used in various business situations.	

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	2014-15 (Fall 2014)	ECC: SUPV 27	course as BUSI 29)	SLO #1 Proper Speaking Techniques	Identify and employ the proper speaking style to be used in various business situations.
	2014-15 (Fall 2014)	ECC: SUPV 27	Oral Business Communications (Same course as BUSI 29)	SLO #2 Effective Messages	Develop logical presentation skills as a means of delivering an effective message.
	2014-15 (Fall 2014)	ECC: SUPV 27	Oral Business Communications (Same course as BUSI 29)	SLO #3 Speaking Situations	Demonstrate effective planning, delivery, and time management skills for any given speaking situation.
	2015-16 (Fall 2015)	ECC: BUS 27	Effective English for Business	SLO #1 Business Grammar	Identify the commonly recognized eight parts of speech as used in the language.
	2015-16 (Fall 2015)	ECC: BUS 27	Effective English for Business	SLO #2 Business Correspondence	Demonstrate the ability to use proper grammar, sentence and structure, and punctuation when composing typical business correspondence.
	2015-16 (Fall 2015)	ECC: BUS 28	Written Business Communications	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.
	2015-16 (Fall 2015)	ECC: BUS 28	Written Business Communications	SLO #3 Content and Structure	Criticize, evaluate, and revise the content and structure of business communications.
	2015-16 (Fall 2015)	ECC: BUS 28	Written Business Communications	SLO #4 Problems or Conflicts	Evaluate business problems or conflicts, organize strategies, and compose effective written communications under typical business conditions.
	2015-16 (Fall 2015)	ECC: BUS 29	Oral Business Communications (Same course as SUPV 27)	SLO #1 Proper Speaking Techniques	Identify and employ the proper speaking style to be used in various business situations.
	2015-16 (Fall 2015)	ECC: BUS 29	Oral Business Communications (Same course as SUPV 27)	SLO #2 Effective Messages	Develop logical presentation skills as a means of delivering an effective message.
	2015-16 (Fall 2015)	ECC: BUS 29	Oral Business Communications (Same course as SUPV 27)	SLO #3 Speaking Situations	Demonstrate effective planning, delivery, and time management skills for any given speaking situation.
	2015-16 (Fall 2015)	ECC: BUS 43	Office Procedures	SLO #1 Business Environment	Demonstrate an understanding of office administration in a business environment.
	2015-16 (Fall 2015)	ECC: BUS 43	Office Procedures	SLO #2 Time Management	Demonstrate an understanding of time management principles and organizational skills in an office environment.
	2015-16 (Fall 2015)	ECC: BUS 43	Office Procedures	SLO #3 Interpersonal and Problem Solving Skills	Demonstrate effective interpersonal and problem-solving skills.
	2015-16 (Fall 2015)	ECC: SUPV 27	Oral Business Communications (Same course as BUSI 29)	SLO #1 Proper Speaking Techniques	Identify and employ the proper speaking style to be used in various business situations.
	2015-16 (Fall 2015)	ECC: SUPV 27	Oral Business	SLO #2 Effective Messages	Develop logical presentation skills as a means of delivering an

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	2015-16 (Fall 2015)	ECC: SUPV 27	Communications (Same course as BUSI 29)	SLO #2 Effective Messages	effective message.
	2015-16 (Fall 2015)	ECC: SUPV 27	Oral Business Communications (Same course as BUSI 29)	SLO #3 Speaking Situations	Demonstrate effective planning, delivery, and time management skills for any given speaking situation.
	2016-17 (Fall 2016)	ECC: BUS 27	Effective English for Business	SLO #3 Composition Errors	Identify and correct composition errors (grammar, sentence structure and punctuation) in various types of business correspondence.
	2016-17 (Fall 2016)	ECC: BUS 28	Written Business Communications	SLO #3 Content and Structure	Criticize, evaluate, and revise the content and structure of business communications.
	2016-17 (Fall 2016)	ECC: BUS 28	Written Business Communications	SLO #4 Problems or Conflicts	Evaluate business problems or conflicts, organize strategies, and compose effective written communications under typical business conditions.
	2016-17 (Fall 2016)	ECC: BUS 29	Oral Business Communications (Same course as SUPV 27)	SLO #3 Speaking Situations	Demonstrate effective planning, delivery, and time management skills for any given speaking situation.
	2016-17 (Fall 2016)	ECC: SUPV 27	Oral Business Communications (Same course as BUSI 29)	SLO #3 Speaking Situations	Demonstrate effective planning, delivery, and time management skills for any given speaking situation.
	2017-18 (Fall 2017)	ECC: BUS 27	Effective English for Business	SLO #1 Business Grammar	Identify the commonly recognized eight parts of speech as used in the language.
	2017-18 (Fall 2017)	ECC: BUS 43	Office Procedures	SLO #3 Interpersonal and Problem Solving Skills	Demonstrate effective interpersonal and problem-solving skills.
	2017-18 (Spring 2018)	ECC: BUS 28	Written Business Communications	SLO #3 Content and Structure	Criticize, evaluate, and revise the content and structure of business communications.
	2017-18 (Spring 2018)	ECC: BUS 29	Oral Business Communications (Same course as SUPV 27)	SLO #3 Speaking Situations	Demonstrate effective planning, delivery, and time management skills for any given speaking situation.
	2017-18 (Spring 2018)	ECC: SUPV 27	Oral Business Communications (Same course as BUSI 29)	SLO #3 Speaking Situations	Demonstrate effective planning, delivery, and time management skills for any given speaking situation.
	2018-19 (Fall 2018)	ECC: BUS 27	Effective English for Business	SLO #2 Business Correspondence	Demonstrate the ability to use proper grammar, sentence and structure, and punctuation when composing typical business correspondence.
	2018-19 (Spring 2019)	ECC: BUS 28	Written Business Communications	SLO #4 Problems or Conflicts	Evaluate business problems or conflicts, organize strategies, and compose effective written communications under typical business conditions.
	2018-19 (Spring 2019)	ECC: BUS 29	Oral Business Communications (Same course as SUPV 27)	SLO #1 Proper Speaking Techniques	Identify and employ the proper speaking style to be used in various business situations.
	2018-19 (Spring 2019)	ECC: BUS 60A	Microcomputer	SLO #2 Techniques	Demonstrate proper touch keyboarding techniques on alphabetic

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	2018-19 (Spring 2019)	ECC: BUS 60A	Keyboarding I	SLO #2 Techniques	and numeric/symbol keys during lab assignments and tests.
	2018-19 (Spring 2019)	ECC: BUS 60B	Microcomputer Keyboarding II and Document Processing	SLO #2 Creating and Formatting a Business Letter	Demonstrate the ability to create and properly format a standard business letter.
	2018-19 (Spring 2019)	ECC: SUPV 27	Oral Business Communications (Same course as BUSI 29)	SLO #1 Proper Speaking Techniques	Identify and employ the proper speaking style to be used in various business situations.
	2019-20 (Fall 2019)	ECC: BUS 27	Effective English for Business	SLO #3 Composition Errors	Identify and correct composition errors (grammar, sentence structure and punctuation) in various types of business correspondence.
	2019-20 (Fall 2019)	ECC: BUS 40	Career Orientation	SLO #1 Career Opportunities	Evaluate, assess, and research career opportunities and requirements based on values, aptitudes and interests.
	2019-20 (Fall 2019)	ECC: BUS 40	Career Orientation	SLO #2 Preparing for Employment	Prepare professional employment applications, resumes, and cover letters.
	2019-20 (Fall 2019)	ECC: BUS 40	Career Orientation	SLO #3 Professionalism and Poise	Demonstrate professionalism and poise in job interviews.
	2019-20 (Fall 2019)	ECC: BUS 43	Office Procedures	SLO #1 Business Environment	Demonstrate an understanding of office administration in a business environment.
	2019-20 (Fall 2019)	ECC: BUS 43	Office Procedures	SLO #2 Time Management	Demonstrate an understanding of time management principles and organizational skills in an office environment.
	2019-20 (Spring 2020)	ECC: 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.
	2019-20 (Spring 2020)	ECC: BUS 28	Written Business Communications	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.
	2019-20 (Spring 2020)	ECC: BUS 29	Oral Business Communications (Same course as SUPV 27)	SLO #2 Effective Messages	Develop logical presentation skills as a means of delivering an effective message.
	2019-20 (Spring 2020)	ECC: BUS 60A	Microcomputer Keyboarding I	SLO#1 Key by Touch	Key by touch straight-copy alphabetic material at a minimum rate of 40 net words per minute with no more than five errors on a 3-minute timing.
	2019-20 (Spring 2020)	ECC: BUS 60B	Microcomputer Keyboarding II and Document Processing	SLO #3 Creating Legal Documents	Demonstrate the ability to create and properly format legal documents.
	2019-20 (Spring 2020)	ECC: SUPV 27	Oral Business Communications (Same course as BUSI 29)	SLO #2 Effective Messages	Develop logical presentation skills as a means of delivering an effective message.
	2020-21 (Fall 2020)	ECC: BUS 27	Effective English for Business	SLO #1 Business Grammar	Identify the commonly recognized eight parts of speech as used in the language.
	2020-21 (Fall 2020)	ECC: BUS 40	Career Orientation	SLO #1 Career	Evaluate, assess, and research career opportunities and

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	2020-21 (Fall 2020)	ECC: BUS 40	Career Orientation	Opportunities	requirements based on values, aptitudes and interests.
	2020-21 (Fall 2020)	ECC: BUS 40	Career Orientation	SLO #2 Preparing for Employment	Prepare professional employment applications, resumes, and cover letters.
	2020-21 (Fall 2020)	ECC: BUS 40	Career Orientation	SLO #3 Professionalism and Poise	Demonstrate professionalism and poise in job interviews.
	2020-21 (Fall 2020)	ECC: BUS 43	Office Procedures	SLO #3 Interpersonal and Problem Solving Skills	Demonstrate effective interpersonal and problem-solving skills.
	2020-21 (Spring 2021)	ECC: BUS 60A	Microcomputer Keyboarding I	SLO #2 Techniques	Demonstrate proper touch keyboarding techniques on alphabetic and numeric/symbol keys during lab assignments and tests.
	2020-21 (Spring 2021)	ECC: BUS 60B	Microcomputer Keyboarding II and Document Processing	SLO#1 Key by Touch	Key by touch straight-copy alphabetic material at a minimum rate of 60 net words per minute with no more than three errors on a 3-minute timing.