

Ozarka College

BUSINESS TECHNOLOGY DIVISION

Matrix of Student Learning and Institutional Assessment 2008-2009

ANALYSIS OF BUSINESS TECHNOLOGY COURSES IN MEETING STUDENT LEARNING AND OZARKA COLLEGE MISSION STATEMENT

OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS PAYROLL ACCOUNTING	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.	Course Pre-Requisites	This course covers the basics of Payroll Accounting. It is an excellent course for adult non-traditional students returning to enhance their education. Accounting is necessary in every business and personal life.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Measurable course objectives	Students develop the ability to set up and prepare payroll records and reports. This ability will enhance their personal life by helping them keep accurate financial records. Students could also take the Certified Payroll Professional Exam. Pre/Post Tests CATs (Classroom Assessment Techniques) (Theory Exams on My Ozarka, In Class Problem Exams over every concept, Simulations for real world type experience, Practice Sets to apply all concepts learned, Comprehensive Final Exam)	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This skill adds to the students' salable skills. It is a skill necessary for many entry level jobs.	Employer Survey
Through the Certificates of Proficiency, students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in accounting for entry level positions.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 40 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by knowing how to manage their personal bookkeeping.	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS INTRODUCTION TO ACCOUNTING	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.	Course Pre-Requisites	This course covers the basics of Accounting. It is an excellent course for adult non-traditional students returning to enhance their education. Accounting is necessary in every business and personal life.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Measurable course objectives	Students develop the ability to set up their own bookkeeping records and learn basics of business accounting. This ability will enhance their personal life by helping them keep accurate financial records. Pre/Post Tests CATs (Classroom Assessment Techniques) (Theory Exams on My Ozarka, In Class Problem Exams over every concept, Simulations for real world type experience, Practice Sets to apply all concepts learned, Comprehensive Final Exam)	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This skill adds to the students' salable skills. It is a skill necessary for many entry level jobs.	Employer Survey
Through the Certificates of Proficiency, students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in accounting for entry level positions.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 40 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by knowing how to manage their personal bookkeeping.	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS ACCOUNTING II	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.	Course Pre-Requisites	This course covers the basics of Business and Investment Accounting. Accounting is necessary in every business and personal life.. It is an excellent course for adult non-traditional students returning to enhance their education. Accounting is necessary in every business and personal life.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Measurable course objectives	Students develop the ability to set up their own bookkeeping records and learn basics of business accounting. This ability will enhance their personal life by helping them keep accurate financial records. Pre/Post Tests CATs (Classroom Assessment Techniques) (Theory Exams on My Ozarka, In Class Problem Exams over every concept, Simulations for real world type experience, Practice Sets to apply all concepts learned, Comprehensive Final Exam)	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This skill adds to the students' salable skills. It is a skill necessary for many entry level jobs.	Employer Survey
Through the Certificates of Proficiency, students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in accounting for entry level positions.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 40 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by knowing how to manage their personal bookkeeping.	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS FEDERAL INCOME TAX	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.	Course Pre-Requisites	This course covers the basics of Federal Income Tax Accounting. It is an excellent course for adult non-traditional students returning to enhance their education. Accounting is necessary in every business and personal life.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Measurable course objectives	This ability will enhance their personal life by helping them keep accurate financial records. Students could also take work in preparing income tax returns for individuals.. Pre/Post Tests CATs (Classroom Assessment Techniques) (Theory Exams on My Ozarka, In Class Problem Exams over every concept, Simulations for real world type experience, Practice Sets to apply all concepts learned, Comprehensive Final Exam)	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This skill adds to the students' salable skills. It is a skill necessary for many entry level jobs.	Employer Survey
Through the Certificates of Proficiency, students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in accounting for entry level positions.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 40 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by knowing how to manage their personal bookkeeping.	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS ACCOUNTING I	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.	Course Pre-Requisites	This course covers the basics of Accounting. It is an excellent course for adult non-traditional students returning to enhance their education. Accounting is necessary in every business and personal life.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Measurable course objectives	Students develop the ability to set up their own bookkeeping records and learn basics of business accounting. This ability will enhance their personal life by helping them keep accurate financial records. Pre/Post Tests CATs (Classroom Assessment Techniques) (Theory Exams on My Ozarka, In Class Problem Exams over every concept, Simulations for real world type experience, Practice Sets to apply all concepts learned, Comprehensive Final Exam)	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This skill adds to the students' salable skills. It is a skill necessary for many entry level jobs.	Employer Survey
Through the Certificates of Proficiency, students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in accounting for entry level positions.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 40 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by knowing how to manage their personal bookkeeping.	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS MATH WITH BUS APPLICATIONS	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.	Course Pre-Requisites	This course covers the basics of Math with related Business applications. It is an excellent course for adult non-traditional students returning to enhance their education. Math skills are necessary in every business and personal life.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Measurable course objectives	Pre/Post Tests CATs (Classroom Assessment Techniques) (Theory Exams on My Ozarka, In Class Problem Exams over every concept, Simulations for real world type experience, Practice Sets to apply all concepts learned, Comprehensive Final Exam)	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This skill adds to the students' salable skills. It is a skill necessary for many entry level jobs.	
Through the Certificates of Proficiency, students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.			
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.			
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 40 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.			

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS MANAGERIAL ACCOUNTING	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.	Course Pre-Requisites	This course covers the basics of Managerial and Cost Accounting. It is an excellent course for adult non-traditional students returning to enhance their education. Accounting is necessary in every business and personal life. It is an excellent course for adult non-traditional students returning to enhance their education. Accounting is necessary in every business and personal life.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Measurable course objectives	Students develop the ability to set up their own bookkeeping records and learn basics of business accounting. This ability will enhance their personal life by helping them keep accurate financial records. Pre/Post Tests CATs (Classroom Assessment Techniques) (Theory Exams on My Ozarka, In Class Problem Exams over every concept, Simulations for real world type experience, Practice Sets to apply all concepts learned, Comprehensive Final Exam)	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This skill adds to the students' salable skills. It is a skill necessary for many entry level jobs.	Employer Survey
Through the Certificates of Proficiency, students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in accounting for entry level positions.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 40 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by knowing how to manage their personal bookkeeping.	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS INTRO TO COMPUTER PROGRAMMING	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER How this course meets the Assessment Goals and How assessment is done.	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		This course uses HTML and JavaScript to introduce the concepts and techniques of web-page programming. It is an excellent course for adult non-traditional students returning to enhance their education.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Students in this course complete step-by-step tutorial lessons to develop HTML and JavaScript web pages, then practical exercises to reinforce the material. Objective exams cover the programming theory. Realistic exercises allow students to design, code, and debug computer programs. Schools, businesses, and the computing industry are all taking advantage of the Internet to deliver information, and they are using HTML and JavaScript to bring their Web pages to life. This course is designed as a starting point for web-based computer programming.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		On successful completion of this course, the student will demonstrate the ability to integrate HTML and JavaScript to create functional and dynamic webpages.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in the field of web-based programming, providing an introduction to webpage programming concepts and techniques that is necessary for entry level positions in the web design field.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 25 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by introducing them to introductory webpage programming concepts and techniques.	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS COMPUTERIZED ACCOUNTING	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER How this course meets the Assessment Goals and How assessment is done.	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		This course covers the basics of accounting computerized record keeping systems. It is an excellent course for adult non-traditional students returning to enhance their education. In our society no entity can function efficiently without accounting and today the majority of accounting is done using accounting software.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Students in this course complete step-by-step tutorial lessons, then practical exercises to reinforce the material. Objective exams cover the accounting software theory. Virtual Company simulations are used to capstone this course, allowing the student to develop workable applications for the company.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		On successful completion of this course, the student will exhibit the ability to use QuickBooks Pro, an industry recognized computerized accounting software.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in the field of computerized accounting for entry level positions	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 25 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by knowing how to use computerized accounting software and understanding basic accounting principles.	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS ELECTRONIC SPREADSHEETS	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER How this course meets the Assessment Goals and How assessment is done.	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		This course uses one of today's most popular spreadsheet application programs, Excel 2003, to educate in the effective use of this powerful analysis tool. It is an excellent course for adult non-traditional students returning to enhance their education.	
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Students in this course complete step-by-step tutorial lessons, then practical exercises to reinforce the material. Objective exams cover the electronic spreadsheet theory. Realistic exercises allow students to design, test, and debug spreadsheet applications.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		On successful completion of this course, the student will demonstrate the ability to use electronic spreadsheets extensively in accounting, financial analysis, and other business activities.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in the field of electronic spreadsheets for entry level positions	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 25 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by knowing how to use electronic spreadsheets effectively.	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS INTERNET TECHNOLOGIES	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER How this course meets the Assessment Goals and How assessment is done.	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		This course uses one of today's most popular computer programming languages, Visual Basic, to introduce object-oriented programming using an <i>Integrated Development Environment</i> (IDE) with emphasis on understanding and using graphical user interface technology. It is an excellent course for adult non-traditional students returning to enhance their education.	
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Students in this course complete step-by-step tutorial lessons to develop Visual Basic programs, then practical exercises to reinforce the material. Objective exams cover the Visual Basic programming theory. Realistic exercises allow students to design, code, and debug computer programs.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		On successful completion of this course, the student will demonstrate the ability to use Visual Basic and the Visual Studio 2005 IDE. Students will use Visual Basic 2005 programming techniques to write a program.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in the field of Visual Basic programming, providing an introduction to computer programming concepts and techniques that is necessary for entry level positions in the programming field.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 25 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by introducing them to introductory computer programming concepts and techniques.	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS SMALL BUSINESS MANAGEMENT	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER How this course meets the Assessment Goals and How assessment is done.	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		This course emphasizes entrepreneurship as it relates to small business management. Topics include the nature of small businesses, starting a small business, and successfully operating a small business.	
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Exams, classroom discussion of real world small business activities. Completion of a Business simulation project including business plan and other items associated with a start-up small business.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		Entrepreneurship is equated to risk-taking. Entrepreneurs recognize a potentially profitable opportunity, and take it. However, most consultants agree that the reason so many small businesses fail is poor management. This course is designed to provide the managerial focus and the resources to help eliminate some of this entrepreneurial risk.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in developing a valid business plan for the traditional start-up of a small business.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 73 IV classroom students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		Be able to define an entrepreneurial opportunity. Understand the role of a Business Plan in a small business. Obtain the skills and knowledge to develop a Marketing Plan. Define the strategies necessary in small business marketing. Identify the issues involved in managing small business operations.	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS NETWORKING BASICS	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER How this course meets the Assessment Goals and How assessment is done.	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		Networking Basics. Instruction includes, but is not limited to safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Review questions, lab journal and lab activities; exams, and technology articles.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		The information technology competency has emerged in virtually any career as a nice-to-have skill to a job-critical skill. The sharing of information is vital to all of us whether it be at home and in schools, institutions and/or businesses.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		Knowledge of networks and the role they play in today's exploding information society are considered critical to acquiring and maintaining gainful employment.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 18 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		Describe the benefits of networks. Install and configure a network interface card. Design networks. Install Windows 2000 Server. Configure Windows XP Professional. Install Windows Active Directory. Create network file systems. Plan a secure network. Implement Windows network	

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		management. Define each of the functions	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS COMPUTER ETHICS	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER How this course meets the Assessment Goals and How assessment is done.	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		Examines ethical and security issues in the field of business and technology. Includes discussions of information security, privacy, ownership and the law. This course will help students understand the tremendous impact ethics and security have on the use of information technology. It will give students the foundation needed to make appropriate decisions as employees and managers.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Includes exams, Research exercises, and classroom discussions on real world security and ethical issues.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		The information technology competency has emerged in virtually any career as a nice-to-have skill to a job-critical skill. The sharing of information is vital to all of us whether it be at home and in schools, institutions and/or businesses.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		Knowledge of security and ethics in today's exploding information society are considered critical to obtaining and maintaining gainful employment.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 73 IV class and 25 On line class students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		Identify and prioritize information assets. Identify and prioritize threats to information assets. Define an information security strategy and architecture. Plan for and respond to intruders in an information system. Describe legal and public relations implications of security and privacy issues. Present a disaster recovery plan for recovery of information assets after an incident.	

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Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		Practical applications of records management and database management software for microcomputers. The course explores principles, procedures, and systems of filing and records control and provides an overview of database management techniques including file organization and structure.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Database Tutorials/Homework; Lab Journals. Research and completion of a Database Project with associated Technology Articles	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		Today's increased need for faster retrieval of information has led to the database concept. With the advent of microcomputer database management systems, virtually all segments of the population can now be considered potential users of database systems. Truly effective operation of such microcomputer products add skills with hands-on operation of current database software.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		Provides general knowledge of database management including design, administration, and database application development.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 18 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		Create, maintain, and query a database. Create forms and reports, enhance the table's design, and create custom reports. Use action queries and define table relationships. Automate tasks with macros. Conceive, Create, and	

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		Complete a Database Project.	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS FINANCIAL PLANNING	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER How this course meets the Assessment Goals and How assessment is done.	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		Perspectives, principles, and practices of financial planning with emphasis on personal economic planning and strategies to achieve the customer's financial objectives. Includes the role of financial planners in estate planning and their responsibilities in a bank. Impact of investments, taxation, and saving for retirement. Increasing profitability in financial planning services in a bank.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Classroom discussion of real world financial issues. Unit Assignment Exercises. Simulated Stock Investment Project and three exams	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		In order for any individual to be able to maintain comfortable lifestyle at retirement, there are certain plans which must be made during the individual's income-producing years.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		Goals must be set, plans must be made, and decisions set in motion as to how one plans on achieving a level of self-reliance. Budgets must be formulated and adhered to.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 73 IV class and 25 On line class students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		Fill out a personal financial statement and prepare a budget. Properly manage income and expenses. Decide when credit is good or not good. Evaluate insurance needs and how to look for the best buys. Invest in the financial markets and avoid pitfalls. Develop a plan to buy a house. Plan for retirement. Decide how and where to get help in estate planning. Do effective tax planning	

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Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		Comprehensive introduction to modern management theory, practices, and applications. Covers characteristics and rationality of managerial decisions, practical methods of management planning and strategy, relationship of current management issues to social responsibility and ethics, implications for international competitiveness, and principles of organization, delegation, motivation, group management, organizational control, operations management, and managing change.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Case Studies of real world managerial situations; Comprehensive tests and Review Questions	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This course provides the student with basic management issues of controlling, organizing, planning and leading. Various types of leadership styles and management roles are discussed. In addition, national and global marketing and current business management trends are addressed.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		Skill training will cover social responsibility and ethical decision-making, team building, and improving business communication skills. Knowledge of these concepts and skills strengthens the student's ability to succeed in the business world.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 75 IV class and 25 on line class students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		Demonstrate awareness of management styles and effectiveness in different working environments throughout the spectrum from small to global businesses. Discuss social responsibility and ethical issues facing managers today. Explain various strategies for planning and decision-making. Develop awareness of leadership and motivation in the workplace. Illustrate effective knowledge of the	

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		impact that technology has on business decisions. Identify various time management and stress management techniques. Demonstrate the importance effective communication skills needed to succeed in academic, work, and social environments. Demonstrate ability to work in a team on a group project.	

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Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		Human Relations draws on the disciplines of psychology and sociology to provide a basic understanding of the relationships between people.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Four exams; Term Paper on Human Relations topic, and classroom discussion on real world experiences and current events.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This course provides the student with an understanding of the four major issues in human relations: understanding and managing yourself, dealing effectively with other people, career choice and work habits, and managing your personal life.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in the business and interpersonal skills necessary for ethical conduct, supervision, and leadership for entry level positions	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 73 IV class and 25 On line class students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		Develop a greater understanding of yourself: motivations, competencies, and direction. Demonstrate skills in goal	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS HUMAN RELATIONS	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER How this course meets the Assessment Goals and How assessment is done.	END OF PROGRAM ASSESSMENT
		setting, communicating, and conflict resolution. Develop a greater understanding of others in the workplace environment and build skills to work more effectively with others. Utilize new techniques for managing time, stress, and money. Demonstrate the ability to work in a group on a project. Utilize the library and Internet for various research projects	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS SURVEY OF COMPUTERS	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER How this course meets the Assessment Goals and How assessment is done.	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		This course covers the basics of computer concepts and hands-on use of the computer. It is an excellent course for adult non-traditional students returning to enhance their education. Survey of Computers is necessary in every business and personal life.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Students in this course complete labs and other exercises to assess their computer skills.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This course gives students knowledge of computer concepts and applications.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in hands-on use of computers.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 25 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by knowing how to perform computer-related tasks.	

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Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		This course covers the basics of computer concepts and hands-on use of the computer. It is an excellent course for adult non-traditional students returning to enhance their education. Computer Information Systems is necessary in every business and personal life.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Students in this course complete labs and other exercises to assess their computer skills. Students are tested over each major topic area covered in the textbook to assess their knowledge.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This course gives students knowledge of computer concepts and applications.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in hands-on use of computers.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 25 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by knowing how to perform computer-related tasks.	

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Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		This course covers the basics of the keyboard by touch and skills in producing word processing documents. It is an excellent course for adult non-traditional students returning to enhance their education. Keyboarding Essentials is necessary in every business and personal life.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Students in this course take timed writing during the semester to assess their keyboarding skills. Production exams are taken over each major topic area covered in the textbook.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This course gives students knowledge of keyboarding and word processing.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in Microsoft Word for entry level positions	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 25 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by knowing how to perform keyboarding and word processing.	

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OZARKA COLLEGE BUSINESS TECHNOLOGY DIVISION ASSESSMENT GOALS MARKETING	COURSE ASSESSMENT PRIOR TO REGISTRATION	COURSE ASSESSMENT WITHIN SEMESTER How this course meets the Assessment Goals and How assessment is done.	END OF PROGRAM ASSESSMENT
Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		This course covers the basics of the functions performed in Marketing such as channels of distribution, price policies, competition, marketing analysis, and sales promotion. It is an excellent course for adult non-traditional students returning to enhance their education. Marketing is necessary in every business and personal life.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Students in this course are required to complete a semester project which entails researching and writing a report on a company of their choice. Theory exams are taken over each major topic area covered in the textbook.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This course gives students knowledge of marketing and marketing-related activities.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in marketing for entry level positions	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 25 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by knowing how to perform marketing-related activities.	

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Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		This course covers the basics of the Microsoft Office 2003 office suite. It is an excellent course for adult non-traditional students returning to enhance their education. Microcomputer Applications is necessary in every business and personal life.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Students in this course complete labs and other exercises to assess their computer skills. Students are tested over each major topic area covered in the textbook to assess their knowledge.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This course gives students knowledge of the Microsoft Office programs.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in Microsoft Office.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 25 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by knowing how to use Microsoft Office.	

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Ozarka College's mission is to provide its students and citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education and cultural opportunities.		This course covers the basics of the modern economic theory, American capitalism, pricing system, fiscal policy, monetary policy, and banking. It is an excellent course for adult non-traditional students returning to enhance their education. Principles of Economics are necessary in every business and personal life.	OPAC
Ozarka College's objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive and fulfilling life in an ever-changing world.	Course Pre-Requisites Measurable course objectives	Students are tested over each major topic area covered in the textbook to assess their knowledge.	
Associate of Applied Science, students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.		This course gives students knowledge of economic principles.	
Through the Certificates of proficiency students will gain specialized knowledge, skills, and attitudes required for entry level positions in their fields.		This course teaches specialized knowledge in economic principles.	
Adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.		Students in local businesses and industries may upgrade job skills with this course. Course is offered online as well as in the classroom.	
Low teacher-to-student ratio will promote comprehensive learning and understanding.		Course limited to 25 students	
Academic, vocational, and personal guidance and counseling		Instructor is available for student counseling and advising.	
Assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.		Service area is monitored to ensure that course meets the needs as they change. Business Advisory Committee Meeting.	
Relevant training		Training in this course is very relevant to the needs of today's business world.	
Development of abilities needed to be successful in life.		This course will help enable the student to be successful by having knowledge of economic principles.	