

Program: Information Processing Specialist

Degree: Associate in Applied Science

Program Learning Outcomes:

1. Evaluate, choose and use commercial software applications appropriate for a given task and in a given office setting.
2. Utilize commercial software to maintain a company's presence on the Internet and World Wide Web.
3. Demonstrate the ability to use and maintain the data in a company database (with minor structure updates and/or changes).
4. Communicate effectively with clients and co-workers both orally and in written documents utilizing appropriate business language and structure.
5. Demonstrate an appropriate workplace presence, including displaying a positive attitude, appropriate workplace attire and etiquette.
6. Collaborate and work effectively with both clients and co-workers.
7. Demonstrate the ability to work independently as needed to achieve an organization's goals.

Assessment Cycle:

	AY 2017-2018	AY 2018-2019	AY 2019-2020	AY 2020-2021
Outcome #1				A
Outcome #2	A	R		
Outcome #3	A	R		
Outcome #4		A	R	
Outcome #5		A	R	
Outcome #6			A	R
Outcome #7			A	R
IELO	A	R	A	R

A = Assessment evidence collected

R = Reflect on data, action plan devised, prep year

Program Curriculum Map

	PROGRAM LEARNING OUTCOMES							IELO
	#1	#2	#3	#4	#5	#6	#7	
BOTE 152			X	X				To Be Determined
BOTE 108 or MATH 103			X	X				Quantitative Literacy
CIS 102	X			A		X	X	Creative Thinking
BOTE 121 or ENGL 120				X				To Be Determined
CSCI 101								General Education
BOTE 210	X			A	A	X	X	Written Communication
CIS 105	X		A			X	X	Creative Thinking
CIS 130	X			A		X	X	Creative Thinking
ENGL 110								General Education
BOTE 209	X			X	A	A	X	To Be Determined
CIS 154		A					X	Written Communication
CIS 210	X	X		A			X	Creative Thinking
CIS 230		A					X	Written Communication
CIS 104	X		A					Creative Thinking
CIS 195 or CIS 197						X	X	To Be Determined
CIS 202	A			X			X	To Be Determined
CIS 252			A				A	Problem-Solving
CIS 256		X			A	X	A	Creative Thinking
ENGL 125								General Education
General Education Courses	ENGL 110 ENGL 125 CSCI 101							

X = Material introduced, reinforced, and/or opportunity to practice

A = Assessment evidence collected (e.g., lab activity, exam, paper, assignment, etc.)