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| NAME(S): | **Anna Beavers** |
| DEPARTMENT: | **Business** |
| PROGRAM NAME: | **Business Information Systems** |
| PROGRAM TYPE:  (AA, CA, AS, AA-T, CP, etc.) | **CA** |

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| Program Learning Outcomes | This PLO is mapped to ILO #: | Assessment Methods |
| 1. Design and create a business document using Microsoft Word application using proper formatting, paragraphs and pages footnotes | 🞏1 🞏4  X2 🞏5  🞏3 | *Case study in which students will be given a business text that they will need to be write and format in Microsoft Office Word Application.* |
| 2. Design and create a business spreadsheet using Microsoft Excel application. It will require proper formatting, using formulas to calculate the data given. | 🞏1 🞏4  X2 🞏5  🞏3 | *Case study in which students will be given a business textual and numeric information and will create a spreadsheet* |
| 3. Apply filing rules by sorting representative examples of business documents. | 🞏1 🞏4  X2 🞏5  🞏3 | *Exercise containing business data of a business model which students will have to sort using filing and sorting rules* |
| 4. | 🞏1 🞏4  🞏2 🞏5  🞏3 |  |

DEFINITION

Laney College Institutional Learning Outcomes (ILOs)

1. Communication

Students will effectively express and exchange ideas through various modes of communication.

2. Critical Thinking and Problem Solving

Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings and implementing effective solutions.

3. Career Technical Skills

Students will demonstrate technical skills in keeping with the demands of their field of study.

4. Global Awareness, Ethics and Civic Responsibility.

Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.

5. Personal and Professional Development

Students will develop their knowledge, skills and abilities for personal and/or professional growth, health and well-being.

Program Learning Outcomes (PLOs) are the most important things that students should be able to DO or demonstrate after completing the program.

DIRECTIONS

1. Create 3-8 program learning outcomes (PLOs) for each program.
2. At least one PLO will relate (“map”) to at least one Institutional Learning Outcome (ILO).
   * 1. Please map sparingly. If an outcome is only a little bit related to an ILO, do not map it to that ILO.
3. Identify assessment methods for each PLO. Examples of assessment methods include: quizzes, tests/exams, essays, research papers, adherence to lab protocols, etc.
4. Please e-mail completed PLO forms to Cheli Fossum at [mfossum@peralta.edu](mailto:mfossum@peralta.edu)

EXAMPLES

For more information and samples of program learning outcomes (PLOs), please visit:

<http://www.laney.edu/wp/assessment/program-outcomes-and-assessment-results/>

<http://www.msjc.edu/InstitutionalPlanningandEffectiveness/Pages/Department-Learning-Outcome.aspx>