

Programme Assessment Plan (2016-2019)
Mission Statement, Outcomes, and Learning Opportunities

Department	Business and Computer Studies
Program and Degree	Business Administration – Accounting Concentration (Associate Degree)
Program Assessment Coordinator	Phillip Fahie
Department Head	Marva Wheatley Dawson
Assessment Team	Instructor for BUS241, ACC201 & ACC210
Date updated/submitted	April 20, 2016
Approved/ SDOC	

PROGRAMME GOALS AND/OR MISSION STATEMENT

Our mission statement is as follows:

The Associate Degree Programme in Accounting is designed to prepare students with the necessary skills for work placement. In this program, students are expected to demonstrate the ability to interpret financial statements for decision making purposes and apply management decisions based on the financial position of the company's using proper control methods. Students will also build on skills that were learned in the Business Administration program.

Our program goals are as follows:

1. Prepare students for entry- level jobs in the accounting field and for transfer to baccalaureate program
2. Provide students with opportunities to develop a deeper understanding of the issues and challenges presented by a dynamic and rapidly evolving global business environment
3. Enhance the development of students' written and oral communication skills
4. Encourage critical thinking, analytical skills and problem solving so that active and integrated learning may occur
5. Promote the understanding, application, and the use of current technology

PROGRAMME LEARNING OUTCOMES

Our program learning outcomes are as follows:

1. Apply accounting practices and regulations in preparing financial statements.
2. Demonstrate the ability to use Financial statements for making management decisions in a business environment.
3. Prepare, analyze, and interpret business financial statements for both internal and external.
4. Prepare a cash flow statement; analyse and communicate the results
5. Use accounting software and computer program effectively to communicate and analyze information related to accounting and business
6. Use critical thinking skills to solve financial problems in business situations
7. Prepare an audit plan for a designated company and determine the audit evidence that will be required

- 8. Communicate effectively in written and oral form in business situations using accounting reports
- 9. Demonstrate the ability to apply ethical conduct in the accounting profession.

LEARNING OPPORTUNITIES

The program curriculum map (below) shows where we introduce students to each learning outcome, give students opportunities for practice and reinforcement, and collect data and evidence of their learning. *Tip: When possible and appropriate, include the type of assessment/activity associated with the learning outcome.*

Key: I = introduced P = practiced/reinforced D = demonstrated mastery A = assessment evidence collected

Programme Learning Outcomes	Courses														
	ACC 100	ACC 101	BUS 100	BUS 110	BUS 120	BUS 203	ECN 100	ECN 105	ENG 114	MAT 113	BUS 101	ACC 201	ACC 210	ACC 220	BUS 241
1. Apply standards/regulations in the preparation of financial statements	I, P	I, P										D, A Project			
2. Demonstrate the ability to use accounting statements for making management decisions in a business environment	I	I		I		D							D, A Project		P
3. Prepare, analyze, and interpret business accounting/financial statements for both internal and external use	I, P	I, P										D, A Final exam questions	D	P	D, A Final exam questions
4. Prepare a cash flow statement; analyse and communicate the results	I, P	I, P A Final Exam										D, A Final exam questions	I, P		
5. Use accounting software and computer program effectively to communicate and analyze information related to accounting and business	I, P, D, A Project	P	P	P	P	P	P	P	P	P	P	D	D	D	D
6. Use critical thinking skills to solve accounting	I, P	I, P				D						D, A Project	D	D	D

problems in business situations												Self-assessment			
7. Prepare an audit plan for a designated company and determine the audit evidence that will be required						D						D, A Project	D	D	D
8. Communicate effectively in written and oral form in business situations using accounting reports	I, P	D				D						D	D, A Project Self-assessment	D	D
9. Apply ethical principles and standards that are accepted in the accounting industry	I, P	I, P										D	I, P	D, A Final exam questions	

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ITEM	Publication Location or Distribution					
	HLSCC Catalog (provide section title)	Website www.hlsc.edu.vg/bcs	Annual Reports	Brochures	Course Syllabi	Other (please describe, e.g. department meeting, advising session)
Programme mission/goals		X	X	X	X	
Programme-level student learning outcomes		X	X	X	X	Programme Review, Department Meetings, Advising
Learning opportunities (curriculum map)			X			Advising

TIMELINE

One outcome will be assessed each semester as shown below.

Programme Learning Outcomes	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019
1. Apply Generally Accepted Accounting Practices (GAAP) and regulations in preparing accounting/financial statements						x
2. Demonstrate the ability to use accounting statements for making management decisions in a business environment						x
3. Prepare, analyze, and interpret business accounting/financial statements for both internal and external use					x	
4. Utilize internal control methodologies to enhance the reliability of the accounting function					x	
5. Use accounting software and computer program effectively to communicate and analyze information related to accounting and business		x				
6. Use critical thinking skills to solve accounting problems in business situations			X			
7. Conduct research to analyze and report on accounting statements for management purposes			X			
8. Communicate effectively in written and oral form in business situations using accounting reports		x				
9. Apply ethical principles and standards that are accepted in the accounting industry				x		

Program Assessment Plan (2016-2019)
Mission Statement, Outcomes, and Learning Opportunities
Computer Studies

Department	Business and Computer Studies
Program and Degree	Computer Studies (Associate Degree)
Program Assessment Coordinator	Sherrine Augustine
Department Head	Marva Wheatley Dawson
Assessment Team	Fidel Captain, Sherrine Augustine, Keturah Flemming, Jason George
Date updated/submitted to OOA	August 20, 2016
Date approved by SOAC	

PROGRAM MISSION STATEMENT

Our mission statement is as follows:

The mission of the Computer Studies program is to prepare professionally responsible and competent individuals who will demonstrate the computing skills that are necessary to function successfully in the workplace or pursue further studies in Computer Information Systems.

PROGRAM GOALS *[2-6 recommended]*

Our program goals are as follows:

1. Prepare students for entry- level jobs in the information technology industry and for transfer to baccalaureate programmes
2. Provide students with the fundamental knowledge and skills related to programming, databases, operating systems, and networking in business environments
3. Enhance the development of students' written and oral communication skills
4. Encourage critical thinking and problem solving so that active and integrated learning may occur
5. Adjust the curriculum to reflect technological changes and changing business and industry conditions

PROGRAM LEARNING OUTCOMES *[3-8 recommended]*

Our program learning outcomes are as follows:

1. Analyze real world situations and identify the appropriate software solutions

2. Demonstrate a knowledge of, and ability to use, current technology, terminology, and concepts in the computer field
3. Analyze a problem, design a computing solution, and implement the solution, using accepted industry standard techniques at each stage
4. Demonstrate the ability to effectively plan and manage time in the execution of computing projects
5. Demonstrate awareness of the usefulness of emergent computer technologies in the business domain
6. Present a report on project work in written and oral forms
7. Demonstrate an awareness of the ethical and societal issues relating to the use of computers in society

LEARNING OPPORTUNITIES

The program curriculum map (below) shows where we introduce students to each learning outcome, give students opportunities for practice and reinforcement, and collect data and evidence of their learning. *Tip: When possible and appropriate, include the type of assessment/activity associated with the learning outcome.*

Key: I = introduced P = practiced/reinforced D = demonstrated mastery A = assessment evidence collected

Learning Outcomes	Courses																	Capstone	Course(s) where Learning Outcomes are Assessed
	Programme Requirements									BIS			CIS		Graphic Design				
	ENG 115	CSC 101	CSC 103	CSC 104	CSC 106	BUS 110	CSC 213	ACC 100	CSC 210	CSC 211	CSC 114	CSC 214	CSC 113	CSC 203	CSC 108	CSC 206	CSC 208		
Analyze real world situations and identify the appropriate software solutions		I	I	I	P	I	D	I		D	P	I	P	D	P	P	D	A	CSC 208
Demonstrate a knowledge of, and ability to use, current technology, terminology, and concepts in the computer field		I	I	I	D		D		I	D	P	P	P	D	P	D	D	A	CSC 206
Analyze a problem, design a computing solution, and implement the solution, using accepted industry standard techniques at each stage			P		P		D			D	P		P	D	P	P	D	A	CSC 213

Demonstrate the ability to effectively plan and manage time in the execution of computing projects			I		D		D			D			P	D	I	D	P	A	CSC 215
Demonstrate awareness of the usefulness of emergent computer technologies in the business domain		I	I			I	D			D	P	I	P	D	P		D	A	CSC 211
Present a report on project work in written and oral forms	I		P			D			D				P	P				A	CSC 215
Demonstrate an awareness of the ethical and societal issues relating to the use of computers in society		I	P	P	P		D		I	D		D				P		A	CSC 214

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	HLSCC Catalog (provide section title)	Website (provide URL)	Annual Reports	Brochures	Course Syllabi	Other (please describe, e.g. department meeting, advising session)
Program mission/goals		X			X	Posted in the department
Program-level student learning outcomes		X			X	Department meetings for programme review
Learning opportunities (curriculum map)	X	X		X	X	Advising, Department meetings

TIMELINE

One outcome will be assessed each semester as shown below.

Learning Outcomes	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2019	Spring 2019
Analyze real world situations and identify the appropriate software solutions	CSC 208					
Demonstrate a knowledge of, and ability to use, current technology, terminology, and concepts in the computer field						CSC 206
Analyze a problem, design a computing solution, and implement the solution, using accepted industry standard techniques at each stage			CSC 213			
Demonstrate the ability to effectively plan and manage time in the execution of computing projects				CSC 215		
Demonstrate awareness of the usefulness of emergent computer technologies in the business domain					CSC 211	
Present a report on project work in written and oral forms				CSC 215		
Demonstrate an awareness of the ethical and societal issues relating to the use of computers in society		CSC 214				

Program Assessment Plan (2016 - 2019)
Mission Statement, Outcomes, and Learning Opportunities
Hotel Management

Department	Business and Computer Studies
Program and Degree	Hotel Management (Associate Degree)
Program Assessment Coordinator	Keshia Davis Barnes
Department Head	Marva Wheatley Dawson
Assessment Team	Keshia Davis Barnes, John Albright
Date updated/submitted to OOA	
Date approved by SOAC	

PROGRAM MISSION STATEMENT

Our mission statement is as follows:

The mission of the Hotel Management program is to prepare professionally responsible and competent individuals who demonstrate the skills that are necessary to work successfully in the lodging industry or pursue further studies in Hotel/Motel Management.

PROGRAM GOALS *[2-6 recommended]*

Our program goals are as follows:

1. Prepare students for entry- level jobs in the hospitality industry and for transfer to baccalaureate programmes
2. Provide students with opportunities to develop a deeper understanding of the issues and challenges presented by a dynamic and rapidly evolving hospitality industry
3. Enhance the development of students' written and oral communication skills
4. Encourage critical thinking and problem solving so that active and integrated learning may occur
5. Promote the understanding, application, and the use of current technology

PROGRAM LEARNING OUTCOMES [3-8 recommended]

Our program learning outcomes are as follows:

1. Apply basic laws and practices that guide business transactions and guest relations in the hospitality industry
2. Apply accounting techniques that are specific to the hospitality industry
3. Analyze trends that measure changing consumer travel and lodging needs that influence business practices
4. Demonstrate knowledge of technology skills needed to communicate effectively and solve problems in the hospitality industry
5. Develop oral presentation skills that demonstrate analysis, relevance, and visual effectiveness
6. Conduct research to analyze business situations and to seek out business opportunities in the hospitality industry
7. Apply property management and administrative functions to situations managers face in the lodging industry
8. Apply maintenance techniques for property improvement and for guest safety

LEARNING OPPORTUNITIES

The program curriculum map (below) shows where we introduce students to each learning outcome, give students opportunities for practice and reinforcement, and collect data and evidence of their learning. *Tip: When possible and appropriate, include the type of assessment/activity associated with the learning outcome.*

Key: I = introduced P = practiced/reinforced D = demonstrated mastery A = assessment evidence collected

Program Learning Outcomes	Courses											
	ACC 100	BUS 100	BUS 110	BUS 120	BUS 140	ECN 100	ENG 114	HRM 100	HRM 110	HRM 152	HRM 215	HRM 254
Apply basic laws and practices that guide business transactions and guest relations in the hospitality industry		I			P			P	I, P, D	P	D, A Final exam questions	D, A Internship
Apply accounting techniques that are specific to the hospitality industry	I							P		P	D, A Final exam questions	
Analyze trends that measure changing consumer travel and lodging needs that influence business practices			I			I		P	D, A Component of project	P		
Demonstrate knowledge of technology skills needed to communicate effectively and solve problems in the hospitality industry	I								D, A Component of project, Final exam questions	P	P	D
Develop oral presentation skills that demonstrate analysis, relevance, and visual effectiveness			I	P	P			P	P	P	D, A Oral presentations, Self-assessment	D
Conduct research to analyze business situations and to seek out business opportunities in the hospitality industry			I	P		I			P	D, A Project		D, A Research paper

Apply property management and administrative functions to situations managers face in the lodging industry					I		I	P		P		D, A Internship
Apply maintenance techniques for property and for guest safety								I				P, D, A Internship

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	HLSCC Catalog (Programme Section)	Website www.hlsc.edu.vg/bcs	Annual Reports	Brochures	Course Syllabi	Other (please describe, e.g. department meeting, advising session)
Program mission/goals				X	X	
Program-level student learning outcomes	X	X		X	X	Advising, department meetings
Learning opportunities (curriculum map)		X				Department meetings for programme review, Student outcomes development meetings

TIMELINE

Program Learning Outcomes	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019
Apply basic laws and practices that guide business transactions and guest relations in the hospitality industry		HRM 254 HRM 215				
Apply accounting techniques that are specific to the hospitality industry		HRM 215				
Analyze trends that measure changing consumer travel and lodging needs that influence business practices			HRM 110			
Demonstrate knowledge of technology skills needed to communicate effectively and solve problems in the hospitality industry	HRM110					
Develop oral presentation skills that demonstrate analysis, relevance, and visual effectiveness				HRM 215		
Conduct research to analyze business situations and to seek out business opportunities in the hospitality industry					HRM 152	HRM 254
Apply property management and administrative functions to situations managers face in the lodging industry						HRM 254
Apply maintenance techniques for property and for guest safety				HRM 254		

GENERAL SCIENCE – PROGRAM LEARNING OUTCOMES (2016 – 2019)

Mission

The mission of the General Science program is to provide students with a solid foundation in core sciences and foundational mathematics for successful transfer to four-year institutions or employment.

Program Goals

1. Prepare students for entry-level jobs in the field of science and for transfer to baccalaureate program
2. Provide students with a solid foundation in the concepts and methods of a variety of science and mathematics disciplines
3. Enhance the development of students' competency in scientific enquiry, writing, and oral presentation
4. Develop analytical and critical thinking skills.

Program Learning Outcomes

1. Explain fundamental principles and concepts across core sciences
2. Apply scientific methodology to laboratory investigations
3. Communicate effectively, results of scientific inquiries orally and/or in writing
4. Demonstrate appropriate laboratory skills
5. Apply mathematical techniques across core sciences.

Learning Opportunities (Curriculum Map)

PROGRAM LEARNING OUTCOMES	Core Science		Electives (minimum 7CR)			
	BIO 110 and BIO 112	CHE 110 and CHE 112	SCI 235	BIO 2XX Courses	CHE 2XX Courses	PHY 110/112
Explain fundamental principles and	I, P, D, A	I, P, D, A	P,D	I, P, D, A	I, P, D, A	I, P, D, A

PROGRAM LEARNING OUTCOMES	Core Science		Electives (minimum 7CR)			
	BIO 110 and BIO 112	CHE 110 and CHE 112	SCI 235	BIO 2XX Courses	CHE 2XX Courses	PHY 110/112
concepts across core sciences	Final exam questions	Final exam questions		Final exam questions	Final exam questions	Final exam questions
Apply scientific methodology to laboratory investigations	I, P, D	I, P, D	P, D, A Data assignment	P, D, A Lab reports	P, D, A Lab reports	I, P, D, A Lab reports
Communicate effectively results of scientific inquiries orally and/or in writing	I, P	I, P	P, D, A Referencing Assignment #2 and Oral Presentation	I, P, D, A Research Topic / Oral Presentation	I, P, D, A Research Topic / Oral Presentation	I, P, D, A Research Topic & Oral Presentation
Demonstrate appropriate laboratory skills	I, P, D,	I, P, D, A LAB practical exam		P, D	P, D,	P,D
Apply mathematical techniques across core sciences.	I, P, D	I, P, D, A	P, D	I, P, D	I, P, D	I, P, D, A

Key: I = introduced

P = practiced/reinforced D = demonstrated mastery

A = assessment evidence collected

Proposed Assessment Timeline

Program Learning Outcomes	Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019
1. Explain fundamental principles and concepts across core sciences								X
2. Communicate effectively results of scientific inquiries orally and/or in writing						X	X	
3. Apply scientific methodology to laboratory investigations								X
4. Demonstrate appropriate laboratory skills						X		X
5. Apply mathematical techniques across core sciences.					X		X	

Kindly note that during the 2015/16 academic year the department was allowed to reflect on the assessment process as well as review the

Science programs - Biology Concentration, Chemistry Concentration, General Science and Natural Science. As a result of this exercise and recommendations from the Instructional Program Review Committee the department decided to develop a single science program. During the 2016/17 academic year the department developed a single science program – Associate in Science – General Science. This program provided students with a stronger foundation in Mathematics, more Science options during their second year and a reduction in the number of credits required to graduate, as compared with some of the previous programs. Additionally, it allowed for an increase in data collection for the assessment of program learning outcomes.

The program was approved in Spring 2017 and assessment started in Fall 2017. During the period of development and approval the department was advised to discontinue assessment of the previous programs. Hence, assessment reports would be submitted from Fall 2017 onwards.

**H LAVITY STOUTT COMMUNITY COLLEGE
PROGRAM ASSESSMENT PLAN (2016-19)**

Program:	Marine Technology
Department:	Workforce Training
Program Assessment Coordinator:	Maurice Marchand

Program Mission:

To prepare individuals for entry level employment within the local marine industry.

Program Goals:

1. Provide students with the requisite knowledge and skills to be employed in the marine industry.
2. Provide students with the knowledge of workplace hazards so that they will be able to work safely in the marine industry.

Program Learning Outcomes:

1. Distinguish between the different designs and operating principles of internal combustion engines and associated equipment used in marine propulsion and auxiliary systems.
2. Distinguish between the use of various nautical instruments, charts and publications for coastal navigation purposes.
3. Demonstrate safe working practice in the operation of equipment, tools and handling of hazardous materials.
4. Demonstrate knowledge of shipboard personal safety and social responsibilities, elementary first aid, fire prevention and firefighting and personal survival techniques in accordance with STCW guidelines.

Curriculum Map:

The program curriculum map shows where students are introduced to each learning outcome, given opportunities for practice and reinforcement, and where data is collected to provide evidence of students' learning.

Key: I = Introduced

P = Practiced/reinforced

D = Demonstrated mastery

A = Assessment (*include the type of assessment associated with the learning outcome*)

Program Learning Outcomes	AMS 101	AMS 110	AMS 111	AMS 112	AMS 113	AMS 131	AMS 175	AMS 176
PLO 1	I,P,D, A	I,P,D,A Final exam question	I,P,D,A	I,P,D,A Final exam question	I,P,D,A			
PLO 2							I,P,D, A	I,P,D,A Chart Exercise
PLO 3	I,P,D, A	I,P,D,A	I,P,D,A Observation checklist	I,P,D,A	I,P,D,A Observation checklist			
PLO 4						I,P,D,A Competency checklist		

Assessment Timeline:

The assessment timeline allows you to organize the assessment of program learning outcomes over the 3-year assessment cycle. It is recommended that each learning outcome is assessed at least once within the 3-year cycle.

Program Learning Outcomes	First Year in the Assessment Cycle		Second Year in the Assessment Cycle		Third Year in the Assessment Cycle	
	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019
PLO 1					x	
PLO 2				x		
PLO 3						x
PLO 4			x			

Program Assessment Plan (2016-2019)
Mission Statement, Outcomes, and Learning Opportunities
Human Services (Associate Degree)

Department	Humanities, Social Sciences, and Communications
Program and Degree	Human Services (Associate Degree)
Program Assessment Coordinator	Kemouy Sebastian-George
Department Head	Rochelle Smith
Assessment Team	Kemouy George
Date updated/submitted to OOA	August 20 th 2012
Date approved by SOAC	

PROGRAM MISSION STATEMENT

Our mission is as follows:

The mission of the Human Services program is to prepare individuals for entry level employment in a variety of human services settings and to maximize transfer options for individuals who wish to continue their education beyond the community college.

PROGRAM GOALS *[2-6 recommended]*

Our program goals are as follows:

1. Prepare students for entry level employment in a variety of human services settings within the BVI
2. Develop in students an awareness of their individual strengths and potentials from both a personal and professional level
3. Maximize transfer options for students who wish to continue their education beyond the community college

PROGRAM LEARNING OUTCOMES [3-8 recommended]

Our program learning outcomes are as follows:

1. Understand and critically apply psychological theories to rationalize individual development and behavior across the lifespan and interaction among individuals
2. Examine the impact of social attitudes on individuals, groups, and families
3. Apply entry level counseling skills to facilitate individuals, groups, and families
4. Demonstrate the knowledge and basic skills necessary to conduct social research
5. Analyze the impact of social issues on people, agencies, communities, and service systems
6. Analyze the impact of social policies on people, agencies, communities, and service systems
7. Communicate effectively in written and oral form in human services settings

LEARNING OPPORTUNITIES

The program curriculum map (below) shows where we introduce students to each learning outcome, give students opportunities for practice and reinforcement, and collect data and evidence of their learning. *Tip: When possible and appropriate, include the type of assessment/activity associated with the learning outcome.*

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Program Learning Outcomes	Courses								
	PSY 205	PSY 210	PSY 215	PSY 220	SOC 104	SOC 110	SOC 120	SOC 200	SOC 205
Understand and critically apply psychological theories to rationalize individual development and behavior across the lifespan and interaction among individuals	I, P	I, P, D, A Final exam essay question			I, P				I, P, D, A Final exam questions

Examine the impact of social attitudes on individuals, groups, and families	I, P, D, A Research Project			I, P	I, P				
Apply entry level counseling skills to facilitate individuals, groups, and families		I	I, P, D, A Field Work/Peer Counseling Project	I, P, D					
Demonstrate the knowledge and basic skills necessary to conduct social research	I, P	I, P	I, P	I, P	I, P	I, P, D, A Research proposal			I, P
Analyze the impact of social issues on people, agencies, communities, and service systems					I, P		I, P, D, A Final exam questions		
Analyze the impact of social policies on people, agencies, communities, and service systems					I, P			I, P, D, A Research Project	
Communicate effectively in written and oral form in human services settings	I, P, D	I, P, D	I, P, D	I, P, D, A Project, Self-assessment	I, P, D		I, P, D	I, P, D	I, P, D

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Program mission/goals	X		X		X	
Program-level student learning outcomes	X				X	
Learning opportunities <small>(curriculum map)</small>						Student Learning Outcomes Assessment Plan

TIMELINE

Outcomes will be assessed each semester as shown below.

Learning Outcomes	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019
Understand and critically apply sociological and psychological theories to rationalize individual development and behavior across the lifespan and interaction among individuals	X SOC 205		X PSY 210			
Examine the impact of social attitudes on individuals, groups, and families						X PSY 205
Apply entry level counseling skills to facilitate individuals, groups, and families					X PSY 215	
Demonstrate the knowledge and basic skills necessary to conduct social research				X SOC 205		
Analyze the impact of social issues on people, agencies, communities, and service systems		X Soc 104				
Analyze the impact of social policies on people, agencies, communities, and service systems						SOC 200
Communicate effectively in written and oral form in human services settings					X PSY 215	