Degree-Granting Programs

Name of Department: Computer Information Systems

Complete a separate template for every degree & certificate.

COA--Administrative Assistant, page 2

	Year 1 (2020-21)		Year 2 (2021-22)		Year 3 (2022-23)	
COA--Adm. Asst	Fall	Spring	Fall	Spring	Fall	Spring
Course	PSLO	PSLO	PSLO	Apps	Apps	PSLO
CIS 55				construct projects efficiently generating solutions using various workplace computer programs		
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		
CIS 73A				key numeric data using the numeric keypad at a minimum rate of 90 strokes per minute with 98 percent accuracy		
CIS 75				use email systems such as Outlook to create contacts, calendar appointments, and send email messages		