Course to Program Mapping Template

Program name APPLICATION SOFTWARE SPECIALIST   Division __BUSINESS_____   Date JULY 3, 2015

Catalog year   ___2015/16_____ Completed by LEINBACH

Program-level Student Learning Outcomes	Course # ADMIN 102	Course # ADMIN 201	Course # CIS 109	Course # CIS 112	Course # CIS 118	Course # CIS 123	Course # CIS 130	Course # CIS 188	Course # WPR 102	Course # WPR 103	Course #
Demonstrate the ability to input and access information accurately and efficiently.	K,C,AP,AN										
Identify networking concepts, operating systems and computer equipment used in today's businesses.			K,C	K,C	K,C,AP,AN		K,C,AP,AN		K,C,AP		
Demonstrate proficiency in the Microsoft Office Suite.			K,C,AP,AN	K,C,AP,AN		K,C,AP,AN	K,C,AP		K,C,AP	K,C,AP,AN	
Develop proficiency in the operation of word processing software and the use of advanced word processing functions.							K,C,AP		K,C,AP	K,C,AP,AN	
Demonstrate professional business communications skills.						K,C,AP,AN	K,C,AP				
Demonstrate proficiency with desktop publishing software.								K,C,AP,AN			
Use the microcomputer to improve office productivity and efficiency.		K,C,AP,AN	K,C,AP,AN	K,C,AP,AN	K,C,AP	K,C,AP	K,C,AP	K,C,AP,AN	K,C,AP	K,C,AP,AN	
Develop proficiency in organizing, sorting, managing and presenting information with application software programs.		K,C,AP,AN				K,C,AP	K,C,AP,AN		K,C,AP		
Perform complex hands-on administrative management activities.		K,C,AP,AN									

Use the following codes, based on Bloom's taxonomy, under each course number as appropriate: K=Knowledge level; C= Comprehension level; Ap= Application level; An=Analysis or above
*All core courses within the program should be included in the Program map.