

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 (Ware)	Electronic portfolio - Word	26	11	2	4	7	2	2.50	
CAS 246(S)	Int Computer Projcts (Windsheimer)	Individual Project #1 + MS Software	7	5	1	1	0	0	3.57	
OS 240(S)	Filing & Records Mgt. (Ware)	Ind Project, 2 data bases + MS Softw	19	18	1	0	0	0	3.95	
TOTALS			52	34	4	5	7	2	3.17	0
% students earning C or higher			82.69%	% students earning B or higher			73.08%			