

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	13	7	4	2	0	0	3.38	0	0	0	0
CAS 216(W)	Beginning Word	Research Paper	■	■	■	■	■	■	3.17	0	0	0	0
TOTALS			19	10	5	4	0	0	3.32	0	0	0	0
% students earning C or higher			100.00%	% students earning B or higher			78.95%						
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 and 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 Projects*	Group Project	0	0	0	0	0	0	#DIV/0!	0	0	0	0
OS 245 (S)	Office Systems and Procedures*	Summative Journal	■	■	■	■	■	■	4.00	0	0	0	0
TOTALS			■	■	■	■	■	■	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 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	7	6	1	0	0	0	3.86	0	0	0	0
TOTALS			7	6	1	0	0	0	3.86	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.											
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 Projects*	Service Learning Project	0	0	0	0	0	0	#DIV/0!	0	0	0	0
TOTALS			0	0	0	0	0	0	#DIV/0!	0	0	0	0
% students earning C or higher			#DIV/0!	% students earning B or higher					#DIV/0!				
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	4	4	0	0	0	3.50	0	0	0	0
TOTALS			8	4	4	0	0	0	3.50	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.											
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 Projects*	Service Learning Project	0	0	0	0	0	0	#DIV/0!	0	0	0	0
OS 245 (S)	Office Systems and Procedures*	Individual Project	4	4	0	0	0	0	4.00	0	0	0	0
TOTALS			4	4	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 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"	# students receiving a "pass"	# of students receiving "no pass"	total # of students in pass/no pass option
OS 280 (Su)	Cooperative Education	Work Experience Internship	█	█	█	█	█	█	4.00	0	0	0	0
TOTALS			█	█	█	█	█	█	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 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"	# students receiving a "pass"	# of students receiving "no pass"	total # of students in pass/no pass option
CAS 246 (S)*	Int Computer Projects*	Service Learning Project	0	0	0	0	0	0	#DIV/0!	0	0	0	0
TOTALS			0	0	0	0	0	0	#DIV/0!	0	0	0	0
% students earning C or higher			#DIV/0!	% students earning B or higher					#DIV/0!				
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.											
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 Projects*	Service Learning Project	0	0	0	0	0	0	#DIV/0!	0	0	0	0
OS 245 (S)*	Office Systems and Procedures*	Summative Journal	█	█	█	█	█	█	4.00	0	0	0	0
TOTALS			█	█	█	█	█	█	4.00	0	0	0	0
% students earning C or higher			100.00%	% students earning B or higher					100.00%				
*Course canceled due to low enrollment													