

Northwestern Michigan College Office Application Specialist Certificate

Program Learning Outcomes Map (Fall 2022)



Course #	PLO1 (WP)			PLO2 (SS)			PLO3 (Pres)			PLO4 (OS)			PLO5 (DA)			PL6 (Eth)			PL7 (Com)			Certification Options *	GenEd Outcomes		
	I	D	M	I	D	M	I	D	M	I	D	M	I	D	M	I	D	M	I	D	M		Comm.	Critical Thinking	Quantitative Reasoning
BUS 155																							x	x	
CIT 119																						MO-100 Microsoft Word			
CIT 122A																									
CIT 124																						MO-300 Microsoft PowerPoint			
CIT 210																						MO-200 Microsoft Excel			x
CIT 211																						PL-300 MS Power BI			x
MKT 208																							x	x	

Program Learning Outcomes

- Word Processing (WP)** - Use word processing skills to solve business problems.
- Spreadsheets (SS)** - Use spreadsheet skills to solve business problems.
- Presentations (Pres)** - Use presentation skills to solve business problems.
- Operating System (OS)** - Utilize applications, utilities and file management in the Windows environment.
- Data Analysis (DA)** - Utilize Data Analysis to solve business problems.
- Ethics (Eth)** - Demonstrate professional and ethical characteristics
- Communication (COM)** - Communicate effectively both written and oral.

* Some certifications are required in the course, and others are optional.

Key	
I	= Introduce
D	= Develop
M	= Master