Adminitrative 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 (Olson)	Final Performance assessment	0	0	0	0	0	0	#DIV/0!	
CAS 170 (F)	Beginning Excel (Greene)	Final Performance assessment	19	5	6	2	2	4	2.32	
CAS 140 (W)	Beginning Access (Ware)	Integrated Final Project	7	4	2	1	0	0	3.43	
CAS 216(W)	Beginning Word (Hughitt)	Research Paper	15	8	5	2	0	0	3.40	
		TOTALS	41	17	13	5	2	4	2.90	0
		% students earning C or higher	85.37%				% students earning B or higher			73.17%

Adminitrative 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 an 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 Projcts (Windsheimer)	Group Project	7	4	1	2	0	0	3.29	
		TOTALS	7	4	1	2	0	0	3.29	0
		% students earning C or higher	100.00%				% students earning B or higher			71.43%

Adminitrative 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. (Ware)	Final Project	19	18	1	0	0	0	3.95	
		TOTALS	19	18	1	0	0	0	3.95	0
		% students earning C or higher	100.00%				% students earning B or higher			100.00%

Adminitrative 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 Projcts (Windsheimer)	Service Learning Project	7	5	1	1	0	0	3.57	
		TOTALS	7	5	1	1	0	0	3.57	0
		% students earning C or higher	100.00%			% students earning B or higher				85.71%

Adminitrative 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. (Ware)	Retention Schedule	19	13	5	1	0	0	3.63	
		TOTALS	19	13	5	1	0	0	3.63	0
		% students earning C or higher	100.00%			% students earning B or higher				94.74%

Adminitrative 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 Projcts (Windsheimer)	Service Learning Project	7	5	0	2	0	0	3.43	
		TOTALS	7	5	0	2	0	0	3.43	0
		% students earning C or higher	100.00%			% students earning B or higher				71.43%

Adminitrative 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 (Olson)	Work Experience Internship								
		TOTALS								
		% students earning C or higher	80.00%			% students earning B or higher				80.00%

Adminitrative 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 Projcts (Windsheimer)	Service Learning Project	7	4	1	2	0	0	3.29	
		TOTALS	7	4	1	2	0	0	3.29	0
		% students earning C or higher	100.00%			% students earning B or higher				71.43%

Adminitrative 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 Projcts (Windsheimer)	Service Learning Project	7	3	2	2	0	0	3.14	
		TOTALS	7	3	2	2	0	0	3.14	0
		% students earning C or higher	100.00%			% students earning B or higher				71.43%