

Course	Student Learning Outcomes	Method(s) of Assessment
<b>Accounting</b>		
ACCT 001 F Accounting for Small Business	Upon successful completion of ACCT 001 F, Small Business Accounting, students will be able to develop and use basic accounting information for daily recording of business financial transactions.	Common questions or problems
	Upon successful completion of ACCT 001 F, Small Business Accounting, students will be able to prepare and use the basic accounting financial statements: a) Income Statement; (b) Statement of Owners' Equity; and (c) Balance Sheet.	Common questions or problems
	Upon successful completion of ACCT 001 F, Small Business Accounting, students will be able to prepare and use a bank reconciliation and a petty cash fund.	Common questions or problems
	Upon successful completion of ACCT 001 F, Small Business Accounting, students will be able to prepare and use accounts receivable and accounts payable subsidiary and control ledgers.	Common questions or problems
ACCT 011 F Payroll Accounting	Upon successful completion of ACCT 011 F, Payroll Accounting, students will be able to describe the role of payroll accounting in the business unit and identify the internal and external users of payroll information.	Common questions or problems
	Upon successful completion of ACCT 011 F, Payroll Accounting, students will be able to recognize and apply the appropriate procedures to calculate gross pay for individuals under various payroll periods and stated pay rates.	Common questions or problems
	Upon successful completion of ACCT 011 F, Payroll Accounting, students will be able to identify the appropriate withholding for income taxes, FICA taxes and other employee withholdings.	Common questions or problems
	Upon successful completion of ACCT 011 F, Payroll Accounting, students will be able to prepare and comprehend the various quarterly and annual payroll taxes reporting for federal and state jurisdictions.	Common questions or problems

ACCT 100AF Financial Accounting Principles	Upon successful completion of ACCT 100AF, Financial Accounting Principles, students will be able to describe the role of accounting and identify the primary users of accounting information.	Common questions or problems
	Upon successful completion of ACCT 100AF, Financial Accounting Principles, students will be able to recognize revenues and expenses in the proper period as required in accrual basis accounting.	Common questions or problems
	Upon successful completion of ACCT 100AF, Financial Accounting Principles, the student will be able to account for the basic operations of a business.	Common questions or problems
ACCT 100BF Financial Accounting Principle	Upon successful completion of ACCT 100BF, Financial Accounting Principles, students will be able to adjust for the losses related to selling or providing service on credit, the valuation of inventory using cash flow methods and physical count, and the depreciation of property, plant and equipment.	Common questions or problems
	Upon successful completion of ACCT 100BF, Financial Accounting Principles, students will be able to prepare, comprehend and analyze the basic accounting financial statements: Income Statement, Retained Earnings Statement, Balance Sheet, and Statement of Cash Flows.	Common questions or problems
	Upon successful completion of ACCT 100BF, Financial Accounting Principles, students will be able to differentiate between debt and equity financing and account for these transactions, apply the time value of money to value long-term debt on the balance sheet and calculate interest, and account for the issuance of shares of stock and any dividends declared.	Common questions or problems
	Upon successful completion of ACCT 100BF, Financial Accounting Principles, students will be able to calculate and use the held-to-maturity, trading, available-for-sale and equity methods of accounting for investments.	Common questions or problems

ACCT 101AF Financial Accounting	Upon successful completion of ACCT 101AF, Financial Accounting, the student will be able to classify, record, and summarize financial transactions in journals and ledgers, manually and / or with computerized accounting software.	Common questions or problems
	Upon successful completion of ACCT 101AF, Financial Accounting, the student will be able to recognize revenues and expenses in the proper period as required in accrual basis accounting and Generally Accepted Accounting Principles (GAAP), and make adjustments to ledger accounts accordingly.	Common questions or problems
	Upon successful completion of ACCT 101AF, Financial Accounting, the student will be able to adjust for the losses related to selling or providing a service on credit, the valuation of inventory using cash flow methods applied to the physical count and then tested for lower of cost or market, and the regular depreciation of property, plant and equipment and its gain or loss on ultimate disposition.	Common questions or problems
	Upon successful completion of ACCT 101AF, Financial Accounting, the student will be able to prepare, comprehend and analyze the basic financial statements: Balance Sheet and Statements of Income, Retained Earnings and Cash Flows, and apply internal controls and business ethics to ensure the integrity of these financial statements.	Common questions or problems
	Upon successful completion of ACCT 101AF, Financial Accounting, students will be able to calculate and use the held-to-maturity, trading, available-for-sale and equity methods of accounting for investments.	Common questions or problems
ACCT 101BF Managerial Accounting	Upon successful completion of ACCT 101BF, Managerial Accounting, students will be able to explain the similarities and differences between financial and managerial accounting, and prepare, use and interpret a contribution margin income statement using cost-volume-profit and break-even techniques.	Common questions or problems

	Upon successful completion of ACCT 101BF, Managerial Accounting, students will be able to explain the similarities and differences between job costing and process costing methods in a manufacturing firm, and monitor and evaluate performance in cost, profit and investment centers.	Common questions or problems
	Upon successful completion of ACCT 101BF, Managerial Accounting, students will be able to develop and use accounting information for daily recording of business financial transactions in a manufacturing environment, and develop and use operational budgets for a manufacturing company.	Common questions or problems
	Upon successful completion of ACCT 101BF, Managerial Accounting, students will be able to calculate the net present value, internal rate of return and the viability of long-term capital by using time value of money techniques.	Common questions or problems
	Upon successful completion of ACCT 101BF, Managerial Accounting, students will be able to compute and use manufacturing overhead allocations using hierarchical and activity-based costing methods.	Common questions or problems
	Upon successful completion of ACCT 101BF, Managerial Accounting, students will be able to develop and use these various method making decisions using relevant information.	Common questions or problems
ACCT 102HF Honors Financial Accounting (Course Pending)	Upon successful completion of ACCT 102HF, Honors Financial Accounting, the student will be able to classify, record, and summarize financial transactions in journals and ledgers, manually and / or with computerized accounting software.	
	Upon successful completion of ACCT 102HF, Honors Financial Accounting, the student will be able to recognize revenues and expenses in the proper period as required in accrual basis accounting and Generally Accepted Accounting Principles (GAAP), and make the necessary adjustments.	

	Upon successful completion of ACCT 102HF, Honors Financial Accounting, the student will be able to adjust for the losses related to selling or providing a service on credit, the valuation of inventory using cash flow methods applied to the physical count and then tested for lower of cost or market, and the regular depreciation of property, plant and equipment and its gain or loss on ultimate disposition.	
	Upon successful completion of ACCT 102HF, Honors Financial Accounting, the student will be able to prepare, comprehend and analyze the basic financial statements: Balance Sheet and Statements of Income, Retained Earnings and Cash Flows, and apply internal controls and business ethics to ensure the integrity of these financial statements.	
ACCT 104 F Computerized Accounting	Upon successful completion of ACCT 104 F, Computerized Accounting, students will be able to use the computer to input routine cash and credit transactions involving sales, purchases, expenses and employees into a computerized general ledger accounting software program.	Common questions or problems
	Upon successful completion of ACCT 104 F, Computerized Accounting, students will be able to generate trial balance, general ledger and journal reports, and identify and book adjustments necessary before generating financial statements for the period.	Common questions or problems
	Upon successful completion of ACCT 104 F, Computerized Accounting, students will be able to convert an existing company from a manual or other computerized system to a new computerized system, or start a new company using a computerized accounting system.	Common questions or problems
ACCT 107 F QuickBooks	Upon successful completion of ACCT 107 F, Computerized Accounting with QuickBooks Pro, students will be able to use the computer to input routine cash and credit transactions involving sales, purchases, expenses and employees into QuickBooks general ledger accounting software program.	Common questions or problems

	Upon successful completion of ACCT 107 F, Computerized Accounting with QuickBooks Pro, students will be able to generate trial balance, general ledger and journal reports, and identify and book adjustments necessary before generating financial statements for the period.	Common questions or problems
	Upon successful completion of ACCT 107 F, Computerized Accounting with QuickBooks Pro, students will be able to convert an existing company from a manual or other computerized system to QuickBooks.	Common questions or problems
ACCT 112 F Income Tax Procedure	Upon successful completion of ACCT 112 F, Income Tax Procedure, students will be able to identify reportable gross income including payroll, interest, dividends, net rentals and schedule C business income to derive Adjusted Gross Income.	Common questions or problems
	Upon successful completion of ACCT 112 F, Income Tax Procedure, students will be able to identify deductions and exemptions allowable to compute Taxable Income.	Common questions or problems
	Upon successful completion of ACCT 112 F, Income Tax Procedure, students will be able to calculate the taxes and identify any credits available to determine the net tax liability.	Common questions or problems
ACCT 201AF Intermediate Accounting	Upon successful completion of ACCT 201AF, Intermediate Accounting, students will be able to describe the role of accounting and identify the primary external users of accounting information with an in-depth discussion of available accounting standards for revenue and expense recognition.	Common questions or problems
	Upon successful completion of ACCT 201AF, Intermediate Accounting, students will be able to prepare, comprehend and analyze the basic accounting financial statements: Income Statement, Retained Earnings Statement, Balance Sheet, Statement of Cash Flows and the related notes to the financial statements.	Common questions or problems

	Upon successful completion of ACCT 201AF, Intermediate Accounting, students will be able to identify options available for revenue/receivable, cash cycle.	Common questions or problems
	Upon successful completion of ACCT 201AF, Intermediate Accounting, students will be able to identify options available for inventory valuations and implement the lower of cost or market principle for financial statement valuations.	Common questions or problems
	Upon successful completion of ACCT 201AF, Intermediate Accounting, students will be able to determine appropriate debt write off analysis procedures for use in necessary write downs of bad debts.	Common questions or problems
ACCT 201BF Intermediate Accounting	Upon successful completion of ACCT 201BF, Intermediate Accounting, students will be able to describe and account for asset acquisition and utilization and retirement.	Common questions or problems
	Upon successful completion of ACCT 201BF, Intermediate Accounting, students will be able to identify a capital vs. operating lease and prepare the appropriate accounting treatment for each.	Common questions or problems
	Upon successful completion of ACCT 201BF, Intermediate Accounting, students will be able to differentiate between derivatives and contingencies for appropriate accounting.	Common questions or problems
	Upon successful completion of ACCT 201BF, Intermediate Accounting, students will be able to calculate and understand earning per share computations.	Common questions or problems
	Upon successful completion of ACCT 201BF, Intermediate Accounting, students will be able to prepare, comprehend and analyze in depth a Statement of Cash Flows.	Common questions or problems
	Upon successful completion of ACCT 201BF, Intermediate Accounting, students will be able to prepare an analysis of financial statements to determine the solvency and efficiency of a business unit.	Common questions or problems

ACCT 202 F Intro to Cost Acct	Upon successful completion of ACCT 202 F, Intro to Cost Acct, students will be able to learn tools used to measure the attainment of objectives, prepare budgets and forecast financials.	Common questions or problems
	Upon successful completion of ACCT 202 F, Introduction to Cost Accounting, students will be able to analyze inventory accounting and control.	Common questions or problems
	Upon successful completion of ACCT 202 F, Introduction to Cost Accounting, students will be able to develop and evaluate flexible and long-range budgets and demonstrate various methods of overhead application.	Common questions or problems
	Upon successful completion of ACCT 202 F, Introduction to Cost Accounting, students will be able to compare and contrast standard cost systems with other costing systems.	Common questions or problems
ACCT 203 F Auditing	Upon successful completion of ACCT 203 F, Auditing, students will be able to evaluate internal control structures.	Common questions or problems
	Upon successful completion of ACCT 203 F, Auditing, students will be able to analyze internal and independent audit principles, standards, procedures, and techniques applicable to entities under examination.	Common questions or problems
	Upon successful completion of ACCT 203 F, Auditing, students will be able to assess proper financial statement presentation.	Common questions or problems
	Upon successful completion of ACCT 203 F, Auditing, students will be able to analyze and correlate Generally Accepted Accounting Principles (GAAP) with auditing techniques.	Common questions or problems
	Upon successful completion of ACCT 203 F, Auditing, students will be able to compare and evaluate various types of audit reports.	Common questions or problems



ACCT 204 F Analysis of Financial Statemnt	Upon successful completion of ACCT 204 F, Financial Statement Analysis, students will be able to prepare, comprehend and analyze the basic accounting financial statements: Income Statement, Retained Earnings Statement, Balance Sheet, Statement of Cash Flows and the related notes to the financial statements.	Common questions or problems
	Upon successful completion of ACCT 204 F, Financial Statement Analysis, students will be able to use profitability, ratio, common-size, year-to-year change, and variation by type of industry analysis on financial statements.	Common questions or problems
	Upon successful completion of ACCT 204 F, Financial Statement Analysis, students will be able to compare the short-term liquidity related to debt-paying ability of both short and long-term debt.	Common questions or problems
<b>BUSINESS</b>		
BUS 021 F The Securities Market	Upon successful completion of BUS 021 F, The Securities Market, the student will be able to utilize a working vocabulary of our economic system and personal financial well being.	Common questions or problems
	Upon successful completion of BUS 021 F, The Securities Market, the student will be able to assess the various different types of security orders and how they are placed.	Common questions or problems
BUS 022 F Common Stock	Upon successful completion of BUS 022 F, Common Stock, the student will be to utilize a working vocabulary of stock ownership.	Common questions or problems
	Upon successful completion of BUS 022 F, Common Stock, the student will be able to compare and contrast the different chart analyses in technical analysis.	Common questions or problems
BUS 023 F Fixed Income Securities	Upon successful completion of BUS 023 F, Fixed Income Securities, the student will be able to utilize a working vocabulary of different types of fixed income securities and their characteristics.	Common questions or problems

	Upon successful completion of BUS 023 F, Fixed Income Securities, the student will be able to calculate how fixed income securities are valued and determine the risk associated with this type of investment.	Common questions or problems
BUS 024 F Stock Options	Upon successful completion of BUS 024 F, Stock Options, the student will be able to utilize a working vocabulary of puts and call options.	Common questions or problems
	Upon successful completion of BUS 024 F, Stock Options, the student will be able to explain the basic strategies and mechanics of options trading.	Common questions or problems
BUS 025 F Investment & Retirement Plans	Upon successful completion of BUS 025 F, Investment and Retirement Plans, the student will be able to identify the basic concepts of mutual fund investing and tax-deferred retirement plans.	Common questions or problems
	Upon successful completion of BUS 025 F, Investment and Retirement Plans, the student will be able to utilize a working vocabulary of mutual funds.	Common questions or problems
BUS 061 F Business Skills Internship	Upon successful completion of BUS 061 F, Business Skills Internship, a student will be able to learn workplace skills in business or industry internships including: communication, personal behavior, and specific skills as required.	On site supervisor job critique
BUS 100 F Introduction to Business	Upon successful completion of BUS 100 F, Intro to Business, the student will be able utilize a working vocabulary of business terminology.	Common questions or problems
	Upon successful completion of BUS 100 F, Intro to Business, the student will be able to Identify the various functions of a business enterprise.	Common questions or problems
	Upon successful completion of BUS 100 F, Intro to Business, the student will be able to identify the environment in which a business operates.	Common questions or problems
BUS 101 F Personal Financial Management	Upon successful completion of BUS 101 F, Personal Financial Management, the student will be able to utilize a working vocabulary of our financial system.	Common questions or problems
	Upon successful completion of BUS 101 F, Personal Financial Management, the student will be able to examine the foundations of financial decision making and goal setting in order to accomplish the financial goals the student desires.	Common questions or problems

	Upon successful completion of BUS 101 F, Personal Financial Management, the student will be able to construct and discuss a working personal financial plan based on the student's current and expected future earnings.	Common questions or problems
BUS 110 F Business English	Upon successful completion of BUS 110 F, Business English, the student will be able to demonstrate fundamental rules for grammar and punctuation in business communication.	Common questions or problems
	Upon successful completion of BUS 110 F, Business English, the student will be able to demonstrate skills in spelling and capitalization.	Common questions or problems
	Upon successful completion of BUS 110 F, Business English, the student will be able to apply the grammar mechanics to basic business writing - sentences, paragraphs, memos, letters.	Common questions or problems
BUS 111 F Business Communications	Upon successful completion of BUS 111 F, Business Communication, the student will be able to analyze a routine business request and respond with a written letter that illustrates good business writing skills.	Project assessed against a department standard
	Upon successful completion of BUS 111 F, Business Communication, the student will be able to evaluate a presentation requirement, devise strategies to reach the intended audience and present the topic successfully.	Speech or presentation assessed against a department standard
	Upon successful completion of BUS 111 F, Business Communication, the student will be able to evaluate a report request, devise strategies to reach the intended audience, and write the report.	Project assessed against a department standard
BUS 131 F Principles of International Business	Upon successful completion of BUS 131 F, Principles of International Business, the student will be able to analyze a country from aspects of political economy and culture and evaluate its strengths and weaknesses for the global marketplace.	Project assessed against a department standard

	Upon successful completion of BUS 131 F, Principles of International Business, the student will be able to apply knowledge of trade theory to evaluate a country's use of instruments, foreign direct investment, and degree of regional/economic integration.	Project assessed against a department standard
	Upon successful completion of BUS 131 F, Principles of International Business, the student will be able to evaluate a country's exchange, interest, and inflation rates in determining a country's strengths and weaknesses.	Project assessed against a department standard
BUS 132 F Principles of Import/Export	Upon successful completion of BUS 132 F, Principles of Import/Export, the student will be able to evaluate a given international opportunity to determine if importing/exporting is the best option and to create an export-marketing plan.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of BUS 132 F, Principles of Import/Export, the student will be able to analyze a given business opportunity and evaluate financing options, including payment terms, government incentives, and documentation.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of BUS 132 F, Principles of Import/Export, the student will be able to apply knowledge of trade theory to evaluate a country's use of instruments, and degree of regional/economic integration.	Skills demonstration or performance assessed against a department standard
BUS 151 F Business Mathematics	Upon successful completion of BUS 151 F, Business Mathematics. the student will be able to compute the amount of a trade discount.	Common questions or problems
	Upon successful completion of BUS 151 F, Business Mathematics, the student will be able to calculate the value of a sinking fund.	Common questions or problems
	Upon successful completion of BUS 151 F, Business Mathematics, the student will be able to calculate the present value of a savings account.	Common questions or problems
BUS 162 F Business Economics	Upon successful completion of BUS 162 F, Business Economics, the student will be able to recognize macroeconomic issues and their relation to business.	Common questions or problems

	Upon successful completion of BUS 162 F, Business Economics, the student will be able to recognize microeconomic issues and their relation to business.	Common questions or problems
	Upon successful completion of BUS 162 F, Business Economics, the student will be able to utilize a working vocabulary of economic terminology.	Common questions or problems
BUS 170 F Principles of E-Business	Upon successful completion of BUS 170 F, Principles of E-Business, a student will be able to utilize a working vocabulary of e-business-related terminology.	Common questions or problems
	Upon successful completion of Business 170 F, Principles of E-Business, a student will be able to apply business principles to formulate a strategy for e-commerce success.	Essay/writing assignment assessed against a department standard
	Upon completion of Business 170 F, Principles of E-Business, a student will be able to recognize the technical issues that must be resolved for successful e-commerce.	Common questions or problems
BUS 180 F Small Business Management	Upon successful completion of BUS 180 F, Small Business Management, a student will be able to utilize a working vocabulary of small business terminology.	Common questions or problems
	Upon successful completion of BUS 180 F, Small Business Management, a student will be able to create a basic business plan for a small business.	Common questions or problems
	Upon successful completion of BUS 180 F, Small Business Management, a student will be able to recognize common problems that face small businesses.	Common questions or problems
BUS 181 F Business Plan Developments	Upon successful completion of BUS 181 F, Business Plan Developments, a student will be able to create a formal business plan for a small business.	Essay/writing assignment assessed against a department standard
BUS 182 F Doing Business Online	Upon successful completion of BUS 182 F, Doing Business Online, the student will be able to create a webpage that enables a business to conduct e-commerce.	Common questions or problems
	Upon successful completion of BUS 182 F, Doing Business Online, the student will be able to evaluate different tactics to generate new online customers.	Common questions or problems

BUS 201 F Financial Investments	Upon successful completion of BUS 201 F, Personal Investments, the student will be able to utilize a working vocabulary of how securities relate to our economic system and personal financial well being.	Common questions or problems
	Upon successful completion of BUS 201 F, Personal Investments, the student will be able to to evaluate different securities and examine different portfolio mixes.	Common questions or problems
	Upon successful completion of BUS 201 F, Personal Investments, the student will be able to explain the role of the Federal Reserve and the control of the money supply.	Common questions or problems
BUS 211 F Writing for Business	Upon successful completion of BUS 211 F, Writing for Business, the student will be able to analyze a communication situation and evaluate it to select the best writing/communication strategy to use and write the response.	Essay/writing assignment assessed against a department standard
	Upon successful completion of BUS 211 F, Writing for Business, the student will be able to evaluate a given report or presentation situation, devise strategies to reach the intended audience, write the report and make the presentation successfully.	Essay/writing assignment assessed against a department standard
	Upon successful completion of BUS 211 F, Writing for Business, the student will be able to analyze an employment offer, create an appropriate cover letter and resume that responds directly to the job characteristics, and manage the interview process.	Common questions or problems
BUS 211HF Honors Writing for Business	Upon successful completion of BUS 211HF, Honors Writing for Business, the student will be able to analyze a communication situation and evaluate it to select the best writing/communication strategy to use and write the response.	Essay/writing assignment assessed against a department standard
	Upon successful completion of BUS 211HF, Writing for Business, a student will be able to evaluate a given report or presentation situation, devise strategies to reach the intended audience and write the report and/or make the presentation.	Essay/writing assignment assessed against a department standard

	Upon successful completion of BUS 211HF, Writing for Business, a student will be able to analyze an employment offer, create an appropriate cover letter and resume that responds directly to the job characteristics, and prepare for the interview process.	Essay/writing assignment assessed against a department standard
	Upon successful completion of BUS 211HF, Writing for Business, a student will be able to analyze research components of a given communication situation using critical thinking skills to produce superior documentation and research for the topic.	Essay/writing assignment assessed against a department standard
BUS 224 F International Marketing	Upon successful completion of BUS 224 F, International Marketing, a student will be able to evaluate a given nation or area to assess its economic system, market development, trading partners, cultural context, and political environment to provide a context for understanding.	Project assessed against a department standard
	Upon successful completion of BUS 224 F, International Marketing, a student will be able to analyze and evaluate a global marketing situation and apply learning to create strategies for market research, segmentation, and positioning to determine the best market entry strategy.	Project assessed against a department standard
	Upon successful completion of BUS 224 F, International Marketing, a student will be able to analyze a given product or service for a global market to create brand decisions, pricing decisions, distribution channels, and marketing communications for a successful campaign.	Project assessed against a department standard
BUS 225 F International Management	Upon successful completion of BUS 225 F, International Management, the student will be able to analyze a global management situation to evaluate the political, legal, technical, and cultural components to improve company communication and decision making.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of BUS 225 F, International Management, the student will be able to evaluate a given global business situation to create a strategic plan for market entry including implementation plan, organizational structure, and control systems.	Project assessed against a department standard

	Upon successful completion of BUS 225 F, International Management, the student will be able to analyze a given global business and its human resources to create a strategy for training, compensation, management development and motivation consistent with the overall strategic plan.	Project assessed against a department standard
BUS 240 F Legal Environment of Business	Upon successful completion of BUS 240 F, Legal Environment of Business, the student will be able to identify the roles of the legislatures, courts, and administrative agencies in the legal environment.	Common questions or problems
	Upon successful completion of BUS 240 F, Legal Environment of Business, the student will be able to utilize a working vocabulary of legal terminology.	Common questions or problems
	Upon successful completion of BUS 240 F, Legal Environment of Business, the student will be able to identify different forms of business organizations.	Common questions or problems
BUS 240HF Honors Legal Environment of Business	Upon successful completion of BUS 240HF, Honors Legal Environment of Business, the student will be able to identify the roles of the legislatures, courts, and administrative agencies in the legal environment.	Common questions or problems
	Upon successful completion of BUS 240HF, Honors Legal Environment of Business, the student will be able to utilize a working vocabulary of legal terminology.	Common questions or problems
	Upon successful completion of BUS 240HF, Honors Legal Environment of Business, the student will be able to identify different forms of business organizations.	Common questions or problems
BUS 241AF Business Law	Upon successful completion of BUS 241AF, Business Law, the student will be able to analyze a fact pattern to determine whether or not a contract has been formed.	Common questions or problems
	Upon successful completion of BUS 241AF, Business Law, the student will be able to identify the roles of the legislatures, courts, and administrative agencies in the legal environment.	Common questions or problems
	Upon successful completion of BUS 241AF, Business Law, the student will be able to utilize a working vocabulary of legal terminology.	Common questions or problems



BUS 241BF Business Law	Upon successful completion of BUS 241BF, Business Law, the student will be able to identify different forms of business organizations.	Common questions or problems
	Upon successful completion of BUS 241BF, Business Law, the student will be able to identify issues of antitrust law.	Common questions or problems
	Upon successful completion of BUS 241BF, Business Law, the student will be able to identify issues in employment law.	Common questions or problems
BUS 242 F International Business Law	Upon successful completion of BUS 242 F, International Business Law, the student will be able to identify the four general ways of transacting business internationally: exporting-importing, sale of services, licensing, and direct foreign investment.	Common questions or problems
	Upon successful completion of BUS 242 F, International Business Law, the student will be able to identify the four major risks of international business: language and culture, currency, legal, and political.	Common questions or problems
	Upon successful completion of BUS 242 F, International Business Law, the student will be able to identify methods of payment used in international export-import transactions: cash in advance, letters of credit, documentary collections, and open account, and analyze their respective risks.	Common questions or problems
BUS 251 F Business Finance	Upon successful completion of BUS 251 F, Business Finance, the student will be able to interpret financial ratios and evaluate financial statements to assess the financial position and performance of organizations.	Common questions or problems
	Upon successful completion of BUS 251 F, Business Finance, the student will be able to utilize a working vocabulary of financial management.	Common questions or problems
	Upon successful completion of BUS 251 F, Business Finance, the student will be able to analyze how funding can be made available to the organization through debt and equity instruments.	Common questions or problems
BUS 262 F Principles of Management	Upon successful completion of BUS 262 F, Principles of Management, the student will be able to identify the four functions of management.	Common questions or problems

	Upon successful completion of BUS 262 F, Principles of Management, the student will be able to utilize a working vocabulary of management terminology.	Common questions or problems
	Upon successful completion of BUS 262 F, Principles of Management, the student will be able to identify the key types of management.	Common questions or problems
BUS 266 F Human Relations in Business	Upon successful completion of BUS 266 F, Human Relations in Business, the student will be able to evaluate his or her strengths and weaknesses with regard to personality, perception, motivation, job satisfaction, and performance and create a plan for self improvement.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of BUS 266 F, Human Relations in Business, the student will be able to analyze group dynamics, decision making, and aspects of conflict to learn new strategies in interpersonal communication for improving group performance.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of BUS 266 F, Human Relations in Business, the student will be able to apply knowledge of leadership, power, and management in the evaluation of how a company can improve performance.	Skills demonstration or performance assessed against a department standard
BUS 267 F Principles of Supervision	Upon successful completion of BUS 267 F, Principles of Supervision, the student will be able to utilize a working vocabulary of decision-making in complex organizations.	Common questions or problems
	Upon successful completion of BUS 267 F, Principles of Supervision, the student will be able to explain the role, characteristics, and skills of a supervisor and the principles of planning, leading, controlling, and organizing at the management level.	Common questions or problems
	Upon successful completion of BUS 267 F, Principles of Supervision, the student will be able to describe major types of ethical reasoning that persons in business can use to analyze ethical dilemmas.	Project assessed against a department standard

BUS 269 F Managing Business Projects	Upon successful completion of BUS 269 F, Managing Business Projects, the student will be able to create an effective plan and schedule for a business project.	Project assessed against a department standard
	Upon successful completion of BUS 269 F, Managing Business Projects, the student will be able to explain the techniques used to monitor, control, and measure performance of the project once they are underway.	Common questions or problems
	Upon successful completion of BUS 269 F, Managing Business Projects, the student will be able to analyze the relationship between timing, costs, and resources.	Common questions or problems
BUS 271 F Leadership and Business Ethics	Upon successful completion of BUS 271 F, Business Leadership and Ethics, the students will be able to evaluate a given business situation from an ethical standpoint and analyze consequences of unethical behavior.	Project assessed against a department standard
	Upon successful completion of BUS 271 F, Business Leadership and Ethics, the students will be able to analyze specific business interests and create a personal leadership plan that addresses the needs of all stakeholders.	Project assessed against a department standard
	Upon successful completion of BUS 271 F, Business Leadership and Ethics, the students will be able to integrate ethical behavior and organizational leadership to create a plan for professional and business development.	Project assessed against a department standard
BUS 290 F Managerial Communications	Upon successful completion of BUS 290 F, Managerial Communications, the student will be able to demonstrate various effective written managerial communications.	Project assessed against a department standard
	Upon successful completion of BUS 290 F, Managerial Communications, the student will be able to demonstrate various effective oral managerial communications.	Speech or presentation assessed against a department standard
	Upon successful completion of BUS 290 F, Managerial Communications, the student will be able to demonstrate effective listening techniques for managers.	Skills demonstration or performance assessed against a department standard

BUS 298 Advanced Topics in Business	Upon successful completion of BUS 298 F Advanced Topics in Business, the student will be able to utilize a working vocabulary of topic-related business terminology.	Common questions or problems
	Upon successful completion of BUS 298 F Advanced Topics in Business, the student will be able to apply business principles to formulate a strategy for success in the topic-related area.	Essay/writing assignment assessed against a department standard
	Upon successful completion of BUS 298 F Advanced Topics in Business, the student will be able to recognize topic-related issues that must be resolved and/or implemented.	Common questions or problems
<b>CIS</b>		
CIS 080 F Keyboarding: Beginning	Upon successful completion of CIS 080 F, Keyboarding-Beginning, students will be able to use and demonstrate good keyboarding techniques.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 080 F, Keyboarding-Beginning, students will be able to demonstrate the ability to keyboard letters, numbers and symbols using the touch method to develop speed and accuracy, keying at the rate of one error or less per minute.	Skills demonstration or performance assessed against a department standard
CIS 081 F Keyboarding: Speed & Accuracy	Upon successful completion of CIS 081 F, Keyboarding: Speed & Accuracy, students will be able to demonstrate working knowledge to operate the personal computer using the keyboarding program.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 081 F, Keyboarding: Speed & Accuracy, students will be able to demonstrate good keyboarding skill and techniques to improve keyboarding speed and accuracy.	Skills demonstration or performance assessed against a department standard
CIS 100 F Intro to Personal Computers	Upon successful completion of CIS 100 F, Intro to Personal Computers, the student will be able to use Microsoft Word to create and edit professional business documents that include formatting, styles, and graphics.	Common questions or problems measured against a dept standard

	Upon successful completion of CIS 100 F, Intro to Personal Computers, the student will be able to use Microsoft Excel to create and edit professional spreadsheets that use basic formulas, graphs, and sensitivity analysis.	Common questions or problems measured against a dept standard
	Upon successful completion of CIS 100 F, Intro to Personal Computers, the student will be able to use Microsoft PowerPoint to create and deliver a presentation that includes designs, transitions, and graphics	Common questions or problems measured against a dept standard
CIS 102 F Intro to Open Source Software	Upon successful completion of CIS 102 F, Intro to Open Source Software, the student will be able to evaluate the different types of Open Source Software.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 102 F, Intro to Open Source Software, the student will be able to evaluate open source software functionality.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 102 F, Intro to Open Source Software, the student will be able to modify open source software configurations.	Skills demonstration or performance assessed against a department standard
CIS 103 F Computer Keyboarding	Upon successful completion of CIS 103 F, Computer Keyboarding, the student will be able to demonstrate required skill and technique using the alphanumeric keyboard.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 103 F, Computer Keyboarding, the student will be able to demonstrate required skill and technique using the 10-key pad.	Skills demonstration or performance assessed against a department standard
CIS 106 F (CIS 105 until 9/2012) Beginning Spreadsheet (MS Excel)	Upon successful completion of CIS 106 F, Beginning Spreadsheet, the student will be able to utilize a working vocabulary of Excel terminology.	Common questions or problems measured against a dept standard
	Upon successful completion of CIS 106 F, Beginning Spreadsheet, the student will be able to analyze, synthesize, and apply what-if and goal seeking applications to solve business problems.	Common questions or problems measured against a dept standard
	Upon successful completion of CIS 106 F, Beginning Spreadsheet, the student will be able to develop and produce professional spreadsheets utilizing relative and absolute cell references within formulas in the spreadsheet.	Common questions or problems

CIS 107 F Intro to Operating Systems	Upon successful completion of CIS 107 F, Intro to Operating Systems, the student will be able to describe the basic functions of the Windows desktop.	Common questions or problems
	Upon successful completion of CIS 107 F, Intro to Operating Systems, the student will be able to manage and demonstrate various features for navigating through menus, dialog and message boxes, various menus, icons, taskbar, and toolbars.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 107 F, Intro to Operating Systems, the student will be able to create, arrange, organize and maintain folders stored on a removable storage device or hard disk.	Skills demonstration or performance assessed against a department standard
CIS 109 F Personal Computer Security	Upon successful completion of CIS 109 F, Personal Computer Security, the student will be able to identify and describe various forms of malware.	Common questions or problems
	Upon successful completion of CIS 109 F, Personal Computer Security, the student will be able to demonstrate methods of proper Windows system security.	Skills demonstration or performance assessed against a department standard
CIS 111 F - Intro to Information Systems	Upon successful completion of CIS 111 F, Introduction to Information Systems, the student will be able to identify basic computer concepts, terms and functions.	Common questions or problems
	Upon successful completion of CIS 111 F, Introduction to Information Systems, the student will be able to create a spreadsheet that includes requested data, basic formulas and graphs.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 111 F, Introduction to Information Systems, the student will be able to create a simple database using one of the modern DMS programs.	Skills demonstration or performance assessed against a department standard
CIS 111HF Honors Intro to Information Systems	Upon successful completion of CIS 111H F, Introduction to Information Systems, the student will be able to create a simple word processing document with proper formatting	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 111H F, Introduction to Information Systems, the student will be able to identify basic computer concepts, terms and functions.	Common questions or problems

	Upon successful completion of CIS 111H F, Introduction to Information Systems, the student will be able to create a spreadsheet that includes requested data, basic formulas and graphs.	Skills demonstration or performance assessed against a department standard
CIS 123 Word Processing I (MS Word)	Upon successful completion of CIS 123AF, Word Processing I, the student will be able to create, format, and save a report which contains a cover sheet, section breaks, page numbers, headers, footers, and tabs.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 123AF, Word Processing I, the student will be able to create, save, format, edit and print a Word document.	
CIS 124 F Word Processing II (MS Word)	Upon successful completion of CIS 124 F, Word Processing II, the student will be able to create, design, format, and edit a document which has a table of contents, page numbers, tables, charts, and index.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 124 F, Word Processing II, the student will be able to use the Mail Merge Wizard to create documents.	Skills demonstration or performance assessed against a department standard
CIS 142 F Database I (MS Access 2007)	Upon successful completion of CIS 142 F, Database I, the student will be able to create a database and design appropriate tables and relationships for a given set of data.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 142 F, Database I, the student will be able to identify proper data types for data fields in the tables.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 142 F, Database I, the student will be able to design and create queries to select, update or delete requested information.	Skills demonstration or performance assessed against a department standard
CIS 148 F Intro to PC Communications	Upon successful completion of CIS 148 F, Introduction to Personal Computer Communication, the student will be able to identify and evaluate Outlook information management features.	Common questions or problems
	Upon successful completion of CIS 148 F, Introduction to Personal Computer Communication, the student will be able to organize and manage e-mail messages, manage Outlook contacts and folders.	Skills demonstration or performance assessed against a department standard

	Upon successful completion of CIS 148 F, Introduction to Personal Computer Communication, the student will be able to manage appointments using the Outlook Calendar.	Skills demonstration or performance assessed against a department standard
CIS 150 Introduction to the Internet	Upon successful completion of CIS 150 F, Introduction to the Internet, the student will be able to identify, evaluate and demonstrate the ability to use the common Internet communication technologies.	Common questions or problems
	Upon successful completion of CIS 150F, Introduction to the Internet, the student will be able to identify the main network architectural features with the Internet.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 150 F, Introduction to the Internet, the student will be able to identify the main Internet Research resources available for use and will be able to identify and evaluate Web based search sites.	Skills demonstration or performance assessed against a department standard
CIS 152 F Web Page Design II (HTML)	Upon successful completion of CIS 152 F, Web Page Design II, the student will be able to create and edit HTML pages that include links, graphics, tables and forms and demonstrate ability to transfer HTML pages to a web server.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 152 F, Web Page Design II, the student will be able to integrate CSS properties into HTML pages using embedded styles and external stylesheets	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 152 F, Web Page Design II, the student will be able to use Javascript to create dynamic HTML pages that integrate multimedia elements	Skills demonstration or performance assessed against a department standard
CIS 153 F Business Web Graphics	Upon successful completion of CIS 153 F, Business Web Graphics, the student will be able to use a graphical image editor to manipulate digital images for use on the Web.	Common questions or problems



	Upon successful completion of CIS 153 F, Business Web Graphics, the student will be able to apply Web compression settings to graphics for ultimate image quality and download speed.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 153 F, Business Web Graphics, the student will be able to create banners, buttons, and navigational elements for use on the Web.	Project assessed against a department standard
CIS 154 F JavaScript Programming I	Upon successful completion of CIS 154 F, Business Web Graphics, the student will be able to create basic web pages using JavaScript code.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 154 F, Business Web Graphics, the student will be able to integrate HTML forms processing with JavaScript data checking code.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 154 F, Business Web Graphics, the student will be able to integrate client-side JavaScript web pages with server-side scripting languages.	Skills demonstration or performance assessed against a department standard
CIS 155 F Web Page Multimedia Design I	Upon successful completion of CIS 155 F, Web Page Multimedia Design I, the student will be able to create animations using four techniques (frame by frame, shape tweening, classic tweening, motion tweening).	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 155 F, Web Page Multimedia Design I, the student will be able to create a timeline based web site, or movie, with multiple pages or scenes.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 155, Web Page Multimedia Design I, the student will be able to write and manage scripting (e.g. ActionScript) to control the flow of the web site or movie.	Skills demonstration or performance assessed against a department standard
CIS 157 F Dreamweaver I	Upon successful completion of CIS 157 F, Dreamweaver I, the student will be able to complete the site definition process within Dreamweaver, incorporating and testing appropriate FTP client information.	Skills demonstration or performance assessed against a department standard

	Upon successful completion of CIS 157 F, Dreamweaver I, the student will be able to create functioning absolute, relative, named anchor, and email links to connect web pages within and outside of a site.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 157 F, Dreamweaver I, the student will be able to insert images into a web page, using Dreamweaver's image editing features to crop, edit, sharpen, and optimize images suitable for the Web.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 157 F, Dreamweaver I, the student will be able to create and effectively use cascading style sheets to manipulate text, links, and images within a web site.	Project assessed against a department standard
CIS 159 F - Introduction to XML	Upon successful completion of CIS 159 F, Dreamweaver I, the student will be able to recognize a well formed XML document.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 159 F, Dreamweaver I, the student will be able to create well formed XML documents and valid XML documents.	Skills demonstration or performance assessed against a department standard
CIS 160 F Introduction to Computer Forensics	Upon successful completion of CIS 160 F, Introduction to Computer Forensics, the student will be able to demonstrate knowledge of how to handle electronic evidence.	Essay/writing assignment assessed against a department standard
	Upon successful completion of CIS 160 F, Introduction to Computer Forensics, the student will be able to demonstrate knowledge of criteria for selecting computer forensics tools	Common questions or problems
	Upon successful completion of CIS 160 F, Introduction to Computer Forensics, the student will be able to demonstrate knowledge of computer investigations.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 160 F, Introduction to Computer Forensics, the student will be able to demonstrate knowledge of gathering evidence on a network.	Skills demonstration or performance assessed against a department standard
CIS 165 F Computer Forensics and Networking	Upon successful completion of CIS 165 F, Computer Forensics and Networking, the student will be able to identify typical network security issues.	Skills demonstration or performance assessed against a department standard

	Upon successful completion of CIS 165 F, Computer Forensics and Networking, the student will be able to use open source tools to trace and identify network packets.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 165 F, Computer Forensics and Networking, the student will be able to locate and evaluate network based emails.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 165 F, Computer Forensics and Networking, the student will be able to use open source tools to break into a network.	Skills demonstration or performance assessed against a department standard
CIS 166 F Operating Systems and Computer Forensics	Upon successful completion of CIS 166 F, Operating Systems and Computer Forensics, the student will be able to demonstrate knowledge of the main Windows, Linux, and Macintosh security problems.	Common questions or problems
	Upon successful completion of CIS 166 F, Operating Systems and Computer Forensics, the student will be able to demonstrate the use of open source data forensic tools.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 166 F, Operating Systems and Computer Forensics, the student will be able to demonstrate the ability to reconstruct missing memory and hard disk data.	Skills demonstration or performance assessed against a department standard
CIS 168 F Tools for Computer and Network Forensics	Upon successful completion of CIS 168 F, Tools for Computer and Network Forensics, the student will be able to identify the main features of a computer forensic toolkit.	Common questions or problems
	Upon successful completion of CIS 168 F, Tools for Computer and Network Forensics, the student will be able to install and configure a set of commonly used open source forensic tools.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 168 F, Tools for Computer and Network Forensics, the student will be able to use open source forensic tools to perform basic forensic analysis.	Skills demonstration or performance assessed against a department standard
CIS 171 F Network Intrusion and Detection	Upon successful completion of CIS 171 F, Network Intrusion and Detection, the student will be able to use common open source tools to penetrate a typical windows network.	Skills demonstration or performance assessed against a department standard

	Upon successful completion of CIS 171 F, Network Intrusion and Detection, the student will be able to use common open source tools to penetrate a typical Linux network.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 171 F, Network Intrusion and Detection, the student will be able to use common open source tools to secure a Windows network from intrusion.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 171 F, Network Intrusion and Detection, the student will be able to use common open source tools to secure a Linux network from intrusion.	Skills demonstration or performance assessed against a department standard
CIS 177 F Dreamweaver II	Upon successful completion of CIS 177 F, Dreamweaver II, the student will be able to create a template-based web site, attaching a template to all pages within a site that displays editable and non-editable regions, promoting consistency between pages.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 177 F, Dreamweaver II, the student will be able to attach an external style sheet to all HTML pages, adding div tags to control absolute and relative positioning, and floating of elements within a web site.	Project assessed against a department standard
	Upon successful completion of CIS 177 F, Dreamweaver II, the student will be able to redesign an existing web site, interpret client requests, and reconstruct the web site according to accessibility guidelines and company/District specifications.	Project assessed against a department standard
CIS 180 F Intro to Networking Concepts	Upon successful completion of CIS 180 F, Intro to Networking Concepts, the student will be able to identify, compare and evaluate common media and communication circuits used for networks.	Common questions or problems
	Upon successful completion of CIS 180 F, Intro to Networking Concepts, the student will be able to name common network models and give examples of functions that take place at the different levels.	Common questions or problems
	Upon successful completion of CIS 180 F, Intro to Networking Concepts, the student will be able to identify, categorize and analyze common protocols used in networks.	Common questions or problems

	Upon successful completion of CIS 180 F, Intro to Networking Concepts, the student will be able to determine appropriate major components for networks.	Common questions or problems
CIS 183 F Network Security Fundamentals	Upon successful completion of CIS 183 F, Network Security Fundamentals, the student will be able to analyze various methods of security attacks and internal/external security risks.	Common questions or problems
	Upon successful completion of CIS 183 F, Network Security Fundamentals, the student will be able to identify and distinguish between passive and active security models.	Common questions or problems
	Upon successful completion of CIS 183 F, Network Security Fundamentals, the student will be able to define public access security and configure network hardware and protocol.	Skills demonstration or performance assessed against a department standard
CIS 205 F - Spreadsheet (Adv MS Excel)	Upon successful completion of CIS 205 F Spreadsheet (Adv MS Excel) the student will be able to create a worksheet that actively links to an external program.	Completion of External Content assignment
	Upon successful completion of CIS 205 F Spreadsheet (Adv MS Excel) the student will be able to read and analyze data from an external database.	Successful completion of external database assignment.
	Upon successful completion of CIS 205 F Spreadsheet (Adv MS Excel) the student will be able to access content from the Internet.	Successful completion of network or internet based Excel assignment.
CIS 205AF Spreadsheet II (MS Excel 2003)	Upon successful completion of CIS 205AF, Spreadsheet II, the student will be able to use basic data analysis tools including solver, tables, what-if tools, and pivot tables.	Portfolio of student work assessed against a department standard
	Upon successful completion of CIS 205AF, Spreadsheet II, the student will be able to create complex graphs using 80% of the Excel graphing tools.	Portfolio of student work assessed against a department standard
	Upon successful completion of CIS 205AF, Spreadsheet II, the student will be able to connect to and use external data sources to import and export information.	Portfolio of student work assessed against a department standard

CIS 205BF Macro Programming	Upon successful completion of CIS 205BF, Macro Programming, the student will be able to create a macro library of Excel functions and simple methods.	Portfolio of student work assessed against a department standard
	Upon successful completion of CIS 205BF, Macro Programming, the student will be able to create a GUI based data analysis tool.	Portfolio of student work assessed against a department standard
	Upon successful completion of CIS 205BF, Macro Programming, the student will be able to create data import and export macros that can communicate with external data sources.	Portfolio of student work assessed against a department standard
CIS 212 F Robotic Programming	Upon successful completion of CIS 212 F, Robotic Programming, the student will be able to identify the major programming strategies behind modern robotic programming.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 212 F, Robotic Programming, the student will be able to create a functional robotic program that implements basic path-finding activity.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 212 F, Robotic Programming, the student will be able to create a functional robotic program that implements basic obstacle avoidance activity.	Skills demonstration or performance assessed against a department standard
CIS 217 F Visual Basic Programming I	Upon successful completion of CIS 217 F, Visual Basic Programming I, the student will be able to write and compile simple programs using Microsoft Visual Basic.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 217 F, Visual Basic Programming I, the student will be able to use the basic language features of looping and decision.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 217 F, Visual Basic Programming I, the student will be able to read, write, and append data files.	Skills demonstration or performance assessed against a department standard
CIS 219 F Visual Basic Programming II	Upon successful completion of CIS 219 F, Visual Basic Programming II, the student will be able to use object-oriented design principles to create a Visual Basic program.	Common questions or problems
	Upon successful completion of CIS 219 F, Visual Basic Programming II, the student will be able to create a Visual Basic program that uses a database for data management.	Portfolio of student work assessed against a department standard

	Upon successful completion of CIS 219 F, Visual Basic Programming II, the student will be able to create a Visual Basic program that uses network and web resources.	Portfolio of student work assessed against a department standard
CIS 220 F Web Server Programming	Upon successful completion of CIS 220 F, Web Server Programming, the student will be able to identify the basic components of modern web-based applications.	Common questions or problems
	Upon successful completion of CIS 220 F, Web Server Programming, the student will be able to create a functional web server program that implements RESTful programming principles.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 220 F, Web Server Programming, the student will be able to create a functional web server and client program that provides server-side database functionality	Skills demonstration or performance assessed against a department standard
CIS 221 F Introduction to C# Programming	Upon successful completion of CIS 221 F, Introduction to C# Programming, the student will be able to demonstrate knowlege of the C# Programming Graphical User Interface.	Common questions or problems
	Upon successful completion of CIS 221 F, Introduction to C# Programming, the student will be able to use the C# GUI Components.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 221 F, Introduction to C# Programming, the student will be able to understand the class structure in C#.	Common questions or problems
	Upon successful completion of CIS 221 F, Introduction to C# Programming, the student will be able to use C# to manage data in a database.	Skills demonstration or performance assessed against a department standard
CIS 222 F CGI/Perl Scripting	Upon successful completion of CIS 222 F, CGI/Perl Scripting, the student will be able to identify the syntax rules of the Perl language.	Common questions or problems
	Upon successful completion of CIS 222 F, CGI/Perl Scripting, the student will be able to create a basic Perl program that performs input, output, decisions, and looping.	Portfolio of student work assessed against a department standard
	Upon successful completion of CIS 222 F, CGI/Perl Scripting, the student will be able to create a Perl program that implements web server-side CGI activities.	Portfolio of student work assessed against a department standard

CIS 223 F Programming in C++	Upon successful completion of CIS 223 F, Programming in C++, the student will be able to generate a C++ program by integrating objects and abstract data types.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 223 F, Programming in C++, the student will be able to identify various C++ data types and compare/contrast their uses.	Common questions or problems
	Upon successful completion of CIS 223 F, Programming in C++, the student will be able to construct a program using loops and nested "if" statements.	Skills demonstration or performance assessed against a department standard
CIS 226 F Java Programming I	Upon successful completion of CIS 226 F, Java Programming I, the student will be able to identify the syntax elements of the Java language and use object-oriented principles in the program design.	Common questions or problems
	Upon successful completion of CIS 226 F, Java Programming I, the student will be able to create a Java program that implements input, output, decisions, and looping.	Portfolio of student work assessed against a department standard
	Upon successful completion of CIS 226 F, Java Programming I, the student will be able to create a Java program that uses the Java native GUI, that implements Applets, and that uses the native Java data structures.	Portfolio of student work assessed against a department standard
CIS 227 F Advanced C# Programming	Upon successful completion of CIS 227 F, Advanced C# Programming, the student will be able to design, write, compile, and run a C# program that opens, reads, and writes a standard SQL based database.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 227 F Advanced C# Programming, the student will be able to design, write, compile, and run a C# program that uses multithreading and remoting features in C#.	Skills demonstration or performance assessed against a department standard
CIS 228 F Java Programming II	Upon successful completion of CIS 228 F, Java Programming II, the student will be able to create a Java program that implements a complex GUI interface and uses native data structures.	Portfolio of student work assessed against a department standard



	Upon successful completion of CIS 228 F, Java Programming II, the student will be able to create a Java program that uses a database for data and transaction management.	Portfolio of student work assessed against a department standard
	Upon successful completion of CIS 228 F, Java Programming II, the student will be able to create a Java program that performs network server and network client activities.	Portfolio of student work assessed against a department standard
CIS 229 F XML Programming	Upon successful completion of CIS 229 F, XML Programming, the student will be able to create a program that performs basic XML parsing.	Portfolio of student work assessed against a department standard
	Upon successful completion of CIS 229 F, XML Programming, the student will be able to create a program that implements XML stylesheets for file parsing.	Portfolio of student work assessed against a department standard
	Upon successful completion of CIS 229 F, XML Programming, the student will be able to create a program that implements XML data conversion principles and XML database conversion principles.	Portfolio of student work assessed against a department standard
CIS 230 F PHP and MySQL Programming	Upon successful completion of CIS 230 F, PHP and MySQL Programming, the student will be able to identify the syntax of a PHP program and use SQL commands for basic database activities.	<ul style="list-style-type: none"> <li>● Common questions or problems</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CIS 230 F, PHP and MySQL Programming, the student will be able to create a PHP program that provides web server security, client form processing, and basic data validation.	Portfolio of student work assessed against a department standard
	Upon successful completion of CIS 230 F, PHP and MySQL Programming, the student will be able to create a PHP program that performs web server-side database operations and that manages server-side transactions and tracking activity.	Portfolio of student work assessed against a department standard
CIS 242 F Database II	Upon successful completion of CIS 242 F, Database II, the student will be able to use Access to perform data analysis tasks against a given set of data.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 242 F, Database II, the student will be able to use SQL code to produce a desired result.	Skills demonstration or performance assessed against a department standard

	Upon successful completion of CIS 242 F, Database II, the student will be able to use Access in conjunction with an outside data source.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 242 F, Database II, the student will be able to use normalization rules to design an effective and efficient database.	Skills demonstration or performance assessed against a department standard
CIS 254 F JavaScript Programming II	Upon successful completion of CIS 254 F, JavaScript Programming II, the student will be able to create a JavaScript program that dynamically handles CSS and client-side formatting.	Portfolio of student work assessed against a department standard
	Upon successful completion of CIS 254 F, JavaScript Programming II, the student will be able to create a JavaScript program that performs complex client-side parsing of data input.	Portfolio of student work assessed against a department standard
	Upon successful completion of CIS 254 F, JavaScript Programming II, the student will be able to create a JavaScript program that implements Ajax functionality.	Portfolio of student work assessed against a department standard
CIS 255 F Web Page Multimedia Design II	Upon successful completion of CIS 255 F, Web Page Multimedia Design II, the student will be able to use ActionScript to create and control sound, complex animations, and a preloader.	Project assessed against a department standard
	Upon successful completion of CIS 255 F, Web Page Multimedia Design II, the student will be able to integrate external XML files for content and structure of content.	Project assessed against a department standard
	Upon successful completion of CIS 255 F, Web Page Multimedia Design II, the student will be able to explain the difference and need for internal versus external ActionScript.	Project assessed against a department standard
CIS 257 F Dreamweaver III	Upon successful completion of CIS 257 F, Dreamweaver III, the student will be able to use and customize Dreamweaver's PHP features to build searchable, database-driven web applications.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 257 F, Dreamweaver III, the student will be able to dynamically build HTML pages in response to user requests.	Skills demonstration or performance assessed against a department standard

	Upon successful completion of CIS 257 F, Dreamweaver III, the student will be able to integrate a database to authenticate users and establish basic site level security.	Skills demonstration or performance assessed against a department standard
CIS 281 F Intro to Networking Hardware	Upon successful completion of CIS 281 F, Intro to Networking Hardware, the student will be able to describe the basic operations of ethernet.	Common questions or problems
	Upon successful completion of CIS 281 F, Intro to Networking Hardware, the student will be able to describe the TCP/IP protocol stack and various TCP/IP application protocols.	Common questions or problems
	Upon successful completion of CIS 281 F, Intro to Networking Hardware, the student will be able to examine various ethernet and TCP/IP frames and packets on a network.	Skills demonstration or performance assessed against a department standard
CIS 285 F Windows Server	Upon successful completion of CIS 285 F, Windows Server, the student will be able to install, configure, and trouble-shoot a server.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 285 F, Windows Server, the student will be able to configure a server for resource sharing, including directories and files, user accounts, and printers.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 285 F, Windows Server, the student will be able to set up and manage clients on a Windows network.	Skills demonstration or performance assessed against a department standard
CIS 289 F Windows Active Directory	Upon successful completion of CIS 289 F, Windows Active Directory, the student will be able to install, configure, and troubleshoot a Windows server using Active Directory.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 289 F, Windows Active Directory, the student will be able to configure Active directory for group policy and ensure receipt by client computer.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CIS 289 F, Windows Active Directory, the student will be able to design and configure an Active Directory multi-domain configuration.	Skills demonstration or performance assessed against a department standard

CIS 290 F UNIX Operating System	Upon successful completion of CIS 290 F, UNIX Operating System, the student will be able to describe the characteristics and functions of the UNIX file system, permission models, shells and processes.	Common questions or problems
	Upon successful completion of CIS 290 F, UNIX Operating System, the student will be able to explain and summarize the basic operations of command line utilities and the shells, including syntax, piping, and redirection.	Common questions or problems
	Upon successful completion of CIS 290 F, UNIX Operating System, the student will be able to apply a basic understanding of the UNIX operating environment to configure the system and setup.	Skills demonstration or performance assessed against a department standard
CISG 100 F - Introduction to Computer Game Design	Upon successful completion of CISG 100 F, Introduction to Computer Game Design, the student will be able to identify major kinds of computer games.	Common questions or problems
	Upon successful completion of CISG 100 F, Introduction to Computer Game Design, the student will be able to create a basic game storyboard.	Skills demonstration or performance assessed against a department standard
CISG 110 F Introduction to Programming for Computer Games	Upon successful completion of CISG 110 F, Introduction to Programming for Computer Games, the student will be able to create a simple text-based computer game using an assigned programming language by following defined game parameters.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CISG 110 F, Introduction to Programming for Computer Games, the student will be able to create a simple graphics-based computer game using an assigned programming language by following defined game parameters.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CISG 110 F, Introduction to Programming for Computer Games, the student will be able to debug an existing computer game program to remove programming errors.	Skills demonstration or performance assessed against a department standard

CISG 160 F C# for Game Programming	Upon successful completion of CISG 160 F, C# for Game Programming, the student will be able to demonstrate understanding of the basic DirectX API resources.	Skills demonstration or performance assessed against a department standard
	Upon successful completion of CISG 160 F, C# for Game Programming, the student will be able to demonstrate an understanding of basic computer game programming concepts.	Skills demonstration or performance assessed against a department standard
CISG 165 F C++ For Game Programming	Upon successful completion of CISG 165 F, C++ For Game Programming, the student will be able to demonstrate understanding of Object Oriented Programming concepts.	<ul style="list-style-type: none"> <li>• Project assessed against a department standard</li> <li>• Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 165 F, C++ For Game Programming, demonstrate understanding of the basic DirectX and Open GL API resources.	<ul style="list-style-type: none"> <li>• Project assessed against a department standard</li> <li>• Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 165 F, C++ For Game Programming, the student will be able to demonstrate understanding of basic computer game programming concepts.	<ul style="list-style-type: none"> <li>• Project assessed against a department standard</li> <li>• Portfolio of student work assessed against a department standard</li> </ul>
CISG 170 F Java for Game Programming	Upon successful completion of CISG 170 F, Java for Game Programming, the student will be able to demonstrate an understanding of Object Oriented Programming concepts.	<ul style="list-style-type: none"> <li>• Project assessed against a department standard</li> <li>• Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 170 F, Java for Game Programming, the student will be able to demonstrate an understanding of the basic DirectX and Open GL API resources.	<ul style="list-style-type: none"> <li>• Project assessed against a department standard</li> <li>• Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 170 F, Java for Game Programming, the student will be able to demonstrate an understanding of basic computer game programming concepts.	<ul style="list-style-type: none"> <li>• Project assessed against a department standard</li> <li>• Portfolio of student work assessed against a department standard</li> </ul>

CISG 175 F Game Programming in Flash	Upon successful completion of CISG 175 F, Game Programming in Flash, the student will be able to demonstrate knowledge of 3D elements in Flash.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 175 F, Game Programming in Flash, the student will be able to demonstrate knowledge of Sound elements in Flash.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 175 F, Game Programming in Flash, the student will be able to demonstrate knowledge of basic Game Physics in Flash.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 175 F, Game Programming in Flash, the student will be able to demonstrate knowledge of basic collision detection/reactions in Flash.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 175 F Game Programming in Flash, the student will be able to demonstrate the ability to create a basic computer game in Flash.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
CISG 182 F DirectX Graphics Programming	Upon successful completion of CISG 182 F, DirectX Graphics Programming, the student will be able to use the DirectX libraries in a program.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 182 F, DirectX Graphics Programming, the student will be able to use the common color features of DirectX.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 182 F DirectX Graphics Programming, the student will be able to use the basic text features of DirectX.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>

	Upon successful completion of CISG 182 F, DirectX Graphics Programming, the student will be able to use the basic texture mapping features of DirectX.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 182 F, DirectX Graphics Programming, the student will be able to use DirectX to create a computer game.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
CISG 185 F Artificial Intelligence in Game Programming	Upon successful completion of CISG 185 F, Artificial Intelligence in Game Programming, the student will be able to identify the AI techniques found in at least three popular computer games.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 185 F, Artificial Intelligence in Game Programming, the student will be able to demonstrate understanding of Finite State Machines, basic Pathfinding, and basic Flocking.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 185 F, Artificial Intelligence in Game Programming, the student will be able to use Java and/or C++ to illustrate various AI techniques.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
CISG 190 Programming Multiuser Online Games	Upon successful completion of CISG 190 F, Programming Multiuser Online Games, the student will be able to identify main features of TCP/IP networking.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 190 F, Programming Multiuser Online Games, the student will be able to discuss and use socket programming.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 190 F, Programming Multiuser Online Games, the student will be able to use the standard network programming library.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>

	Upon successful completion of CISG 190 F, Programming Multiuser Online Games, the student will be able to create a server based multi-user program.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
	Upon successful completion of CISG 190 F, Programming Multiuser Online Games, the student will be able to create a multi-user text and graphic based game.	<ul style="list-style-type: none"> <li>● Project assessed against a department standard</li> <li>● Portfolio of student work assessed against a department standard</li> </ul>
<b>MARKETING</b>		
MKT 100 F Introduction to Marketing	Upon successful completion of MKT 100 F, Introduction to Marketing, the student will be able to utilize a working vocabulary of marketing-related terminology.	Common questions or problems
	Upon successful completion of MKT 100 F, Introduction to Marketing, the student will be able to analyze the various strategies of the marketing mix.	Essay/writing assignment assessed against a department standard
	Upon successful completion of MKT 100 F, Introduction to Marketing, the student will be able to compare and contrast possible solutions to marketing problems and propose plans of action.	Essay/writing assignment assessed against a department standard
MKT 103 F Principles of Advertising	Upon successful completion of MKT 103 F, Principles of Advertising, the student will be able to utilize a working vocabulary of advertising-related terminology.	Common questions or problems
	Upon successful completion of MKT 103 F, Principles of Advertising, the student will be able to identify advantages and disadvantages of various media for advertising.	Common questions or problems
	Upon successful completion of MKT 103 F, Principles of Advertising, the student will be able to identify strategies and tactics of creating an effective advertising campaign.	Common questions or problems
MKT 151 F New Media Marketing	Upon successful completion of MKT 151 F, New Media Marketing, the student will be able to utilize a working vocabulary of new media marketing terms.	Common questions or problems
	Upon successful completion of MKT 151 F, New Media Marketing, the student will be able to utilize key terminology for internet advertising.	Common questions or problems



	Upon successful completion of MKT 151 F, New Media Marketing, the student will be able to identify strategies and tactics used to create an online marketing campaign.	Common questions or problems
MKT 152 F Internet Advertising	Upon successful completion of MKT 152 F, Internet Advertising, a student will be able to utilize a working vocabulary of online marketing terms.	Common questions or problems
	Upon successful completion of MKT 152 F, Internet Advertising, a student will be able to comprehend when and where to use the internet for advertising.	Common questions or problems
	Upon successful completion of MKT 152 F, Internet Advertising, a student will be able to create a promotional plan for an online business.	Project assessed against a department standard
MKT 153 F Customer Service on the Internet	Upon successful completion of MKT 153 F, Customer Service on the Internet, the student will be able to utilize a working vocabulary of online customer service terms.	Common questions or problems
	Upon successful completion of MKT 153 F, Customer Service on the Internet, a student will create an internet customer service plan.	Project assessed against a department standard
	Upon successful completion of MKT 153 F, Customer Service on the Internet, a student will be able to evaluate the various new media tools available for customer service applications.	Common questions or problems
MKT 201 F Small Business Promotions	Upon successful completion of MKT 201 F, Small Business Promotions, a student will be able to utilize a working vocabulary of marketing communications terminology.	Common questions or problems
	Upon successful completion of MKT 201 F, Small Business Promotions, a student will be able to identify and evaluate new media communications appropriate for small business.	Common questions or problems
	Upon successful completion of MKT 201 F, Small Business Promotions, a student will be able to apply skills necessary to analyze strategies and tactics of creating an effective marketing communications plan for a small business.	Project assessed against a department standard

MKT 205 F Undrstgd Mulicult Mkts in U.S. (pending course)	Upon successful completion of MKT 205 F, Understanding Multicultural Markets in U.S., a student will be able to utilize a working vocabulary of multicultural marketing-related terminology.	Common questions or problems
	Upon successful completion of MKT 205 F, Understanding Multicultural Markets in U.S., a student will be able to analyze the strategies and tactics of multicultural marketing campaigns.	Common questions or problems
	Upon successful completion of MKT 205 F, Understanding Multicultural Markets in U.S., a student will be able to compare and contrast possible solutions to multicultural marketing problems and propose plans of action.	Essay/writing assignment assessed against a department standard
MKT 208 F Principles of Selling	Upon successful completion of MKT 208 F, Principles of Selling, a student will be able to utilize a working vocabulary of professional selling terminology.	Common questions or problems
	Upon successful completion of MKT 208 F, Principles of Selling, a student will be able to identify the key steps required to conduct a professional sales call/presentation.	Common questions or problems
	Upon successful completion of MKT 208 F, Principles of Selling, a student will be able to demonstrate a sales presentation utilizing the selling process.	Project assessed against a department standard
<b>PARALEGAL</b>		
PLEG 101 F Introduction to Paralegal Studies	Upon successful completion of PLEG 101 F, Introduction to Paralegal Studies, the student will be able to summarize, assess, and evaluate the roles of the legislature, courts, and administrative agencies in the legal environment.	Common questions or problems
	Upon successful completion of PLEG 101 F, Introduction to Paralegal Studies, the student will be able to perform some of the essential skills necessary for a successful career in the paralegal profession including generating legal documents, analyzing state and federal statutes, conducting new client interviews, and represent clients in certain administrative hearings.	Common questions or problems

	Upon successful completion of PLEG 101 F, Introduction to Paralegal Studies, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 104 F Introduction to Legal Research & Term	Upon successful completion of PLEG 104 F, Intro to Legal Research & Term, the student will be able to plan and conduct effective legal research in California sources and basic federal sources, inclusive of statutes, court opinions, administrative regulations and administrative hearing opinions, necessary to generate legal pleadings, motions and briefs.	Common questions or problems
	Upon successful completion of PLEG 104 F, Intro to Legal Research & Term, the student will be able to evaluate and analyze factual situations and their application to law to assist various clients with criminal and /or civil cases pending before state and federal courts, as well as administrative agencies.	Common questions or problems
	Upon successful completion of PLEG 104 F, Introduction to Legal Research & Term, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 105 F Introduction to Legal Writing	Upon successful completion of PLEG 105 F, Introduction to Legal Writing, the student will be able to differentiate between objective and persuasive documents, such as memoranda of law and appellate briefs, that are generated in both private and public legal environments.	Common questions or problems
	Upon successful completion of PLEG 105 F, Introduction to Legal Writing, the student will be able to evaluate the available primary and secondary legal resources applicable to a client's legal action and select those sources that help substantiate the client's position.	Common questions or problems

	Upon successful completion of PLEG 105F, Introduction to Legal Writing, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 116 F Computers in the Law Office	Upon successful completion of PLEG 116 F, Computers in the Law Office 1, the student will be able to create and edit word processing documents that are unique to the legal environment using templates.	● Project assessed against a department standard
	Upon successful completion of PLEG 116 F, Computers in the Law Office 1, the student will be able to create and edit spreadsheets that are unique to the legal environment using multiple data types and Excel functions.	● Project assessed against a department standard
	Upon successful completion of PLEG 116 F, Computers in the Law Office, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on attorneys and paralegals working in the legal environment.	● Project assessed against a department standard
PLEG 201 F Civil Litigation I	Upon successful completion of PLEG 201 F, Civil Litigation I, the student will be able to draft common documents promulgated in civil litigation law firms from the inception of the civil action through the pleading stage inclusive of Client Intake Memoranda, Civil Complaints, Answers, Demurrers and Cross Complaints.	Common questions or problems
	Upon successful completion of PLEG 201 F, Civil Litigation I, the student will be able to prepare hourly billing time sheets kept by paralegals in a civil litigation law firm.	Common questions or problems
	Upon successful completion of PLEG 201 F, Civil Litigation I, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems

PLEG 202 F Civil Litigation II	Upon successful completion of PLEG 202 F, Civil Litigation II, the student will be able to assemble and organize all client discovery files generated in a civil litigation law firm including interrogatories, deposition transcripts, production requests and similar documents.	Common questions or problems
	Upon successful completion of PLEG 202 F, Civil Litigation II, the student will be able to select those civil jury instructions created by the California Courts that are submitted by attorneys to judges for the application by juries to the rules of law necessary to arrive at a fair and just verdict.	Common questions or problems
	Upon successful completion of PLEG 202 F, Civil Litigation II, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 203 F Personal Injury	Upon successful completion of PLEG 203 F, Personal Injury, the student will be able to analyze and explain the principles of California tort law as practiced in Personal Injury law firms and apply this knowledge to the creation of all legal documents produced on behalf of the client.	Common questions or problems
	Upon successful completion of PLEG 203 F, Personal Injury, the student will be able to perform client interviews, evaluate the facts presented by a personal injury situation and based on legal precedent assist the attorney in representation of a personal injury client.	Common questions or problems
	Upon successful completion of PLEG 203 F, Personal Injury, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 204 F Family Law	Upon successful completion of PLEG 204 F, Family Law, the student will be able to differentiate and explain commonly used terms in family law practice within the state of California.	Common questions or problems

	Upon successful completion of PLEG 204 F, Family Law, the student will be able to analyze and evaluate the law in a specific factual setting in order to understand and complete common forms used in California family law practice for dissolution of marriages, requests for child support and visitation and distribution of community property.	Common questions or problems
	Upon successful completion of PLEG 204 F, Family Law, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 205 F Probate, Wills and Trusts	Upon successful completion of PLEG 205 F, Probate, Wills & Trusts, the student will be able to interpret and analyze questions asked by clients during a client intake interview that are unique to trust, estate, and probate law in California Probate Practice.	Common questions or problems
	Upon successful completion of PLEG 205 F, Probate, Wills & Trusts, the student will be able to evaluate, explain, and select forms used in probate practice and judge the needs of clients for the drafting of basic legal documents such as wills, trusts, and moving papers in probate.	Common questions or problems
	Upon successful completion of PLEG 205 F, Probate, Wills and Trusts, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 206 F Bankruptcy Law & Procedure	Upon successful completion of PLEG 206 F, Bankruptcy Law and Procedure, the student will be able to compose, assemble, and collect appropriate bankruptcy documents necessary for the filing of Chapter 7, 11, and 13 bankruptcy petitions.	Common questions or problems

	Upon successful completion of PLEG 206 F, Bankruptcy Law & Procedure, the student will be able to explain to the client seeking a bankruptcy the content of the basic forms and documents used in voluntary and involuntary bankruptcy proceedings.	Common questions or problems
	Upon successful completion of PLEG 206 F, Bankruptcy Law & Procedure, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 207 F Computer-Assisted Legal Research	Upon successful completion of PLEG 207 F, Computer-Assisted Legal Research, the student will be able to plan, analyze, and evaluate efficient legal research by evaluating and comparing the cost and effectiveness between computerized legal research and library research.	Common questions or problems
	Upon successful completion of PLEG 207 F, Computer-Assisted Legal Research, the student will be able to compose legal arguments for the supervising attorney that appraise, evaluate, compare, distinguish, and assess relevant legal authority and precedent.	Common questions or problems
	Upon successful completion of PLEG 207 F, Computer-Assisted Legal Research, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 208 F Workers' Compensation Law	Upon successful completion of PLEG 208 F, Workers' Compensation Law, the student will be able to evaluate the facts of a particular case to complete the forms used in California Workers' Compensation practice.	Common questions or problems
	Upon successful completion of PLEG 208 F, Workers' Compensation Law, the student will be able to interpret and explain the Appeals Board Hearing procedure to a California Workers' Compensation client when directed to by a supervising attorney.	Common questions or problems

	Upon successful completion of PLEG 208 F, Workers' Compensation Law, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 209 F Criminal Law & Procedures	Upon successful completion of PLEG 209 F, Criminal Law and Procedure, the student will be able to prepare for submission to all state and federal courts motions and appellate briefs frequently used by convicted defendants seeking judicial relief.	Common questions or problems
	Upon successful completion of PLEG 209 F, Criminal Law and Procedure, the student will be able to explain and prepare the basic documents used in both state and federal criminal proceedings by prosecuting attorneys, public defenders and private criminal defense practitioners.	Common questions or problems
	Upon successful completion of PLEG 209 F, Criminal Law & Procedures, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 210 F Paralegal Internship	Upon successful completion of PLEG 210 F, Paralegal Internship, the student will be able to prepare a professional resume that demonstrates the skills and knowledge garnered by the student so that they may obtain gainful employment in the legal field.	Common questions or problems
	Upon successful completion of PLEG 210 F, Paralegal Internship, the student will be able to recognize appropriate human relations skills as they relate to other employees and clients that are required for gainful employment in any legal environment.	Common questions or problems
	Upon successful completion of PLEG 210 F, Paralegal Internship, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems



PLEG 211 F Real Property Law & Procedures	Upon successful completion of PLEG 211 F, Real Property Law and Procedures, the student will be able to explain and prepare the basic documents used in real estate sale, purchase, and exchange transactions.	Common questions or problems
	Upon successful completion of PLEG 211 F, Real Property Law and Procedures, the student will be able to compose real estate contracts, escrow instructions, and related documents for the successful close of a real estate transaction.	Common questions or problems
	Upon successful completion of PLEG 211 F, Real Property Law & Procedures, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 212 F Medical Records Review	Upon successful completion of PLEG 212 F, Medical Records Review, the student will be able to assess and analyze hospital charts and medical records of clients in personal injury actions to determine the extent of injury for the determination of the size of an award for damages in a tort action.	Common questions or problems
	Upon successful completion of PLEG 212 F, Medical Records Review, the student will be able to select and measure the effectiveness of consultants and medical experts who would testify at trial in a personal injury action.	Common questions or problems
	Upon successful completion of PLEG 212 F, Medical Records Review, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems

PLEG 213 F Employment & Labor Law	Upon successful completion of PLEG 213 F, Employment & Labor Law, the student will be able to interpret the federal and state laws impacting the employer/employee relationship in the areas of personnel actions, sexual harassment, discrimination, retaliatory discharge, disability, employee compensation, employee benefits, union and employer campaigning, union certification, and union decertification.	Common questions or problems
	Upon successful completion of PLEG 213 F, Employment & Labor Law, the student will be able to identify the ethical considerations for the legal assistant/paralegal who assists an attorney working in the areas of employment and labor law.	Common questions or problems
	Upon successful completion of PLEG 213 F, Employment & Labor Law, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 214 F Contract Law Procedure	Upon successful completion of PLEG 214 F, Contract Law & Procedure, the student will be able to explain and prepare basic documents used in the creation, administration, modification, and termination of the contractual relationship.	Common questions or problems
	Upon successful completion of PLEG 214 F, Contract Law & Procedure, the student will be able to compose legal arguments for a supervising attorney that apprise, evaluate, compare, distinguish, and assess litigation issues and causes of action most commonly arising out of a breach of contract to be used in the drafting of various litigation documents.	Common questions or problems
	Upon successful completion of PLEG 214 F, Contract Law Procedure, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems

PLEG 215 F Discovery in Electronic Age	Upon successful completion of PLEG 215 F, Discovery in Electronic Age, the student will be able to manage a production request for the documents of opposing parties including drafting and propounding the request, determining the documents sought through an understanding of the elements of proof required to prove the client's case, managing the logistics of production, and responding to failures of the opposing side to produce and deliver the requested documents.	Common questions or problems
	Upon successful completion of PLEG 215 F, Discovery in Electronic Age, the student will be able to subpoena documents from third-parties, including preparing and serving the subpoena, determining whose records to obtain, what documents to obtain and what documents to request, prepare Notices to Consumers and Motions to Quash Services of Subpoenas.	Common questions or problems
	Upon successful completion of PLEG 215 F, Discovery in Electronic Age, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 216 F Computers in the Law Office II	Upon successful completion of PLEG 216 F, Computers in the Law Office II, the student will be able to demonstrate the use of basic computer hardware and software that are unique to legal environments and the information systems used by most law firms in the course of their daily business including docketing software, tickler systems and legal document generation.	Common questions or problems
	Upon successful completion of PLEG 216 F, Computers in the Law Office II, the student will be able to identify database creation software that is appropriate for the management of large volume-generating document production requests in complex litigation cases including toxic torts and class action matters.	Common questions or problems

	Upon successful completion of PLEG 216 F, Computers in the Law Office II, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 217 F Immigration Law	Upon successful completion of PLEG 217 F, Immigration Law, the student will be able to evaluate the interrelationships between the various federal administrative agencies and the executive branch of government with regard to the role they play in regulating emigration to the United States.	Common questions or problems
	Upon successful completion of PLEG 217 F, Immigration Law, the student will be able to measure and interpret the paperwork that needs to be processed in administrative proceedings dealing with undocumented immigrants including the issuance of green cards and visas as well as the documentation necessary to avoid deportation.	Common questions or problems
	Upon successful completion of PLEG 217 F, Immigration Law, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 218 F Entertainment and Sports Law	Upon successful completion of PLEG 218 F, Entertainment and Sports Law, the student will be able to compare and contrast the interrelationships between the key entertainment personnel and the role they play in the discerning the legal documents generated in the entertainment and sports industries.	Common questions or problems
	Upon successful completion of PLEG 218 F, Entertainment and Sports Law, the student will be able to identify and determine what paperwork should be generated by key personnel and their legal representatives in the entertainment and sports industries, including, but not limited to, client contracts, riders, agency contracts, deal memoranda, etc.	Common questions or problems

	Upon successful completion of PLEG 218 F, Entertainment and Sports Law, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 219 F Intellectual Property	Upon successful completion of PLEG 219 F, Intellectual Property, the student will be able to evaluate and relate their awareness of the international agreements and treaties that govern intellectual property protections throughout the world.	Common questions or problems
	Upon successful completion of PLEG 219 F, Intellectual Property, the student will be able to determine and generate the legal documentation necessary for a client of an intellectual property law firm to apply for and secure a copyright, trademark and patent.	Common questions or problems
	Upon successful completion of PLEG 219 F, Intellectual Property, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
PLEG 220 F Elder Law	Upon successful completion of PLEG 220 F, Elder Law, the student will be able to compare and contrast the laws of Probate, Wills, and Trusts and their application to the elderly to ensure that their needs are met in the latter stages of life.	Common questions or problems
	Upon successful completion of PLEG 220 F, Elder Law, the student will be able to analyze the moral and legal ramifications relating to conservatorships and physician-assisted suicide as well as the ethical issues that arise therefrom and in conjunction with the laws applicable to the elderly community.	Common questions or problems
	Upon successful completion of PLEG 220 F, Elder Law, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems

PLEG 225 F Law Office Management	Upon successful completion of PLEG 225 F, Law Office Management, the student will be able to identify and describe the four basic managerial functions found in a law office, including, but not limited to the job titles, job descriptions, and job activities.	Common questions or problems
	Upon successful completion of PLEG 225 F, Law Office Management, the student will be able to describe the types of outside services and consultants contracted by a law office and how they contribute to the delivery of legal services.	Common questions or problems
	Upon successful completion of PLEG 225 F, Law Office Management, the student will have demonstrated timely completion of all assignments, exercises, and projects reflective of the time constraints imposed on all attorneys and paralegals working in a legal environment.	Common questions or problems
<b>REAL ESTATE</b>		
RE 090CF Common Interest Developments	Upon successful completion of RE 090CF, Common Interest Developments, the student will be able to compare and contrast the Federal and State laws governing Homeowners Associations and Common Interest Developments.	Common questions or problems
	Upon successful completion of RE 090CF, Common Interest Developments, the student will be able to analyze the need for and explain the process of initiating changes to the Covenants, Conditions and Restrictions (CC&R's) of Homeowner Associations.	Common questions or problems
	Upon successful completion of RE 090CF, Common Interest Developments, the student will be able to outline the skills necessary to work with Homeowner Association board members, and illustrate the process to increase or decrease monthly homeowner association assessments.	Common questions or problems
RE 101 F Principles of Real Estate	Upon successful completion of RE 101 F, Principles of Real Estate, the student will be able to demonstrate proficiency of the basic principles of California real estate.	Common questions or problems

	Upon successful completion of RE 101 F, Principles of Real Estate, the student will be able to explain the concept of real property, compare and contrast the various forms of property ownership, and determine the various sources of real property ownership interests.	Common questions or problems
	Upon successful completion of RE 101 F, Principles of Real Estate, the student will be able to illustrate the essential elements of the major types of California real estate contracts commonly used, apply real estate financial process strategies, and explain the appraisal process, including the various types of appraisal reports commonly used.	Common questions or problems
RE 102 F Legal Aspects of Real Estate	Upon successful completion of RE 102 F, Legal Aspects of Real Estate, the student will be able to analyze real estate legal problems in a logical manner.	Common questions or problems
	Upon successful completion of RE 102 F, Legal Aspects of Real Estate, the student will be able to identify, define, evaluate, compare and explain relevant legal issues relating to California real estate transactions and land titles.	Common questions or problems
	Upon successful completion of RE 102 F, Legal Aspects of Real Estate, the student will be able to utilize a working vocabulary of real estate legal terminology.	Common questions or problems
RE 201 F Real Estate Practice	Upon successful completion of RE 201 F, Real Estate Practice, the student will be able to analyze and define what is required in obtaining and representing clients so as to achieve a successfully completed real estate transaction.	Common questions or problems
	Upon successful completion of RE 201 F, Real Estate Practice, the student will be able to explain and apply fundamental real estate concepts.	Common questions or problems
	Upon successful completion of RE 201 F, Real Estate Practice, the student will be able to utilize a working vocabulary of real estate practice terminology.	Common questions or problems

RE 202 F Real Estate Finance	Upon successful completion of RE 202 F, Real Estate Finance, the student will be able to identify and prepare the basic legal documents and forms used in a financing transaction.	Common questions or problems
	Upon successful completion of RE 202 F, Real Estate Finance, the student will be able to explain the dynamics of financing and illustrate how the national mortgage market affects the individual financing transaction.	Common questions or problems
	Upon successful completion of RE 202 F, Real Estate Finance, the student will be able to summarize and explain the national concepts that bring about change in the financing industry, and illustrate how this influences social and economic behavior of borrowers.	Common questions or problems
RE 203 F Appraisal: Residential	<b>Pending</b>	<b>Pending</b>
RE 204 F Appraisal: Income	<b>Pending</b>	<b>Pending</b>
RE 205 F Property Management	Upon successful completion of RE 205 F, Property Management, the student will be able to differentiate and illustrate all necessary record keeping requirements in order to demonstrate a basic understanding and appreciation of the basic property management reporting functions.	Common questions or problems
	Upon successful completion of RE 205 F, Property Management, the student will be able to assess and explain local property management practices including aspects of political, economic, and sociological property management trends.	Common questions or problems
	Upon successful completion of RE 205 F, Property Management, the student will be able to compare and contrast local property management techniques and duties to national trends in the political, sociological and economic arenas.	Common questions or problems
RE 206 F Real Estate Economics	Upon successful completion of RE 206 F, Real Estate Economics, the student will be able to utilize a working vocabulary of real estate economics terminology.	Common questions or problems



	Upon successful completion of RE 206 F, Real Estate Economics, the student will be able to illustrate how various economic forces affect the real estate markets and property values.	Common questions or problems
	Upon successful completion of RE 206 F, Real Estate Economics, the student will be able to apply economic principles and procedures in order to generate a real estate investment decision.	Common questions or problems
RE 207 F Mortgage Loan Brokering in California	Upon successful completion of RE 207 F, Mortgage Loan Brokering in California, the student will be able to apply working knowledge of the mortgage loan brokering procedures necessary for the compilation and preparation of a residential loan package.	Common questions or problems
	Upon successful completion of RE 207 F, Mortgage Loan Brokering in California, the student will be able to analyze a specific client's loan criteria and requirements, then compare and contrast specific real estate loan programs in order to select the best loan for the client.	Common questions or problems
	Upon successful completion of RE 207 F, Mortgage Loan Brokering in California, the student will be able to compile, interpret, and explain a HUD/RESPA closing cost report.	Common questions or problems
RE 208 F Basic Appraisal Principles and Procedures	Upon successful completion of RE 208 F, Basic Appraisal Principles and Procedures, the student will be able to assess the importance of the sales comparison approach, the cost approach, and the income approach to correlating value for residential properties, and demonstrate how weighing (reconciling) the results of these three appraisal approaches leads to the final value opinion.	Common questions or problems
	Upon successful completion of RE 208 F, Basic Appraisal Principles and Procedures, a student will be able to compare and contrast the six classic economic principles in determining real estate value, and explain how the market comparison approach is a response to the influence of supply and demand.	Common questions or problems

	Upon successful completion of RE 208 F, Basic Appraisal Principles and Procedures, the student will be able to discuss the appraisal process, outline land/site considerations, and explain the bundle of rights concept as it applies to appraising special interests.	Common questions or problems
RE 209 F Residential Real Estate Appraisal	Upon successful completion of RE 209 F, Residential Real Estate Appraisal, the student will be able to categorize land/site considerations when applying the highest and best use principle in determining real estate value, and describe how the market comparison approach is a response to the influence of supply and demand.	Common questions or problems
	Upon successful completion of RE 209 F, Residential Real Estate Appraisal, the student will be able to list and explain the seven basic construction components of a building, and illustrate how real property concepts relate to residential properties.	Common questions or problems
	Upon successful completion of RE 209 F, Residential Real Estate Appraisal, the student will be able to compile a Uniform Residential Appraisal Report (URAR), and explain how the market comparison approach is a response to the influence of supply and demand.	Common questions or problems
RE 210 F Advanced Residential Applications and Residential Report Writing	Upon successful completion of RE 210 F, Advanced Residential Applications and Residential Report Writing, the student will be able to explain how statistics, valuation models and finance relate to real estate appraisal.	Common questions or problems
	Upon successful completion of RE 210 F, Advanced Residential Applications and Residential Report Writing, the student will be able to identify common report writing problems and explain procedures commonly used to overcome these problems.	Common questions or problems
	Upon successful completion of RE 210 F, Advanced Residential Applications and Residential Report Writing, the student will be able to compare and contrast various form reports.	Common questions or problems

RE 212 F Uniform Standards of Professional Appraisal Practice (USPAP)	Upon successful completion of RE 212 F, Uniform Standards of Professional Appraisal Practice (USPAP), a student will be able to demonstrate a thorough understanding of ethical appraisal issues by successfully passing the national examination as required by the Appraisal Qualifications Board (AQB).	Common questions or problems
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