

Examples of learning objectives, measurement tools & possible program relationships

Learning objective	Measurement examples	Possible CNM Class Relationships
Create job costing system	completed system	ACCT 1210/ ACCT 2230
Handle petty cash: monitor reimbursement requests	petty cash forms	ACCT 1111/ ACCT 1140
Reconcile cash deposits to sales receipts & investigate discrepancies	discrepancy resolution report	ACCT 2101
Participate in pricing of printing orders	price estimates	ACCT 1210/ ACCT 2230
Computerization of company records	completed computerization with general ledger & financial statements from software package	ACCT 1410 or ACCT 2520
Prepare bank reconciliations	Completed reconciliation form	ACCT 1111/ ACCT 1140
Prepare financial statements	Monthly financial statements	ACCT 1111/ ACCT 1140
Employee relations skills: Improve communication w/co-workers	Co-worker feedback forms compared to prior feedback showing improved evaluations	BA 1131/ BA 1133
Work in production of media event: arrange ticket printing, usher teams, stage erection/tear-down, selling of tickets, bookkeeping on spreadsheets of expenditures	Examples of output created	BA 2222/ BA 2284
Prepare a marketing plan for...	Completed, written marketing plan demonstrating knowledge of consumer, market competition, etc.	BA 2222/ BA 2222
Create and place advertisement for...	Create advertising copy and analyze media to select, budget, plan and produce the ad copy	BA 2228
Create database to convert current manual archive system to electronic format	database in new format	CIS 1183
Maintain current databases in Access	database with new additions	CIS 1183
Design sound security policies	Copies of policies	CIS 2450
Repair computers	maintain list of computers repaired, listing problem & how problem was resolved	CIS 2120
Use advanced photo enhancement techniques	Completed project using these techniques	CIS 2381
Perform analysis & design tasks from a project specification.	Completed working application	CIS 2525
Generate procurement documents for services/project	Completed procurement documents	PM 2210