Degree-Granting Programs

Name of Department: Computer Information Systems

Complete a separate template for every degree & certificate.

Program AA--Administrative Assistant
PSLO: demonstrate knowledge of business operations, procedures, and process, the business organization, and ethical standards and social responsibilities as they apply to business situations. (Admin) (new PSLO)
PSLO: create business-related documents using the various functions—basic, intermediate, and advanced—of software programs such as Word, Excel, and PowerPoint. (Apps)
SLO results will be discussed in the semester following assessment; PSLO results will be discussed the semester after all courses have been assessed.

	Year 1 (2020-21)		Year 2 (2021-22)		Year 3 (2022-23)	
AA-Adm. Asst	Fall	Spring	Fall	Spring	Fall	Spring
Course	Admin	Apps	PSLO	Apps	PSLO	PSLO
CIS 74	describe the charactistics and personal qualities that are important for admnistrative professions and the importance of ethics, customer service, and teamwork in the workplace					
CIS 43		use principles of routine and informative writing to create an appropriate response; apply standard business English including grammar, punctuation, and mechanics				
CIS 54		analyze a business problem and apply appropriate Excel formulas, functions, and features to develop a solution.				
CIS 88A		create, save, retrieve, edit and print documents in correct business formats				
CIS 88B		produce complex business documents, create tables of contents and indexes, use Word's collaboration features to share documents, and integrate data from Excel and other programs.				
CIS 89A		design, create, and view slide show presentation				