



### GUIDED PATHWAY

The following sequence is the suggested pathway to complete the degree in two years. This sequence is based on satisfaction of all basic skills requirements and prerequisites and presumes a fall start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See your academic advisor for other options and to monitor your progress.

**Program Name: Professional Applications**

**Program Student Learning Outcomes (SLOs):**

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| 1. Use the tools and menus in the Microsoft Office programs to produce effective documents, spreadsheets, databases, and presentations. (2, 3, 6) |
| 2. Use web page design software to create and enhance a website. (1, 6)   |
| 3. Use digital imaging software to modify and enhance images. (1, 3, 6)   |

Courses – Asterisk (*) indicates required program courses	AGEC course?	Terms	Credits
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**First Semester:** Fall – CHOOSE 5 OF THE COURSES BELOW

CIS 110 – Introduction to CIS (elective)	Yes	F, SP, SU	3
CIS 135 - Microsoft Access Credits		F,S	3
CIS 136 - Microsoft Excel Credits		F, SP , SU	3
CIS 141 - Microsoft PowerPoint		F	3
CIS 142 - Digital Media Credits		F	3
CIS 143 - Web Page Design I		F, SP	3

**Second Semester:** Spring

CIS 138 - Microsoft Word		F, SP, SU	3
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G=on ground instruction

**Key:**

SP= Spring O= online

F= Fall

SU= Summer

1. Aesthetic Sensibilities: An awareness of creative expression in the world around us.  
All=All modalities

2. Communication Skills: The ability to effectively convey meaning through various media on P=Plural both personal and professional levels.

3. Critical Thinking Skills and Problem-Solving: The ability to analyze data and arrive at logical and defensible conclusions.

4. Cultural Diversity and Global Awareness: An appreciation of relationships and differences in values, customs, and norms of diverse global communities.

5. Techniques of Inquiry: Use of standardized methodological framework to collect, analyze, interpret, and present findings.

6. Technological Competency: A proficiency in evolving technology to compete and flourish in society.

**Total credits**

**18**

Course Options:

Students may choose 5 of the courses listed plus an elective CIS course.