

# Northwestern Michigan College Microsoft Office Applications Specialist Certificate Program Learning Outcomes Map (2018 Fall)

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	GenEd Outcomes		
								Communication	Critical Thinking	Quantitative Reasoning
<b>BUS 155</b>		D	I, D					X	X	
<b>CIT 119</b>	D, M	D	D	I, D, M						
<b>CIT 122A</b>	I, D, M	D	D							
<b>CIT 124</b>	D, M	D	D				I, D, M			
<b>CIT 170</b>	D, M	D	D			I, D, M			X	
<b>CIT 210</b>	D, M	D	D		I, D, M					X
<b>MKT 208</b>		D	D					X	X	



<b>Key</b>
I = Introduce
D = Develop
M = Master

## Program Learning Outcomes

- 1 The student will work with applications, utilities and file management in the Windows environment.
- 2 The student will demonstrate professional and ethical characteristics
- 3 The student will communicate effectively.
- 4 The student will apply word processing skills to solve business problems.
- 5 The student will apply spreadsheet skills to solve business problems.
- 6 The student will apply database skills to solve business problems.
- 7 The student will apply presentation skills to solve business problems.

Updated: 9/20/18