

Northwestern Michigan College Microsoft Office Administration Certificate Program Learning Outcomes Map (2018 Fall)

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	GenEd Outcomes		
									Communication	Critical Thinking	Quantitative Reasoning
ACC 121								I			X
BUS 101			D					I	X		
BUS 155		D	I, D						X	X	
BUS 231			D						X		
CIT 119	D, M	D	D	I, D, M							
CIT 122A	I, D, M	D	D								
CIT 124	D, M	D	D				I, D, M				
CIT 170	D, M	D	D			I, D, M				X	
CIT 210	D, M	D	D		I, D, M						X
MKT 208		D	D						X	X	
PHL 105											
PHL 201		D	D						X	X	
PHL 202											



Northwestern
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Key

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.
- 8 The student will demonstrate knowledge of business operations, the business organization, and business procedures.

Updated: 9/20/18