

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	0	0	0	0	0	0	#DIV/0!	0
OS 240(S)	Filing & Records Mgt. (Ware)	Final Practical Exam	7	6	1	0	0	0	3.86	0
TOTALS			7	6	1	0	0	0	3.86	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	1	1	0	0	0	0	3.17	0
TOTALS			1	1	0	0	0	0	3.17	0
% students earning C or higher			100.00%	% students earning B or higher					66.67%	
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	0	0	0	0	0	0	#DIV/0!	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!	

*Course canceled due to low enrollment	
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