



## GENERAL EDUCATION LEARNING OUTCOMES

1. **Communicate effectively**
2. **Evaluate arguments in a logical fashion**—Competence in analysis and logical argument are explicit learning goals for most general education programs, although these skills go by a variety of names (e.g., critical thinking, analysis, logical thinking, etc.). **Students will be able to demonstrate competence in problem solving in communication, mathematics, and in team settings.**
3. **Demonstrate an understanding of cultural differences and the knowledge of how to work effectively in a global and diverse culture and society.**
4. **Employ the methods of inquiry characteristic of natural sciences, social sciences, mathematics, and the arts and humanities;** general education introduces students to methods of inquiry in several fields of study and thereby prepares students to integrate information from different disciplines.
5. **Engage in our democratic society**—one of the overarching goals of general education is to prepare students to be active and informed citizens; the development of a disposition to participate in and contribute to our democracy is of equal importance to the goal of having the skills to do so intelligently.

**Learning Outcomes 1-3 will be measured for all students** through the CAAP assessment (Writing, Mathematics, and Critical Thinking) and through the e-portfolio (Writing and Cultural Diversity). Outcomes 1 and 2 will also be assessed through course and program assessment for applied degree programs.

**Learning Outcomes 1-5 will be assessed in specific courses included in the Transfer Module.**

## **OFFICE ADMINISTRATION LEARNING OUTCOMES**

1. Demonstrate a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business.
2. Employ analysis and critical thinking skills to define a problem, identify possible solutions, and develop and implement a solution.
3. Demonstrate effective hands-on use of computer application software, including the entire suite of Microsoft Office products.
4. Work effectively as a member of a team.
5. Prepare, proofread, and edit business documents, as well as written and oral presentations using currently accepted presentation software.
6. Be prepared to become as a Microsoft Certified Application Specialist.

