Degree-Granting Programs

Name of Department: Computer Information Systems

Complete a separate template for every degree & certificate.

Program: Certificate of Achievement, Administrative Medical Assistant
PSLO: Upon completion of the Certificate of Achievement in Administrative Medical Assistant, students are able to describe the characteristics and personal qualities that are important for an Administrative Medical Assistant and the importance of ethics, customer service, and teamwork in the workplace. (Admin)
PSLO: Upon completion the Certification of Achievement in Administrative Assistant, students will be able to create business-related documents using the various functions—basic, intermediate, and advanced—of software programs such as Word, Excel, and PowerPoint. (Apps) New PSLO.
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)	
COA--Adm Med	Fall	Spring	Fall	Spring	Fall	Spring
Course	Admin	Apps	Admin	Apps	PSLO	PSLO
CIS 43	use principles of routine and informative writing to create an appropriate response; apply standard business English including grammar, punctuation, and mechanics					
CIS 79	medical office principles and procedures to include the importance of medical ethics in application of professional office behavior, telecommunications, scheduling appointments, office equipment, medical documents and word processing, managing medical records, banking, payroll, expense reports, petty cash, billing, recordkeeping, postal services, health insurance, coding, and utilizing the Internet for online financial					
CIS 75			demonstrate effective and efficient telephone techniques for answer phones, taking messages, and assisting customers in a business environment			
CIS 8				apply basic formatting to Word documents, create basic Excel spreadsheets, and create PowerPoint presentations that contain text and graphics.		
CIS 55				construct projects efficiently generating solutions using various workplace computer programs		