Program Outcome Mapping

San Bernardino Valley College

Administrative Assistant Certificate		
Department:	Submitted By:	Date Modified:

Purpose: The purpose of this form is to map program outcomes. This benefits your program by allowing visualizations on how your program aligns with San Bernardino Valley College's outcomes. Part I maps your Program Learning Outcomes (PLOs) to Institutional Learning Outcomes (ILOs). Part II maps your PLOs to courses within your program. Once this is completed, we will continue the mapping by including Student Learning Outcomes (SLOs) to PLOs and ILOs.

Institutional Learning Outcomes (ILOs)				
ILO 1 Communication Skills	ILO 2 Quantitative Skills	ILO 3 Critical Thinking Skills	ILO 4 Discipline Specific Skills	ILO 5 Personal, Social, Professional Responsibility
Literacy: Reading, listening, observing, speaking, and writing Interpersonal Skills: Working with individuals and groups, including conflict resolution, and giving/receiving constructive feedback	Mathematical Theory: Understanding mathematical concepts and structures Applied Mathematics: Applying mathematical skills and numerical data to analyze and solve real world problems Mathematical Visualization: Using graphs, charts, and tables	Information Literacy: Finding, interpreting, and evaluating information in print, electronic, and non-electronic media sources Logical Reasoning: Constructing, supporting, analyzing, and evaluating arguments Problem Solving: Using evidence-based reasoning to articulate a problem and propose hypotheses or solutions Creativity: Using creative reasoning for problem solving and personal and social expression	Discipline Theory: Understanding and employing discipline vocabulary, ideas, theories, standards, and ethics Discipline Technology: Using tools, computers, instruments, and equipment relevant to discipline Discipline performance: Working in labs, workshops, clinics, performances, and work experience relevant to discipline	Self-knowledge: Understanding and evaluating personal strengths, weaknesses, biases, and values Goal setting: Setting goals that are realistic and balance educational, professional, and personal life Cultural Awareness: Understanding and respecting one's own culture, other cultures, and diversity Ethics: Understanding and practicing ethics, intellectual honesty, fairness, and personal responsibility

Part I - Directions: Use the chart above to align PLOs to ILOs. Use an "X" to indicate that a PLO is a major focus of the course or program. This means the PLO has a clear connection to the PLO or ILO. There should be one "X" per column. You may not use every column, but it may be because the SLO will eventually lead to an ILO.

PLO to ILO Map						
Administrative Assistant Certificate		Use an "X" to indicate where a PLO aligns with an ILO:				
At the completion of the program, students will be able to:		1	2	3	4	5
1. Use advanced Word Processing features for business applications				X	X	
2. Type 60 words per minute			X	X	X	
3. Use PC-based database management system			X	X	X	

Part II - Directions: Use the catalog link to align PLOs to each course listed in your program. Look through your course offerings and determine what course(s) align with each PLO below.

PLO to Course Map	
Administrative Assistant Certificate **Catalog Link: https://catalog.valleycollege.edu/degree-certificate-program-index/computer-information-technology/administrative-assistant-certificate-achievement/** *At the completion of the program, students will be able to:*	Type the course or courses in the program that align to each PLO below:
1. Use advanced Word Processing features for business applications	CIT 013, 021,100, 101
2. Type 60 words per minute	CIT 013, 021
3. Use PC-based database management system	CIT 116, 114

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