			10	10					4.00	0
		TOTALS	10	10	0	0	0	0	4.00	0
OS 240(S)	Filing & Records Mgt.	Final Project	10	10	0	0	0	0	4.00	
Course Prefix	Course Title	Assignment	Total # of students receiving letter grade	A	В	с	D	F	Average for students receiving letter grade	students receiving an "incomplete
Outcome 3		Use critical thinking, organization and pr	oblem solving to effec	ctively m	anage nı	umeric, a	Ilphabeti	c and di	gital data.	
Adminitrative A	ssistant AAS	Students who successfully complete the	Computer Application	ns and O	ffice Syst	tems - Ac	lministra	itive Ass	istant AAS will be	e able to:
		% students earning C or higher	#DIV/0!				% stud	lents ear	ning B or higher	#DIV/0!
		TOTALS	0	0	0	0	0	0	#DIV/0!	0
.40(3)	due to low enrollment		U							
CAS 246(S)	Int Computer Projcts: Course canceled	Group Project	grade	~	b				receiving letter grade	"incomplete
ourse Prefix	Course Title	Assignment	Total # of students receiving letter	А	В	с	D	F	Average for students	students receiving an
Outcome 2		Effectively communicate their own creat written, and visual ideas of others.	tive and critical ideas;	respond	effective	ely both	verbally	an in wr	itten format to tl	ne spoken,
Adminitrative A	Assistant AAS	Students who successfully complete the	Computer Applicatior	ns and O	ffice Syst	tems - Ac	lministra	itive Ass	istant AAS will be	e able to:
		% students earning C or higher	90.63%				% stud	<mark>lents ea</mark> i	<mark>rning B or higher</mark>	87.50%
		TOTALS	32	25	3	1	2	1	3.53	0
CAS 216(W)	Beginning Word	Research Paper	12	9	0	1	2	0	3.33	
CAS 170 (F)	Beginning Excel	Final Performance assessment	20	16	3	0	0	1	grade 3.65	
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	A	В	с	D	F	Average for students receiving letter	students receiving ar "incomplete
Dutcome 1		Produce professional, error-free, timely	documents by using c	urrent ai	nd emer	ging soft	ware and	l hardwa	are technology.	
Adminitrative Assistant AAS		Students who successfully complete the	Computer Application	is and O	mce syst	lenis - Au	inninstia	luve Ass	Istant AAS WIII De	e able to:

		Students who successfully complete the	Computer Application	ns and O	ffice Syst	ems - Ac	dministra	itive Ass	istant AAS will be	e able to:
		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	В	С	D	F	Average for students receiving letter grade	students receiving an "incomplete"
CAS 246 (S)	Int Computer Projcts: Course canceled due to low enrollment	Service Learning Project	0							
		TOTALS	0	0	0	0	0	0	#DIV/0!	0
		% students earning C or higher	#DIV/0!		-	-	% stud	lents ear	ning B or higher	#DIV/0!
Adminitrative /	Assistant AAS	Students who successfully complete the					dministra	itive Ass	istant AAS will be	e able to:
Outcome 5		Establish and follow procedures to mana	age digital and hard co	opy office	e docume	ents.				
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 240(S)	Filing & Records Mgt.	Retention Schedule	10	10	0	0	0	0	4.00	
		TOTALS	10	10		0	0	0	4.00	0
		% students earning C or higher		10	0	0	_	-	4.00 ning B or higher	100.00%
Adminitrative <i>i</i>	Assistant AAS	Students who successfully complete the		ns and O	ffice Syst	ems - Ac				
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	В	С	D	F	Average for students receiving letter grade	students receiving an "incomplete"
	Course Title Int Computer Projcts: Course canceled due to low enrollment	Assignment Service Learning Project	receiving letter	A	В	С	D	F	students receiving letter	receiving an
& #	Int Computer Projcts: Course canceled		receiving letter grade	A 0	B	C	D 0	F	students receiving letter	receiving an

Adminitrative A	Assistant AAS	Students who successfully complete the	Computer Application	ns and O	ffice Syst	ems - Ac	lministra	itive Assi	istant AAS will be	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	A	В	С	D	F	Average for students receiving letter grade	students receiving an "incomplete	
OS 280 (Su)	Cooperative Education	Work Experience Internship									
		TOTALS									
		% students earning C or higher	100.00%				% stuc	lents ear	ning B or higher	100.00%	
Adminitrative A	Assistant AAS	Students who successfully complete the	Computer Application	ns and O	ffice Syst	ems - Ac	lministra	itive Assi	istant AAS will be	e able to:	
Outcome 8		Understand roles within teams, work un business or an organization.	its, departments, and	organiza	itions to	identify	the effec	t of syst	ems on the activ	ities of a	
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	A	В	С	D	F	Average for students receiving letter grade	students receiving an "incomplete	
CAS 246 (S)	Int Computer Projcts (Windsheimer): Course canceled due to low enrollment	Service Learning Project	0								
		TOTALS	0	0	0	0	0	0	#DIV/0!	0	
		% students earning C or higher	#DIV/0!	0	. 0	. 0	. <u> </u>	. <u> </u>	ning B or higher	#DIV/0!	
Adminitrative A	Assistant AAS	Students who successfully complete the	Computer Application	ns and O	ffice Syst	ems - Ac	lministra	itive Assi	istant AAS will be	e 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	В	С	D	F	Average for students receiving letter grade	students receiving an "incomplete	
CAS 246 (S)	Int Computer Projcts: Course canceled due to low enrollment	Service Learning Project	0								
		TOTALS	0	0	0	0	0	0	#DIV/0!	0	