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| **Program/Discipline Learning Outcomes** |
| **Academic Year: 2018** |
| **Program/Discipline: Microsoft Office Specialist Certificate** |
| **PROGRAM/DISCIPLINE CONTACT** |
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| **Learning Outcome:****(Successful students will be able to)** | **Course(s) in which the assessment will be performed** | **Semesters the outcome will be assessed** | **Assessment tools used for learning outcome** |
| 1 | *Demonstrate digital competency using client and cloud software* | CIS110, CIS201  | Fall / Winter / Spring | Course project / Final Exam |
| 2 | *Design professional word documents (using text, images, smart art, tables, tabs)* | CIS120 | Fall / Winter / Spring | Course project / Final Exam  |
| 3 | *Design professional spreadsheets (using formulas, formatted tables, charts)* | CIS121 | Fall / Winter / Spring | Course project / Final Exam  |
| 4 | *Design professional presentations (using themes, animation, images and sound)* | CIS119 | Fall / Winter / Spring | Quizzes / Case study reviews / Portfolio |
| 5 | *Design professional database (using themes, animation, images and sound* | CIS122 | Fall / Winter / Spring | Course project / Final Exam |
| 6 | *Manage projects, time, office operations; arrange meetings, and plan events.*  | CIS117, CIS210 | Fall / Winter / Spring | Quizzes / Case study reviews |