Degree-Granting Programs

Name of Department: Computer Information Systems

Complete a separate template for every degree & certificate.

Program: Certificate of Achievement Computer Applications Software
PSLO: ...create appropriate business documents including reports, letter, emails, project plans, message, and website, and apply standard business English, including grammar, punctuation, and mechanics. (Comm)
PSLO: ...to analyze a business problem and develop a solution using appropriate applications software. (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)	
COA--Com Apps	Fall	Spring	Fall	Spring	Fall	Spring
Course	Comm	Apps	Comm		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 75			demonstrate effective and efficient telephone techniques for answer phones, taking messages, and assisting customers in a business environment			
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				