Administrative Office Professional AAS		Students who successfully complete the Computer Applications and Office Systems - Administrative Professional AAS will be able to:									
Outcome 1		Produce professional, error free, timely documents by using current and emerging software and hardware technology. Evaluate 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"	# students receiving a "pass"
CAS 216 (W)	Beginning Word (Olson)	Final Projects	16	11	4	1	0	0	3.63	0	0
OS 220 (W)	Business Editing Skills (Ware)	Portfolio									
CAS 217 (S)	Intermediate Word (Olson)	Final Projects									
		TOTALS	28	22	4	2	0	0	3.71	0	0
		% students earning C or higher	100.00%			% students earning B or higher			92.86%		

Administrative Office Professional AAS		Students who successfully complete the Computer Applications and Office Systems - Administrative Professional AAS will be able to:									
Outcome 2		Perform general office tasks: plan and participate in meetings; coordinate travel arrangement; schedule appointments; greet clients/customer; process mail; manage equipment, supplies, and other resources in a timely manner to maintain workplace efficiency.									
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"	# students receiving a "pass"
OS 280 (Su)	Cooperative Education (Olson)	Work Experience Intern									
		TOTALS									
		% students earning C or higher	100.00%			% students earning B or higher			100.00%		

Administrative Office Professional AAS		Students who successfully complete the Computer Applications and Office Systems - Administrative Professional AAS will be able to:									
Outcome 3		Work effectively in a team and group setting by understanding roles within teams, work units, departments, and organizations. Exhibit effective people skills to deal 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"	# students receiving a "pass"
CAS 246 (S)	Int Computer Projects (Windsheimer)	Group Project (2)									
		TOTALS									
		% students earning C or higher	100.00%			% students earning B or higher			100.00%		

# of students receiving "no pass"	total # of students in pass/no pass option
0	0
	0
0	0

# of students receiving "no pass"	total # of students in pass/no pass option

# of students receiving "no pass"	total # of students in pass/no pass option

Administrative Office Professional AAS	Students who successfully complete the Computer Applications and Office Systems - Administrative Professional AAS will be able to:

Outcome 4	Effectively communicate creative and critical ideas; respond effectively both verbally and in written format to the spoken, written, and visual ideas of others. Collaborate with others to develop and implement company vision, goals, and 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"	# students receiving a "pass"
CAS 246 (S)	Int Computer Projects (Windsheimer)	Service Learning Project									
		TOTALS									
		% students earning C or higher	100.00%				% students earning B or higher			100.00%	

Administrative Office Professional AAS	Students who successfully complete the Computer Applications and Office Systems - Administrative Professional AAS will be able to:

Outcome 5	Analyze the effectiveness of office practices and procedures and recommend and implement necessary changes. Use 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"	# students receiving a "pass"
OS 280 (Su)	Cooperative Education (Olson)	Work Experience Intern									
		TOTALS									
		% students earning C or higher	100.00%				% students earning B or higher			100.00%	

Administrative Office Professional AAS	Students who successfully complete the Computer Applications and Office Systems - Administrative Professional AAS will be able to:

Outcome 6	Use critical thinking, organization, and problem solving to effectively manage numeric, alphabetic, and digital data. Apply knowledge of basic accounting procedures to the basic record-keeping requirements of a business using applicable 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"	# students receiving a "pass"
OS 240 (S)	Filing & Records Mangt (Ware)	Final Projects	8	8	0	0	0	0	4.00	0	0
OS 280 (Su)	Cooperative Education (Olson)	Work Experience Intern									
		TOTALS	11	11	0	0	0	0	4.00	0	0
		% students earning C or higher	100.00%				% students earning B or higher			100.00%	

# of students receiving "no pass"	total # of students in pass/no pass option

# of students receiving "no pass"	total # of students in pass/no pass option

# of students receiving "no pass"	total # of students in pass/no pass option
0	0
0	0