



**COGNITIVE DOMAIN:** Knowledge; what graduates will know.

Knowledge and Comprehension

- ◆ Be able to execute Word, Excel, PowerPoint application , familiarity with Access
- ◆ Be able to utilize accounting software as it relates to related industry

*Application*

- ◆ Read for meaning and accuracy
- ◆ Determine layout and design of documents
- ◆ Oral communication skills
- ◆ Written communication skills

*Analysis, Synthesis & Evaluation*

- ◆ Be able to conduct Internet research and **utilize** other research materials

**AFFECTIVE DOMAIN:** Attitude; growth in feelings or emotional areas

- ◆ Detailed oriented
- ◆ Professionalism

**PSYCHOMOTOR DOMAIN:** Skills; manual or physical

- ◆ Be able to conduct internet research

September 2, 2009