CAOS Certificate	Students who successfully complete the Computer Applications and Office Systems Certificate will have:									
Outcome 1	Perform basic entry-level office work. (new outcome)									
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 Projects (Ware)	Individual Project								
OS 240(S)	Filing & Records Mgt. (Ware)	Final Practical Exam	8	8	0	0	0	0	4.00	0
		TOTALS	11	11	0	0	0	0	4.00	0
		% students earning C or higher	100.00%				% students earning B or higher			100.00%

CAOS Certificate	Students who successfully complete the Computer Applications and Office Systems Certificate will have:									
Outcome 2	Effectively use written, oral, and visual communications skills.									
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 216 (W)	Beginning Word	Final Project	16	11	4	1	0	0	3.63	0
		TOTALS	16	11	4	1	0	0	3.63	0
		% students earning C or higher	100.00%				% students earning B or higher			93.75%

CAOS Certificate	Students who successfully complete the Computer Applications and Office Systems Certificate will have:									
Outcome 3	Use current and emerging technologies to solve workplace problems through presentation, research, analysis, and synthesis.									
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 217 (S)	Intermediate Word	Final Project								
		TOTALS								
		% students earning C or higher	100.00%				% students earning B or higher			100.00%