

Administrative 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"	# students receiving a "pass"	# of students receiving "no pass"	total # of students in pass/no pass option	
CAS 170 (F)	Beginning Excel	Final Performance assessment	14	9	0	4	1	0	3.21	0	0	0	0	
CAS 216(W)	Beginning Word	Research Paper	16	11	4	1	0	0	3.63	0	0	0	0	
TOTALS			30	20	4	5	1	0	3.43	0	0	0	0	
% students earning C or higher			96.67%	% students earning B or higher			80.00%							
Administrative 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 in 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"	# students receiving a "pass"	# of students receiving "no pass"	total # of students in pass/no pass option	
CAS 246(S)	Int Computer Projcts	Group Project												
OS 245 (S)*	Office Systems and Procedures*	Group Project*	0	0	0	0	0	0	#DIV/0!	0	0	0	0	
TOTALS														
% students earning C or higher			100.00%	% students earning B or higher			100.00%							
Administrative 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"	# students receiving a "pass"	# of students receiving "no pass"	total # of students in pass/no pass option	
OS 240(S)	Filing & Records Mgt.	Final Project	8	8	0	0	0	0	4.00	0	0	0	0	
TOTALS			8	8	0	0	0	0	4.00	0	0	0	0	
% students earning C or higher			100.00%	% students earning B or higher			100.00%							

Administrative 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.											
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CAS 246 (S)	Int Computer Projects	Service Learning Project											
TOTALS													
% students earning C or higher			100.00%	% students earning B or higher					100.00%				
Administrative 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"	# students receiving a "pass"	# of students receiving "no pass"	total # of students in pass/no pass option
OS 240(S)	Filing & Records Mgt.	Retention Schedule	8	8	0	0	0	0	4.00	0	0	0	0
TOTALS			8	8	0	0	0	0	4.00	0	0	0	0
% students earning C or higher			100.00%	% students earning B or higher					100.00%				
Administrative 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.											
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CAS 246 (S)	Int Computer Projects	Service Learning Project											
OS 245 (S)*	Office Systems and Procedures*	Group Project*	0	0	0	0	0	0	#DIV/0!	0	0	0	0
TOTALS													
% students earning C or higher			100.00%	% students earning B or higher					100.00%				

Administrative 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.											
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OS 280 (Su)	Cooperative Education	Work Experience Internship											0
TOTALS													
% students earning C or higher			100.00%	% students earning B or higher					100.00%				
Administrative 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.											
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CAS 246 (S)	Int Computer Projects	Service Learning Project											
OS 245 (S)*	Office Systems and Procedures*	Group Project *	0	0	0	0	0	0	#DIV/0!	0	0	0	0
TOTALS													
% students earning C or higher			100.00%	% students earning B or higher					100.00%				
Administrative 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.											
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CAS 246 (S)	Int Computer Projects	Service Learning Project											
OS 245 (S)*	Office Systems and Procedures*	Group Project *	0	0	0	0	0	0	#DIV/0!	0	0	0	0
TOTALS													
% students earning C or higher			100.00%	% students earning B or higher					100.00%				

*2 terms after the Associate of Applied Science - Administrative Assistant outcomes assessment plan was submitted a new instructor was hired to teach OS 245. The course required a complete overhaul to meet Quality Matters standards. The Group Project assignment used to assess outcomes 2, 6, 8 and 9 was eliminated as the new instructor was not aware of how OS 245 fit into the degree outcomes assessment plan. The department plans to meet during fall in-service to review and update this plan for 2018-19 and determine whether OS 245 will remain a part of the assessment plan.