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	Final Performance assessment	20	16	3	0	0	1	3.65	
CAS 216(W)	Beginning Word	Research Paper	12	9	0	1	2	0	3.33	
		TOTALS	32	25	3	1	2	1	3.53	0
		% students earning C or higher	90.63%			% students earning B or higher				87.50%

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: Course canceled due to low enrollment	Group Project	0							
		TOTALS	0	0	0	0	0	0	#DIV/0!	0
		% students earning C or higher	#DIV/0!			% students earning B or higher				#DIV/0!

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.	Final Project	10	10	0	0	0	0	4.00	
		TOTALS	10	10	0	0	0	0	4.00	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: 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!		% students earning B or higher					#DIV/0!
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.	Retention Schedule	10	10	0	0	0	0	4.00	
		TOTALS	10	10	0	0	0	0	4.00	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 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: 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!		% students earning B or higher					#DIV/0!

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	Work Experience Internship								
		TOTALS								
		% 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 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): 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!				% students earning B or higher			#DIV/0!

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: 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!				% students earning B or higher			#DIV/0!