

COURSE SLO STATEMENTS REPORT

ECC - OFFICE ADMINISTRATION

Course ID	Course Name	Course SLO Title	Course SLO Statement	Course SLO Status	Input Date
ECC: BUS 27	Effective English for Business	SLO #1 Business Grammar	Identify the commonly recognized eight parts of speech as used in the language.	Active	03/03/2015
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.	Active	03/03/2015
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.	Active	03/03/2015
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.	Active	11/26/2013
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.	Active	11/26/2013
ECC: BUS 28	Written Business Communications	SLO #3 Content and Structure	Criticize, evaluate, and revise the content and structure of business communications.	Active	11/26/2013
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.	Active	11/26/2013
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.	Active	11/26/2013
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.	Active	11/26/2013
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.	Active	11/26/2013
ECC: BUS 40	Career Orientation	SLO #1 Career Opportunities	Evaluate, assess, and research career opportunities and requirements based on values, aptitudes and interests.	Active	11/26/2013
ECC: BUS 40	Career Orientation	SLO #2 Preparing for Employment	Prepare professional employment applications, resumes, and cover letters.	Active	11/26/2013
ECC: BUS 40	Career Orientation	SLO #3 Professionalism and Poise	Demonstrate professionalism and poise in job interviews.	Active	11/26/2013
ECC: BUS 41	Records/Information Management (INACTIVE)	SLO #1 Record Retention (INACTIVE)	Demonstrate an understanding of the principles of record retention and transfer in a business environment.	Inactive	11/26/2013
ECC: BUS 41	Records/Information Management (INACTIVE)	SLO #2 Management of Records (INACTIVE)	Evaluate and employ appropriate guidelines for effective management of records in paper and electronic format.	Inactive	11/26/2013
ECC: BUS 41	Records/Information Management (INACTIVE)	SLO #3 Managerial Control (INACTIVE)	Compare and contrast the managerial control available in various record management systems.	Inactive	11/26/2013
ECC: BUS 43	Office Procedures	SLO #1 Business Environment	Demonstrate an understanding of office administration in a business environment.	Active	11/26/2013

Course ID	Course Name	Course SLO Title	Course SLO Statement	Course SLO Status	Input Date
ECC: BUS 43	Office Procedures	SLO #2 Time Management	Demonstrate an understanding of time management principles and organizational skills in an office environment.	Active	11/26/2013
ECC: BUS 43	Office Procedures	SLO #3 Interpersonal and Problem Solving Skills	Demonstrate effective interpersonal and problem-solving skills.	Active	11/26/2013
ECC: BUS 55	Advanced Microsoft Office - Integrated Software Applications (INACTIVE)	SLO #1 Advanced Features (INACTIVE EFF. FA15)	(INACTIVE) Demonstrate how to use the advanced features of word processing, spreadsheet, database, and presentation software.	Inactive	11/26/2013
ECC: BUS 55	Advanced Microsoft Office - Integrated Software Applications (INACTIVE)	SLO #2 Advanced Techniques (INACTIVE EFF. FA15)	(INACTIVE) Demonstrate advanced techniques for integrating word processing, spreadsheet, database, and graphics to create business documents and presentations.	Inactive	11/26/2013
ECC: BUS 55	Advanced Microsoft Office - Integrated Software Applications (INACTIVE)	SLO #3 Demonstrating Common Database Functions (INACTIVE EFF. FA15)	(INACTIVE) Demonstrate an understanding of common database functions including data input, retrieval, and reporting.	Inactive	11/26/2013
ECC: BUS 60A	Microcomputer Keyboarding I	SLO #01 Key by Touch (INACTIVE)	Key by touch straight-copy alphabetic material at a minimum rate of 20 gross words per minute with no more than four errors on a 2-minute timing.	Inactive	03/19/2015
ECC: BUS 60A	Microcomputer Keyboarding I	SLO #03 Formatting a Business Letter (INACTIVE)	Demonstrate proofreading skills.	Inactive	03/19/2015
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.	Active	03/19/2015
ECC: BUS 60A	Microcomputer Keyboarding I	SLO#001 Key by Touch (INACTIVE)	Key by touch at a minimum of 40 net words per minute.	Inactive	03/19/2018
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.	Active	10/02/2018
ECC: BUS 60B	Microcomputer Keyboarding II and Document Processing	SLO #001 Key by Touch (INACTIVE)	Key by touch at a minimum of 60 net words per minute.	Inactive	03/19/2018
ECC: BUS 60B	Microcomputer Keyboarding II and Document Processing	SLO #01 Key by Touch (INACTIVE)	Key by touch straight-copy alphabetic material at a minimum rate of 25 gross words per minutes with no more than three errors on a 3-minute timing.	Inactive	03/19/2015
ECC: BUS 60B	Microcomputer Keyboarding II and Document Processing	SLO #02 Business and Academic Reports (INACTIVE)	Use word processing software to format rough-draft copy into business and academic reports that follow guidelines of a given manual of style.	Inactive	03/19/2015
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.	Active	03/19/2015
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.	Active	03/19/2018
ECC: BUS 60B	Microcomputer Keyboarding II and Document Processing	SLO #3 Creating Legal Documents	Demonstrate the ability to create and properly format legal documents.	Active	03/19/2018
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-	Active	10/02/2018

Course ID	Course Name	Course SLO Title	Course SLO Statement	Course SLO Status	Input Date
ECC: BUS 60B	Microcomputer Keyboarding II and Document Processing	SLO#1 Key by Touch	minute timing.	Active	10/02/2018
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.	Active	11/26/2013
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.	Active	11/26/2013
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.	Active	11/26/2013