CAOS Certificate	Students who successfully complete the Computer Applications and Office Systems Certificate will have:									
Outcome 1	Skills and knowledge appropriate to performing basic entry-level office work.									
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 220(W)	Business Editing Skills	Electronic portfolio - Word	26	11	2	4	7	2	2.50	
CAS 246(S)	Int Computer Projcts	Individual Project #1 + MS Software	14	11	3	0	0	0	3.79	
OS 240(S)	Filing & Records Mgt.	Ind Project, 2 data bases + MS Softw	19	14	1	3	0	1	3.42	
		TOTALS	59	36	6	7	7	3	3.10	0
		% students earning C or higher	83.05%			% students earning B or higher				71.19%