adminitrative	Assistant AAS	Students who successfully complete the	Computer Application	ns and O	ffice Sys	tems - A	dministr	ative Ass	sistant AAS will b	e able to:
Outcome 1		Produce professional, error-free, timely	documents by using c	current a	nd emer	ging sof	tware an	d hardw	are technology.	
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	Α	В	С	D	F	Average for students receiving letter grade	students receiving an "incomplete"
CAS 170(F)	Beginning Excel	Final Performance assessment								
CAS 170 (F)	Beginning Excel	Final Performance assessment	14	5	9	0	0	0	3.36	
CAS 216 (F)	Beginning Word	Research Paper	9	6	1	2	0	0	3.44	
CAS 140 (W)	Beginning Access	Integrated Final Project								
CAS 216(W)	Beginning Word	Research Paper	20	13	1	5	0	1	3.25	
CAS 170 (S)	Beginning Excel	Final Performance assessment	0							
		TOTALS	54	31	13	8	1	1	3.33	0
		% students earning C or higher	96.30%				% stud	<mark>ents ear</mark>	ning B or higher	81.48%
Adminitrative	Assistant AAS	Students who successfully complete the	Computer Application	ns and O	office Sys	tems - A	dministr	ative Ass	sistant AAS will k	e able to:
Outcome 2		Effectively communicate their own crea written, and visual ideas of others.	tive and critical ideas;	respond	l effectiv	ely both	verbally	an in wi	ritten format to	the spoken,
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	Α	В	С	D	F	Average for students receiving letter grade	students receiving an "incomplete"
CAS 246(S)	Int Computer Projcts	Group Project								
		TOTALS								
		IOIALS	3	1	2	0	0	0	3.33	0
		% students earning C or higher		1	2	0	0 % stud		3.33 Tning B or higher	0 100.00%
Adminitrative	Assistant AAS		100.00%				% stud	<mark>ents ear</mark>	ning B or higher	100.00%
Adminitrative Outcome 3	Assistant AAS	% students earning C or higher	100.00% Computer Application	ns and O	office Sys	tems - A	% stud dministr	ents ear ative Ass	ning B or higher	100.00%
		% students earning C or higher Students who successfully complete the	100.00% Computer Application	ns and O	office Sys	tems - A	% stud dministr	ents ear ative Ass	ning B or higher	100.00%
Outcome 3 Course Prefix		% students earning C or higher Students who successfully complete the Use critical thinking, organization and pro-	Total # of students receiving letter	ns and C	office Sys	tems - A umeric,	% stud	ents ear	sistant AAS will be igital data. Average for students receiving letter	100.00% De able to: students receiving an
Outcome 3 Course Prefix	Course Title	% students earning C or higher Students who successfully complete the Use critical thinking, organization and property of the complete the complet	Total # of students receiving letter grade	ns and O ctively m	office Sys	tems - A umeric,	% stud dministr alphabet	ative Assic and d	rning B or higher sistant AAS will b igital data. Average for students receiving letter grade	100.00% The able to: students receiving an
Outcome 3 Course Prefix	Course Title	% students earning C or higher Students who successfully complete the Use critical thinking, organization and property of the complete the complet	Total # of students receiving letter grade	ns and O ctively m	office Sys	tems - A umeric,	% stud dministr alphabet	ative Assic and d	rning B or higher sistant AAS will b igital data. Average for students receiving letter grade	100.00% De able to: students receiving an

Adminitrative	Assistant AAS	Students who successfully complete the	Computer Applicatio	ns and C	office Sys	stems - A	dministr	ative As	sistant AAS will l	oe able to:		
Outcome 4		Assess and analyze new tasks to determ	Assess and analyze new tasks to determine what computer technology should be utilized to effectively complete the tasks.									
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	Α	В	С	D	F	Average for students receiving letter grade	students receiving an "incomplete"		
CAS 246 (S)	Int Computer Projcts	Service Learning Project	14	10	4	0	0	0	3.71			
		TOTALS	14	10	4	0	0	0	3.71	0		
		% students earning C or higher		10	i +	i ^U			rning B or higher	100.00%		
Outcome 5	Assistant AAS	Establish and follow procedures to mana										
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	Α	В	С	D	F	Average for students receiving letter grade	students receiving an "incomplete"		
OS 240(S)	Filing & Records Mgt.	Retention Schedule	24	24	0	0	0	0	4.00			
		TOTALS	24	24	0	0	0	0	4.00	0		
		% students earning C or higher			-			<u> </u>	rning B or higher	100.00%		
Adminitrative	Assistant AAS	Students who successfully complete the	Computer Applicatio	ns and C	Office Sys	stems - A	dministr	ative As	sistant AAS will I	oe able to:		
Outcome 6		Apply planning and time management p	rinciples to accomplis	sh workp	lace effi	ciency aı	nd achiev	ve comp	any objectives.			
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	Α	В	С	D	F	Average for students receiving letter grade	students receiving an "incomplete"		
	Int Computer Projcts	Service Learning Project	14	9	4	0	0	1	3.43			
CAS 246 (S)			_	_	1	1	1	1				
CAS 246 (S)		TOTALS	14	9	4	0	0	1	3.43	0		

Adminitrative A	Assistant AAS	Students who successfully complete the	Computer Applicatio	ns and C	office Sy:	stems - A	dministr	ative Ass	sistant AAS will b	e able to:	
Outcome 7		Perform general office tasks: plan and participate in meetings, coordinate travel arrangements, schedule appointments, greet clients/customers, and process mail.									
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	А	В	С	D	F	Average for students receiving letter grade	students receiving an "incomplete"	
OS 280 (Su)	Cooperative Education	Work Experience Internship									
		TOTAL		2	1 1	i	0	0	2.75	0	
		TOTALS % students earning C or higher	4 100.00%	3	1	0	% stud	ents ear	3.75 ning B or higher	0 100.00%	
A almains it was t	Accietant AAC			ma e = 1 0	vec: = = = c	ahama 1					
Adminitrative A	Assistant AAS	Students who successfully complete the	Computer Applicatio	ns and C	office Sys	stems - A	amınıstr	ative Ass	sistant AAS will b	e able to:	
Outcome 8		Understand roles within teams, work unbusiness or an organization.	its, departments, and	l organiz	ations to	o identify	the effe	ct of sys	tems on the acti	vities of a	
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	Α	В	С	D	F	Average for students receiving letter grade	students receiving an "incomplete"	
CAS 246 (S)	Int Computer Projcts	Service Learning Project	13	9	4	0	0	0	3.69		
		TOTALS	13	9	4	0	0	0	3.69	0	
		% students earning C or higher					% stud	<u> </u>	ning B or higher	100.00%	
Adminitrative /	Assistant AAS	Students who successfully complete the	Computer Applicatio	ns and C	Office Sys	stems - A	dministr	ative Ass	sistant AAS will b	e able to:	
Outcome 9		Exhibit people skills to deal effectively w	rith a variety of perso	nalities a	and dive	rse indivi	iduals.				
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	Α	В	С	D	F	Average for students receiving letter grade	students receiving an "incomplete"	
CAS 246 (S)	Int Computer Projcts	Service Learning Project	13	9	4	0	0	0	3.69		
				_		_	_			_	
		TOTALS	13	9	4	0	0/ ctue	0	3.69	100,000/	
		% students earning C or higher	100.00%				% Stu0	ents ear	<mark>ning B or higher</mark>	100.00%	