Degree-Granting Programs

Name of Department: Computer Information Systems

Complete a separate template for every degree & certificate.

In this box, describe the reasoning behind your 3-year plan and in which semester(s) you plan to discuss the results.
Program: Certificate of Achievement Administrative Assistant
PSLO: ...demonstrate the ability to successfully use basic English language skills (grammar, punctuation, capitalization, etc.) in business documents. (Comm)
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)	
COA--Adm Asst.	Fall	Spring	Fall	Spring	Fall	Spring
Course	Comm	Apps	PSLO	PSLO	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 74	ability to produce correctly formatted business documents					
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				