

ACCOUNTING & MANAGEMENT DEPARTMENT

STUDENT LEARNING OUTCOMES (SLO)

Mt. San Antonio College

SLO Development Process Plan - Accounting & Management Department - 3-year cycle 2022 - 2025

1 - Revisit model for SLO data collection - Year 1 of Cycle

Met with Rich Patterson April 24, 2013 and received approval to move forward on SLOs. The Accounting & Management SLOs are modeled after the Spring 2012 Mt. SAC Presidential \$2,000 Award winner for the Outstanding Curriculum Award - AmLa. The AmLa SLOs measured students' self-knowledge of their pronunciation strengths and weaknesses and confidence in communication. The Accounting & Management SLOs will measure students' self-knowledge of three key measurable objectives as stated in the course outline for each course. It was proposed that each course will have three SLOs, as will each skill cluster, certificate, and degree. At this meeting our department was given approval to move forward with SLO development, as discussed.

The model is working well and did not require modifications

2 - Revisit SLO response alternatives - Year 1 of Cycle

The response categories will include a forced choice response. Students will respond that they either:

- Strongly Agree - 4 pts
- Agree - 3 pts
- Disagree - 2 pts
- Strongly Disagree - 1 pt

This rating method will be consistent across all SLOs.

These elements did not require modifications

3 - Revisit SLO web forms to collect student data - Year 1 of Cycle

Data collection pages have been created and beta tested with mock data, using MySQL and PHP technology. Each course has its own unique shortened URL. This will allow instructors to easily create an SLO assignment for their students, and supply URL links for easy navigation.

Link: <http://consultapedia.com/slo/BUSM51.php>

Completed all modifications

Removed complete names from all forms

4 - Revisit SLO web reporting pages for courses - Year 1 of Cycle

SLO data reporting web pages have automated data collection and initial analyses. Pages were developed that produce:

- 1) Breakdown of SLO results - Course picklist shows result breakdown for each of the 3 associated SLOs
- 2) Student (qualitative) comments will be shown for each of the 3 associated SLOs, thus providing more meaningful feedback

Example:

[SLO Results page example](#)

Completed all modifications, using new technology

Removed complete names from form and results

5 - Revisit 3 SLOs to be associated with each course - Year 1 of Cycle

Each course in the Accounting & Management Department has 3 SLOs developed. These SLOs all come from the official Course Outline (but the wording was modified as deemed necessary).

Completed all modifications

6 - Revisit the identification of "primary" SLOs for each course - Year 1 of Cycle

For each course, we identified the "primary" SLO. The primary SLOs will determine methodically which will be used for our skill clusters, certificates and degrees. For simplification of reporting and web coding, SLO #1 (for a course) Q1 is considered the "primary SLO" for that course. For each course, the three SLOs are listed in rank importance, where Q1 is most important and Q3 is least important.

Completed all modifications

7 - Revisit the identification of 3 SLOs for each skill cluster, certificate and degree program (PLOs) - Year 1 of Cycle

We identified which 3 specific SLOs will be used to assess skill clusters, certificates and degrees (PLOs):

Department agreed to PLO system whereby:

- Each course has 3 SLOs (primary - Q1, Secondary - Q2, and third - Q3)
- Each Skill Cluster has 3 PLOs (take from course(s) SLOs assessed in that particular skill cluster)
- Each Certificate has 3 PLOs (take from course(s) assessed in that particular certificate)
- Each Degree has 3 PLOs (take from course(s) assessed in that particular degree)
- Skill clusters: Need to identify 3 PLOs from "primary" courses (that were assessed) in the skill cluster (as appropriate)

If there are less than 3 "primary" courses, then take from assessed course(s) at that specific certificate level

e.g., - International Business Level I - BUSM 20 Q1, BUSS 36 Q1, and BUSM 51 Q1

- Certificates: Need to identify 3 PLOs in the certificate (will use the SLOs from assessed course(s) in descending order - courses are specific to a particular level certificate).

e.g., - International Business Level II

Contains two additional assessed courses: BUSM 61, BUSM 66

The primary courses within this certificate chosen were: BUSM 61 (Q1), BUSM 66 (Q1), and BUSM 66 (Q2)

- Certificates: Need to identify 3 PLOs in the certificate (will use the SLOs from assessed course(s) in descending order - courses are specific to a particular level certificate).

e.g., - International Business Level III

Contains one additional assessed course: BUSM 52

The primary courses within this certificate chosen were: BUSM 52(Q1), BUSM 52 (Q2), and BUSM 52 (Q3)

- Degrees: Need to identify 3 PLOs in the degree (will use the SLOs from assessed course(s) in descending order - courses are specific to a particular degree).

e.g., - International Business A.S.

Contains these assessed courses: BUSM 20, BUSM 50, BUSM 51, BUSM 52, BUSM 61, BUSM 66, BUSS 36

The primary courses within this degree chosen were: BUSM 51, BUSM 52, and BUSM 66

Results to date

Program	PLO #1	PLO #2	PLO #3
Bookkeeping (E0504)	<i>BUSA 72 - SLO 1 I am able to explain the concept of double-entry accounting within the categories of asset, liability, owner's equity, revenue and expense account</i>	<i>BUSA 75 - SLO 1 I am able to use computerized accounting software to process accounting transactions</i>	<i>BUSA 72 - SLO 2 I am able to analyze business transactions, and journalize and post transactions to ledger accounts</i>

Payroll (E0505)	<i>BUSA 70 - SLO 1 I am able to identify payroll records required by the employer in preparation for filing tax forms for Social Security, federal and state income tax, state disability benefits, and federal and state unemployment</i>	<i>BUSM 70 - SLO 2 I am able to calculate wages and withholding amounts in payroll problems</i>	<i>BUSM 70 - SLO 3 I am able to assemble payroll record keeping requirements for employers under current state and federal laws</i>
Computerized Accounting (L0503)	<i>BUSA 75 - SLO 2 I am able to process collections from customers and update accounts receivable.</i>	<i>BUSA 75- SLO 3 I am able to prepare financial statements</i>	<i>BUSA 76 - SLO 1 I am able to solve managerial accounting problems with Excel software</i>
Financial Planning (L0599)	<i>BUSA 7 - SLO 3 I am able to utilize accounting information including financial statements to perform financial statement analysis</i>	<i>BUSA 71 - SLO 1 I am able to develop a personal definition of financial success</i>	<i>BUSA 71- SLO 2 I know how to evaluate my own personal spending patterns and create my own personal budgets</i>
Managerial Accounting (L0533)	<i>BUSA 8 - SLO 1 I am able to explain the role of the managerial accountant and describe the uses of managerial accounting information</i>	<i>BUSA 8- SLO 2 I am able to distinguish between product and period costs and explain which of these costs are shown on the balance sheet and which costs are shown on the income statement</i>	<i>BUSA 8 - SLO 3 I am able to describe a job order cost accounting system and explain how manufacturing costs flow through the inventory accounts of the balance sheet and move onto the income statement</i>
Tax Preparation (E0433)	<i>BUSA 58 - SLO 3 I am able to prepare federal income tax returns</i>	<i>BUSA 59- SLO 2 I am able to identify the appropriate tax return to file for taxpayer</i>	<i>BUSA 60 - SLO 3 I am able to prepare individual Federal and State income tax returns for low income individuals and families using current software, including 1040EZ, 1040A, 1040 with schedule A, B, and C-EZ</i>
Accounting(T0502)	<i>BUSA 7- SLO 2 I am able to analyze and record transactions, using a journal and a ledger, of varying degrees of difficulty including adjusting, and closing entries</i>	<i>BUSA 52 - SLO 1 I am able to interpret the statements and reports that emerge from the accounting process.</i>	<i>BUSA 8 - SLO 1 I am able to explain the role of the managerial accountant and describe the uses of managerial accounting information</i>
Accounting – A.S. (S0502)	<i>BUSA 7 -SLO 1 I am able to describe the basic accounting system and</i>	<i>BUSA 52 - SLO 1 I am able to interpret the statements and reports that</i>	<i>BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the</i>

	<i>how it is used to serve business needs</i>	<i>emerge from the accounting process.</i>	<i>economic challenges facing the United States</i>
International Business - Level I (E0527)	<i>BUSM 51 - SLO 1 I am able to identify how governments influence trade</i>	<i>BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States</i>	<i>BUSS 36 - SLO 1 I have developed a working knowledge of marketing terminology</i>
International Business - Level II (L0597)	<i>BUSM 61 - SLO 1 I am able to apply management concepts and functions</i>	<i>BUSM 66 - SLO 1 I am able to describe business planning for small business</i>	<i>BUSM 66 - SLO 2 I am able to discuss the legal forms of business ownership</i>
International Business - Level III (L0528)	<i>BUSM 52 - SLO 1 I am able to explain how a small business can prepare to conduct export operations</i>	<i>BUSM 52 - SLO 2 I am able to define key international trade documentation requirements</i>	<i>BUSM 52 - SLO 3 I am able to describe types of international trade transportation intermediaries</i>
Human Resource Management - Level I (E0531)>	<i>BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States</i>	<i>BUSM 61 - SLO 1 I am able to apply management concepts and functions</i>	<i>BUSM 62 - SLO 1 I am able to explain theory and practical application of Equal Employment Opportunity current employment laws</i>
Human Resource Management - Level II (L0534)	<i>BUSM 60 - SLO 1 I am able to define organizational culture, socialization and mentoring</i>	<i>BUSO 25 - SLO 1 I am able to compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content</i>	<i>BUSM 60 - SLO 2 I am able to analyze social perception</i>
Human Resource Management - Level III (L0535)>	<i>BUSA 70 - SLO 1 I am able to identify payroll records required by the employer in preparation for filing tax forms for Social Security, federal and state income tax, state disability benefits, and federal and state unemployment</i>	<i>BUSA 70 - SLO 2 I am able to calculate wages and withholding amounts in payroll problems</i>	<i>BUSA 70 - SLO 3 I am able to assemble payroll record keeping requirements for employers under current state and federal laws</i>
Business Management - Level I (E0525)	<i>BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States</i>	<i>BUSM 61 - SLO 1 I am able to apply management concepts and functions</i>	<i>BUSS 36 - SLO 1 I have developed a working knowledge of marketing terminology</i>
Business Management - Level II (L0586)>	<i>BUSM 60 - SLO 1 I am able to define</i>	<i>BUSM 60 - SLO 2 I am able to analyze social perception</i>	<i>BUSM 62 - SLO 1 I am able to explain theory and practical application of</i>

organizational culture,
socialization and mentoring

Equal Employment
Opportunity current
employment laws

Business Management - Level III (T0526)>	BUSA 7 - SLO 1 <i>I am able to describe the basic accounting system and how it is used to serve business needs</i>	BUSM 10 - SLO 1 <i>I am able to define and outline the key principles of continuous quality management</i>	BUSM 51 - SLO 1 <i>I am able to identify how governments influence trade</i>
Retail Management - Level I (E0500)	BUSO 25 - SLO 1 <i>I am able to compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content</i>	BUSO 25 - SLO 2 <i>I am able to use informative and sales letters to convey information and influence people favorably</i>	BUSO 25 - SLO 3 <i>I am able to develop and deliver a 3-5 minute presentation on a business related topic</i>
Retail Management - Level II (L0591)	BUSM 61 - SLO 1 <i>I am able to apply management concepts and functions</i>	BUSM 62 - SLO 1 <i>I am able to explain theory and practical application of Equal Employment Opportunity current employment laws</i>	BUSS 36 - SLO 1 <i>I have developed a working knowledge of marketing terminology</i>
Retail Management - Level III (T0521)	BUSA 7 - SLO 1 <i>I am able to describe the basic accounting system and how it is used to serve business needs</i>	BUSM 60 - SLO 1 <i>I am able to define organizational culture, socialization and mentoring</i>	BUSO 26 - SLO 1 <i>I am able to apply communication skills in simulated business situations such as conferences and business groups</i>
Social Media Marketing (?????)	BUSS 34 - SLO 1 <i>I have developed a basic knowledge of social media marketing terminology</i>	BUSS 36 - SLO 1 <i>I have developed a working knowledge of marketing terminology</i>	BUSS 33 - SLO 1 <i>I am able to differentiate between the various media available to promote sales</i>
Small Business Management - Level I (E0529)	BUSM 20 - SLO 1 <i>I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States</i>	BUSM 66 - SLO 1 <i>I am able to describe business planning for small business</i>	BUSS 36 - SLO 1 <i>I have developed a working knowledge of marketing terminology</i>
Small Business Management - Level II (L0588)	BUSM 60 - SLO 1 <i>I am able to define organizational culture, socialization and mentoring</i>	BUSM 61 - SLO 1 <i>I am able to apply management concepts and functions</i>	BUSM 62 - SLO 1 <i>I am able to explain theory and practical application of Equal Employment Opportunity current employment laws</i>
Small Business Management - Level III (T0590)	BUSA 7 - SLO 1 <i>I am able to describe the basic accounting system and</i>	BUSM 10 - SLO 1 <i>I am able to define and outline the key principles of</i>	BUSM 10 - SLO 2 <i>I am able to contrast quality management theory and</i>

Feedback

	<i>how it is used to serve business needs</i>	<i>continuous quality management</i>	<i>previous management thought</i>
Marketing Management (L0510)	<i>BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States</i>	<i>BUSS 35 - SLO 1 I am able to list the characteristics of a successful salesperson</i>	<i>BUSS 36 - SLO 2 I am able to recall and apply promotional strategies used in the marketing of products and services</i>
Supply Chain Management (M0645)	<i>BUSM 53 - SLO 1 I am able to identify and explain elements of an organization's supply chain.</i>	<i>BUSM 52 - SLO 1 I am able to explain how a small business can prepare to conduct export operations.</i>	<i>BUSM 51 - SLO 1 I am able to identify how governments influence trade</i>
Business Management - A.S. (S0506)	<i>BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States</i>	<i>BUSM 51 - SLO 1 I am able to identify how governments influence trade</i>	<i>BUSM 61 - SLO 1 I am able to apply management concepts and functions</i>
Human Resource Management - A.S. (S0530)	<i>BUSM 61 - SLO 1 I am able to apply management concepts and functions</i>	<i>BUSM 62 - SLO 1 I am able to explain theory and practical application of Equal Employment Opportunity current employment laws</i>	<i>BUSO 25 - SLO 1 I am able to compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content</i>
International Business - A.S. (S0507)	<i>BUSM 51 - SLO 1 I am able to identify how governments influence trade</i>	<i>BUSM 52 - SLO 1 I am able to explain how a small business can prepare to conduct export operations</i>	<i>BUSM 66 - SLO 1 I am able to describe business planning for small business</i>
Retail Management - A.S. (S0509)	<i>BUSM 60 - SLO 1 I am able to define organizational culture, socialization and mentoring</i>	<i>BUSM 61 - SLO 1 I am able to apply management concepts and functions</i>	<i>BUSM 62 - SLO 1 I am able to explain theory and practical application of Equal Employment Opportunity current employment laws</i>
Small Business Management - A.S. (S0508)	<i>BUSM 10 - SLO 1 I am able to define and outline the key principles of continuous quality management</i>	<i>BUSM 66 - SLO 1 I am able to describe business planning for small business</i>	<i>BUSS 36 - SLO 1 I have developed a working knowledge of marketing terminology</i>
Marketing Management - A.S. (S0510)	<i>BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States</i>	<i>BUSS 35 - SLO 1 I am able to list the characteristics of a successful salesperson</i>	<i>BUSS 36 - SLO 1 I have developed a working knowledge of marketing terminology</i>

A.A. Liberal Arts Emphasis Business (A8981)	BUSA 7 - SLO 1 <i>I am able to describe the basic accounting system and how it is used to serve business needs</i>	BUSM 20 - SLO 1 <i>I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States</i>	BUSO 25 - SLO 1 <i>I am able to compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content</i>
A.S. General Business (S0501)	BUSM 20 - SLO 1 <i>I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States</i>	BUSA 7 - SLO 1 <i>I am able to describe the basic accounting system and how it is used to serve business needs</i>	BUSM 61 - SLO 1 <i>I am able to apply management concepts and functions</i>

8 - Collect SLO data across ALL courses - Year 2 of Cycle

9 - Analyze data across all courses, skill clusters, certificates and degrees - Year 3 of Cycle

10 - Input SLO and PLO analysis results into TracDat - Year 3 of Cycle

Feedback

ACCOUNTING & MANAGEMENT SLO PAGE

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