

**NORCO COLLEGE
SLO to PLO MATRIX**

PLOs

PLO 1: Categorize basic administrative terms, theories and principles.

PLO 2: Demonstrate basic understanding of economic systems; i.e., the manner in which goods are produced and distributed in a society and the means by which economic growth is achieved and sustained.

PLO 3: Understand and apply fundamental management principles, such as profit/loss, balancing accounts, conflict resolution, effective customer relations and time management.

PLO 4: Perform functions such as preparation of memoranda, utilization of spreadsheets, adherence to schedules and responding effectively to changes in the work environment.

PLO 5: Implement the fundamental concepts from courses in business, public administration, economics and/or information systems.

PLO 6: Locate, process, and utilize information effectively.

CERTIFICATE/PROGRAM: ADMINISTRATION AND INFORMATION SYSTEMS							
COURSE: ACC-1A							
SLO 1	Analyze, explain, solve problems and apply the principles of financial accounting to varied economic units within a business entity.			X		X	
SLO 2	Identify relevant economic data used in manual and computerized accounting information systems and interpret financial statements.						X
SLO 3	Evaluate corporate organization, equity rights and structure.						
SLO 4	Demonstrate the ability to continue in a university program of accounting and acquire the required background in any field of business administration.						
COURSE: ACC-1B							
SLO 1	Analyze, explain, solve problems and apply managerial accounting principles to manufacturing and service enterprises within a business entity.			X		X	
SLO 2	Interpret relevant accounting data in manual and computerized accounting information systems useful for decision making about business entities.						X
SLO 3	Demonstrate the ability to continue in a university program of accounting or acquire the required background in any field of business administration.						
COURSE: ACC-38							
SLO 1	Identify relevant accounting data used internally by managers in directing the affairs of business and non-business organizations.						X
SLO 2	Apply managerial skills to a wide variety of organizational problems encountered in today's business environment.			X	X	X	
SLO 3	Review and evaluate the new managerial accounting concepts that are reshaping traditional costing systems and procedures.			X		X	
SLO 4	Solve managerial problems through the use of case studies.			X	X	X	

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SLO 5	Utilize the computer (primarily spreadsheet applications) in the analysis of more complex cost planning and control situations.			X	X		X	
COURSE: BUS-10								
SLO 1	Define the nature of business and how it operates in our society.		X					
SLO 2	Apply the course content to real-life, business related situations, including specialized areas such as management and career paths.						X	
SLO 3	Utilize the basics concepts of creating an efficient marketing strategy.						X	
SLO 4	Apply course content to understand, analyze and form opinions about current issues in business and the economy.							
COURSE: BUS-18A								
SLO 1	Analyze and explain the various sources of law which comprise the legal system.				X		X	X
SLO 2	Explain the nature of the legal system in the US and how laws are created.				X		X	X
SLO 3	Analyze torts and crimes as they relate to business.				X		X	X
SLO 4	Analyze torts and their crime.				X		X	X
SLO 5	Describe how tort, criminal and contract law principles affect business.				X		X	X
SLO 6	Analyze and describe the creation, administration, and termination of the sale of goods as set forth in the Uniform Commercial Code.		X		X		X	X
SLO 7	Identify and distinguish the various laws of agency and employment and labor law.				X		X	X
SLO 8	Analyze and apply ethical business standards as they relate to business decisions and transactions.		X		X		X	X
SLO 9	Apply college-level methods of analysis and evaluation to discussing and writing about legal and ethic dilemmas as they relate to case law.		X		X		X	X

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COURSE: BUS-18B								
SLO 1	Analyze and describe the various forms of negotiable instruments, commercial paper and their functions.		X	X			X	X
SLO 2	Describe and determine the legal management rights of creditors and debtors.		X	X			X	X
SLO 3	Analyze and explain and analyze concepts of secured transactions and the law regarding bankruptcy.		X	X			X	X
SLO 4	Synthesize and explain the law as it pertains to business organizations.		X	X			X	X
SLO 5	Analyze and assess Identify and describe consumer and environmental laws that affect business.		X	X			X	X
SLO 6	Analyze and describe the various areas of laws pertaining to personal, real property and landlord-tenant law.		X	X			X	X
SLO 7	Analyze and summarize the rules regulating insurance, wills and trusts.		X	X			X	X
SLO 8	Examine the legal context of international business transactions.		X	X			X	X
SLO 9	Identify and apply ethical business standards as they relate to business decisions and transactions.			X			X	X
SLO 10	Apply college-level methods of analysis and evaluation to discussing and writing about legal and ethical dilemmas as they relate to case law.							
COURSE: BUS-20								
SLO 1	Demonstrate speed and accuracy in analyzing the fundamental processes of mathematics commonly used in making business calculations.							X
SLO 2	Explain, analyze, apply principles, and solve problems within the subject matter.							
SLO 3	Compare and discriminate between mathematical processes in order to select the appropriate process to apply to common business mathematical problems.							
SLO 4	Demonstrate an understanding of mathematical skills required in other						X	

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	business subjects such as accounting, management, marketing and computer operations.						
COURSE: BUS-22							
SLO 1	Explain effective and efficient communication styles appropriate in various business settings	X			X	X	
SLO 2	Analyze the effects of human behavior and communication within an organization					X	
SLO 3	Apply concepts of organizational relationships, political/cultural considerations, teamwork, problem-solving, and decision-making to communication tasks			X			
SLO 4	Demonstrate competency in developing content and in applying technical skills in various written and oral business communications including reports, letters, memos, e-mails, instant messages, resumé, and group presentations			X	X	X	X
SLO 5	Apply the understanding of group dynamics and cross-cultural communication in making effective written and oral communications			X	X		
SLO 6	Develop proficiency in the analysis of organizational relationships, including political and cultural aspects, and application of problem, solving and decision making strategies that lead to the attainment of goals		X	X			X
COURSE: CIS-1A							
SLO 1	Identify the fundamental computer concepts and terminology used for input, processing, output, and storage;				I = Introduced		
SLO 2	Identify the key features of a variety of software such as operating systems, word processors, spreadsheets, databases, communications and graphics;				I		
SLO 3	Apply the principles of and solve problems with word processing, spreadsheet, database, communications and file management programs;				I		
SLO 4	Create electronic presentations with presentation graphics;				I		

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SLO 5	Demonstrate the principles of Internet research;				I		I,D= Developed
SLO 6	Understand the principles of computer security, ethics and privacy;						
COURSE: CIS-1B							
SLO 1	Apply advanced word processing skills to solve problems.				D.M= Mastery		
SLO 2	Apply advanced spreadsheet skills to analyze and solve problems.				D.M		
SLO 3	Apply advanced database skills to analyze and solve problems.				D.M		
SLO 4	Apply advanced presentation skills to design and edit electronic presentations.				D.M		
SLO 5	Integrate, link and embed work processing documents, worksheets, charts and databases.				D,M		D
COURSE: CIS/CSC-2							
SLO 1	Demonstrate an understanding of systems analysis as applied to the effective use of computers in business operations.						
SLO 2	Analyze various user requirements applying structured analysis tools like Data Flow Diagrams, Data Dictionary and Process Description.						
SLO 3	Design output screens and reports, input screens, and user interface screens.						

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SLO 4	Demonstrate an understanding of various developmental methodologies.						
SLO 5	Analyze data with relational databases in mind and design normalized files.					M = Mastery	
COURSE: CIS-3							
SLO 1	Apply operating system skills to navigate within, run programs, and organize files and folders.					I	
SLO 2	Apply design and development techniques that utilize software programs in word processing, spreadsheets, databases, and presentation graphics to commonly used business applications.					I,D	
SLO 3	Integrate documents using word processing, spreadsheets, databases, and presentation graphics software applications.					I,D	
SLO 4	Demonstrate use of Web browsers to browse, search for information, upload and download files from the Internet, and use this information to support creation of documents/workbooks/databases/presentation graphics.						D
COURSE: CIS/CSC-5 (no map to PLOs: reconsider for possible elimination?)							
SLO 1	Create computer programs in C++ using the principles of structured programming.						
SLO 2	Apply the principles of logical and programming concepts to develop specific solutions for gaming, business, scientific and mathematics problems.						

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SLO 3	Identify the information input requirements, synthesize the algorithmic steps needed to transform the data input into the required output information, and organize the output format to facilitate user communication.							
SLO 4	Demonstrate the use of the C++ IDE and libraries.							
COURSE: COM-1 (no map to PLOs; recommend deletion)								
SLO 1	Demonstrate competence in ethical speech preparation and presentation.							
SLO 2	Effectively integrate credible evidence and sound reasoning in speech preparation and presentation.							
SLO 3	Demonstrate effective management of anxiety during preparation and presentation of speeches.							
SLO 4	Implement ethical standards expected of an audience member by employing effective listening skills and cultural sensitivity.							
SLO 5	Critically evaluate their own and others speeches based on content, composition/organization, delivery, and implementation of ethical standards.							
SLO 6	Demonstrate the ability to perform audience analysis and adaptation while speaking extemporaneously.							
COURSE: COM-1H (no map to PLOs; recommend deletion)								
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SLO 6	Demonstrate the ability to perform audience analysis and adaptation while speaking extemporaneously.							
COURSE: COM-12 (no map to PLOs; recommend deletion)								
SLO 1	Define the components which formulate any culture.							
SLO 2	Analyze a variety of intercultural theories.							
SLO 3	Synthesize intercultural communication principles to improve cross-cultural interaction(s).							
COURSE: COM-13 (no map to PLOs; recommend deletion)								
SLO 1	Identify and distinguish between gender and sex as constructs and analyze							

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	their impact on communication behaviors.												
SLO 2	Demonstrate understanding of the theoretical background of biological, interpersonal, and cultural influences on the interplay between biological sex and gender identification and the impact of these constructs on communication.												
SLO 3	Evaluate gender as an influence in self-concept/self-esteem, perception, listening, verbal and nonverbal communication in various contexts.												
SLO 4	Consider gender variables to select appropriate conflict management style and method in various contexts.												
SLO 5	Analyze the principles of building relationships through engaging in appropriate communication between genders in various contexts.												
COURSE: COM-9 (no map to PLOs; recommend deletion)													
SLO 1	Identify communication foundations including models, myths, principles, and purpose.												
SLO 2	Evaluate the role of listening in dyadic communication in various contexts. inquiry of the major knowledge fields												
SLO 3	Analyze the use of verbal and nonverbal communication in dyadic communication in various contexts.												
SLO 4	Analyze the role of perception of self and others while appraising the significance of self-concept/self-esteem, including values, in dyadic communication in various contexts												

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SLO 5	Critically assess the impact of emotion management in relationships in various contexts.							
SLO 6	Analyze theories of dyadic communication (Self-Disclosure, Impression Management, Stage Model, Dialectic Perspective) and synthesize the theories to evaluate relationship development, maintenance and termination.							
SLO 7	Analyze conflict in two-person interaction and identify appropriate styles/methods of conflict management in various contexts							
COURSE: ECO-4								
SLO 1	Explain, apply and analyze basic economic concepts and issues.			X			X	
SLO 2	Explain economic theories and utilize them to predict economic outcomes.			X			X	
SLO 3	Evaluate the impact of policies on different groups/sectors in the economy.			X				
COURSE: ECO-7								
SLO 1	Describe, analyze and evaluate economic concepts, paradigms, and theories of the macro-economy.			X			X	
SLO 2	Identify major current macroeconomic problems and use economic theory to analyze and evaluate the problems.			X			X	
SLO 3	Identify current governmental policies to remedy the macroeconomic problems and assess the effectiveness of these policies.			X			X	
SLO 4	Evaluate the impact of macroeconomic policies on such issues as: the distribution of wealth and income, economic growth, and the global economy.			X				
COURSE: ECO-7H								
SLO 1	Describe, analyze and evaluate economic concepts, paradigms, and theories of the macro-economy.			X			X	

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SLO 2	Identify major current macroeconomic problems and use economic theory to analyze and evaluate the problems.			X			X	
SLO 3	Identify current governmental policies to remedy the macroeconomic problems and assess the effectiveness of these policies.			X			X	
SLO 4	Evaluate the impact of macroeconomic policies on such issues as: the distribution of wealth and income, economic growth, and the global economy.			X				
SLO 5	Use research tools including scholarly journals and texts, current government statistics, and the Internet to analyze and evaluate the current macro-economy.							
SLO 6	Demonstrate their knowledge, understanding and academic skills through effective essay writing of research assignments and examinations.							
SLO 7	Demonstrate critical thinking ability including the analysis and evaluation of data, and an understanding of alternative explanations and the forming of conclusions from data presented.							
COURSE: ECO-8								
SLO 1	Describe, analyze and evaluate economic concepts, paradigms, and theories of the micro-economy.			X				X
SLO 2	Identify major current microeconomic problems and use economic theory to analyze and evaluate the problems.			X				X
SLO 3	Identify current governmental policies to remedy the microeconomic problems and assess the effectiveness of these policies.			X				X
SLO 4	Evaluate the impact of microeconomic policies on such issues as: the distribution of wealth and income, consumer welfare, the environment, degree of competition, and the global economy.			X				
COURSE: LIB-1								X
SLO 1	Determine and articulate information needs							X
SLO 2	Find information using a variety of resources							X

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SLO 3	Describe and apply criteria for critically evaluating information						X
SLO 4	Use information effectively to accomplish a specific purpose						X
SLO 5	Identify and summarize ethical and social issues related to information and its use						
COURSE: MAG-44							
SLO 1	Demonstrate an understanding of the planning, organizing, leading and controlling functions of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.	X					
SLO 2	Describe, discuss and apply to management scenarios or case studies various aspects of planning to building organization success of entrepreneurial enterprises, small business, national and international organizations.					X	
SLO 3	Describe, discuss, and identify application strategies of basic management skills in team development, communication, motivational techniques, and ethics to management situations.					X	
SLO 4	Compare and contrast historical applications of management theory with applications in current business, industrial and public service organizations.						
COURSE: MKT-20							
SLO 1	Develop an effective marketing strategy.	X					X
SLO 2	Communicate product benefits in a convincing and motivating way.						
SLO 3	Develop appropriate pricing and distribution strategies.						X
SLO 4	Create long lasting and mutually beneficial marketing relationships.						
SLO 5	Apply the concepts in the course content to real world marketing situations to analyze and explain the strategies chosen by professional marketers.		X			X	

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