

Part 2: Program Description

Download the most current NCCCS program curriculum standard and attach to [this document](#). Verify that the program description listed in the catalog is correct and then click on the box below if it is correct. If not, you will edit the description.

☐ Catalog description is correct.

Catalog Description Corrections:

2.1 Program Learning Objectives/Outcomes:

It is important for each program to have outcomes designed to fulfill the mission/purpose of the program/department. This ensures alignment between unit/program goals/outcomes and the mission/strategic goals of the institution. Please identify the program learning objectives/outcomes and how these outcomes relate to [Richmond Community College's mission](#)

| | ObjectiveOutcome | RelationshipToMission |
|---|---|--|
| <input type="button" value="Delete"/> <input type="button" value="Edit"/> | Graduates will be able to choose and utilize the appropriate Microsoft Office software to complete tasks and projects independently. | Educational and Workforce Development |
| <input type="button" value="Delete"/> <input type="button" value="Edit"/> | Graduates will be able to demonstrate the correct formatting rules and procedures for professional business correspondence in composing this type of correspondence during simulated exercises. | Educational and Training |
| <input type="button" value="Delete"/> <input type="button" value="Edit"/> | Students will be able to create a cover letter to go along with a resume, follow-up letter, and thank the company for the interview. | Educational, Workforce Development, Training |
| <input type="button" value="Insert"/> <input type="button" value="Clear"/> | <input type="text"/> | <input type="text"/> |

2.2 Program to Course Matrix:

It is important to align when aspects of the program learning objective/outcome are introduced, reinforced, emphasized and assessed. Please consider when this occurs in the major and other required courses specific to the program. Plot with an "I" where a program learning objective/outcome is introduced. Plot with an "R" where a program learning objective/outcome is reinforced. Plot with an "E" where a program learning objective/outcome is emphasized. Plot with an "A" where the final assessment of mastery of the program learning objective/outcome is completed. Please keep in mind assessments will need to be collected where a letter is plotted in the matrix.

| | CourseNumber | PLO1 | PLO2 | PLO3 | PLO4 | PLO5 | PLO6 | PLO7 |
|--|--------------|------|------|------|------|------|------|------|
| <input type="button" value="Delete"/> <input type="button" value="Edit"/> | OST 122 | | I | | I | | | |
| <input type="button" value="Delete"/> <input type="button" value="Edit"/> | OST 131 | I | E/R | | E/R | | | |
| <input type="button" value="Delete"/> <input type="button" value="Edit"/> | OST 184 | | E/R | I | | | | |
| <input type="button" value="Delete"/> <input type="button" value="Edit"/> | OST 132 | I | E/R | | E/R | | | |
| <input type="button" value="Delete"/> <input type="button" value="Edit"/> | OST 134 | E/R | E/R | I | E/R | | | |
| <input type="button" value="Delete"/> <input type="button" value="Edit"/> | OST 136 | E/R | E/R | | | | | |
| <input type="button" value="Delete"/> <input type="button" value="Edit"/> | OST 164 | | E/R | | | | | |
| <input type="button" value="Delete"/> <input type="button" value="Edit"/> | OST 133 | E/R | E/R | | E/R | | | |
| <input type="button" value="Delete"/> | | | | | | | | |

| | | | | | | | | |
|------------------------------------|---------|-----|-----|---|-----|--|--|--|
| <div>Edit</div> | OST 137 | E/R | E/R | | E/R | | | |
| <div>Delete</div> <div>Edit</div> | OST 236 | E/R | E/R | | | | | |
| <div>Delete</div> <div>Edit</div> | OST 233 | I | E/R | | | | | |
| <div>Delete</div> <div>Edit</div> | OST 286 | A | A | A | A | | | |
| <div>Delete</div> <div>Edit</div> | OST 289 | A | A | A | A | | | |
| <div>Insert</div> <div>Clear</div> | | | | | | | | |

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