Degree-Granting Programs

Name of Department: Computer Information Systems

Complete a separate template for every degree & certificate.

AA-Administrative Assistant, page 2

	Year 1 (2020-21)		Year 2 (2021-22)		Year 3 (2022-23)	
AA--Adm. Asst	Fall	Spring	Fall	Spring	Fall	Spring
Course	PSLO	PSLO	Apps	Apps	PSLO	PSLO
CIS 57				create a table in a database; include with at least three fields using different field types		
CIS 59			build web sites using Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) with the foundation skills such as: text configurations, color configuration and page layout to create Web Sites with enhanced focus on design, accessibility and Web standards			
CIS 75				use email systems such as Outlook to create contacts, calendar appointments, and send email messages		
CIS 50				demonstrate basic computing literacy by using office applications, the Internet and computer-based tutorials.		
CIS 72A				utilize a database application to enter, edit, find, sort, and delete records and to create queries and reports, including mailing labels		
CIS 72B				embed and link data stored in an Excel worksheet into a Word document		