

Administrative Assistant AAS		Students who successfully complete the Computer Applications and Office Systems - Administrative Assistant AAS will be able to:									
Outcome 1		Produce professional, error-free, timely documents by using current and emerging software and hardware technology.									
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	A	B	C	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								
<b>TOTALS</b>			<b>54</b>	<b>31</b>	<b>13</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>3.33</b>	<b>0</b>	
% students earning C or higher			<b>96.30%</b>	% students earning B or higher					<b>81.48%</b>		
Administrative Assistant AAS		Students who successfully complete the Computer Applications and Office Systems - Administrative Assistant AAS will be able to:									
Outcome 2		Effectively communicate their own creative and critical ideas; respond effectively both verbally and in written format to the spoken, written, and visual ideas of others.									
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	A	B	C	D	F	Average for students receiving letter grade	students receiving an "incomplete"	
CAS 246(S)	Int Computer Projects	Group Project									
<b>TOTALS</b>			<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3.33</b>	<b>0</b>	
% students earning C or higher			<b>100.00%</b>	% students earning B or higher					<b>100.00%</b>		
Administrative Assistant AAS		Students who successfully complete the Computer Applications and Office Systems - Administrative Assistant AAS will be able to:									
Outcome 3		Use critical thinking, organization and problem solving to effectively manage numeric, alphabetic and digital data.									
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	A	B	C	D	F	Average for students receiving letter grade	students receiving an "incomplete"	
OS 240(S)	Filing & Records Mgt.	Final Project	19	14	1	3	0	1	3.42		
<b>TOTALS</b>			<b>19</b>	<b>14</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>3.42</b>	<b>0</b>	
% students earning C or higher			<b>94.74%</b>	% students earning B or higher					<b>78.95%</b>		

Administrative Assistant AAS		Students who successfully complete the Computer Applications and Office Systems - Administrative Assistant AAS will be able to:									
Outcome 4		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	A	B	C	D	F	Average for students receiving letter grade	students receiving an "incomplete"	
CAS 246 (S)	Int Computer Projts	Service Learning Project	14	10	4	0	0	0	3.71		
<b>TOTALS</b>			14	10	4	0	0	0	3.71	0	
% students earning C or higher			100.00%	% students earning B or higher					100.00%		
Administrative Assistant AAS		Students who successfully complete the Computer Applications and Office Systems - Administrative Assistant AAS will be able to:									
Outcome 5		Establish and follow procedures to manage digital and hard copy office documents.									
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	A	B	C	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		
<b>TOTALS</b>			24	24	0	0	0	0	4.00	0	
% students earning C or higher			100.00%	% students earning B or higher					100.00%		
Administrative Assistant AAS		Students who successfully complete the Computer Applications and Office Systems - Administrative Assistant AAS will be able to:									
Outcome 6		Apply planning and time management principles to accomplish workplace efficiency and achieve company objectives.									
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	A	B	C	D	F	Average for students receiving letter grade	students receiving an "incomplete"	
CAS 246 (S)	Int Computer Projts	Service Learning Project	14	9	4	0	0	1	3.43		
<b>TOTALS</b>			14	9	4	0	0	1	3.43	0	
% students earning C or higher			92.86%	% students earning B or higher					92.86%		

Administrative Assistant AAS		Students who successfully complete the Computer Applications and Office Systems - Administrative Assistant AAS will be 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	A	B	C	D	F	Average for students receiving letter grade	students receiving an "incomplete"	
OS 280 (Su)	Cooperative Education	Work Experience Internship									
<b>TOTALS</b>			4	3	1	0	0	0	3.75	0	
% students earning C or higher			100.00%	% students earning B or higher						100.00%	
Administrative Assistant AAS		Students who successfully complete the Computer Applications and Office Systems - Administrative Assistant AAS will be able to:									
Outcome 8		Understand roles within teams, work units, departments, and organizations to identify the effect of systems on the activities of a business or an organization.									
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	A	B	C	D	F	Average for students receiving letter grade	students receiving an "incomplete"	
CAS 246 (S)	Int Computer Projects	Service Learning Project	13	9	4	0	0	0	3.69		
<b>TOTALS</b>			13	9	4	0	0	0	3.69	0	
% students earning C or higher			100.00%	% students earning B or higher						100.00%	
Administrative Assistant AAS		Students who successfully complete the Computer Applications and Office Systems - Administrative Assistant AAS will be able to:									
Outcome 9		Exhibit people skills to deal effectively with a variety of personalities and diverse individuals.									
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	A	B	C	D	F	Average for students receiving letter grade	students receiving an "incomplete"	
CAS 246 (S)	Int Computer Projects	Service Learning Project	13	9	4	0	0	0	3.69		
<b>TOTALS</b>			13	9	4	0	0	0	3.69	0	
% students earning C or higher			100.00%	% students earning B or higher						100.00%	