

- Upon completion of the AS in Business, students are able to explain the functions of all business operations and identify the resources needed in each area.

Business Administration - AA

- Upon completion of the AA in Business Administration, students are able to compare and contrast ethical standards and best practices of social responsibility to business situations.
- Upon completion of the AA in Business Administration, students are able to demonstrate knowledge of business operations, the business organization, business environments, and business procedures.
- Upon completion of the AA in Business Administration, students are able to explain the functions of all business operations and identify the resources needed in each area.
- Upon completion of the AA in Business Administration, students are able to list and explain the factors of production, the external business environments and apply their influence in specific business problems.

Business Administration - AS-T

- Upon completion of the AS-T in Business Administration, students are able to compare and contrast ethical standards and best practices of social responsibility to business situations.
- Upon completion of the AS-T in Business Administration, students are able to demonstrate knowledge of business operations, the business organization, business environments, and business procedures.
- Upon completion of the AS-T in Business Administration, students are able to explain the functions of all business operations and identify the resources needed in each area.
- Upon completion of the AS-T in Business Administration, students are able to list and explain the factors of production, the external business environments and apply their influence in specific business problems.

Business Entrepreneurship - AA

- Upon completion of the AA in Business Entrepreneurship, students are able to construct a business plan, essential marketing plan, and the basic financial documents needed for a small business.
- Upon completion of the AA in Business Entrepreneurship, students are able to define "Competitive Advantage" and discuss actions a small business should use to achieve it.
- Upon completion of the AA in Business Entrepreneurship, students are able to demonstrate knowledge of business operations, the business organization, business environments, and business procedures.
- Upon completion of the AA in Business Entrepreneurship, students are able to describe the nature and characteristics of successful small businesses.

Business Entrepreneurship - Certificate of Achievement

- Upon completion of the Certificate of Achievement in Business Entrepreneurship, students are able to compare and contrast the impact of the external business environments on small businesses.
- Upon completion of the Certificate of Achievement in Business Entrepreneurship, students are able to construct a business plan, essential marketing plan, and basic financial documents for a small business.
- Upon completion of the Certificate of Achievement in Business Entrepreneurship, students are able to define and provide concrete examples of the "Competitive Advantage" concept that a small business must achieve in order to succeed.
- Upon completion of the Certificate of Achievement in Business Entrepreneurship, students are able to describe the nature and characteristics of successful small business persons.
- Upon completion of the Certificate of Achievement in Business Entrepreneurship, students are able to detail key business procedures relevant to a specific problem using appropriate technology.
- Upon completion of the Certificate of Achievement in Business Entrepreneurship, students are able to summarize the responsibilities of small business owners in selecting, motivating, training, and supervising employees.

Business Workforce Proficiency - Certificate of Achievement

- Upon completion of the Certificate of Accomplishment in Business Workforce Proficiency, students are able to apply standard business English to oral and written communications, including grammar, punctuation, mechanics, vocabulary, style, media, and usage.
- Upon completion of the Certificate of Accomplishment in Business Workforce Proficiency, students are able to describe the work ethic needed for success in today's work environment.
- Upon completion of the Certificate of Accomplishment in Business Workforce Proficiency, students are able to develop business communications that present information in an organized and concise manner.
- Upon completion of the Certificate of Accomplishment in Business Workforce Proficiency, students are able to explain group dynamics as they apply to an individual working effectively within a group and within teams.
- Upon completion of the Certificate of Accomplishment in Business Workforce Proficiency, students are able to identify the primary business operations, business organizational options, and business procedures.

Retail Management (W AFC) - Certificate of Achievement

- Upon completion of the Certificate of Achievement in Retail Management (W AFC), students are able to demonstrate the integration of basic management theories into supervisory and management functions.
- Upon completion of the Certificate of Achievement in Retail Management (W AFC), students are able to determine the demand for products and services offered by a firm and identify potential customers.