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"
CAS 216 (W)	Beginning Word	Final Projects	7		0		0	0	3.43	0
OS 220 (W)	Business Editing Skills	Portfolio			0	0	0	0	4.00	0
CAS 217 (S)	Intermediate Word	Final Projects			0	0	0	0	4.00	0
		TOTALS	17	15	0		0	0	3.76	0
		% students earning C or higher	100.00%			**% students earning B or higher**				88.24%

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"
OS 280 (Su)	Cooperative Education	Work Experience Intern			0	0	0	0	4.00	0
		TOTALS			0	0	0	0	4.00	0
		% 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"
CAS 246 (S)	Int Computer Projects	Group Project (2)			0	0	0	0	4.00	0
		TOTALS			0	0	0	0	4.00	0
		% 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 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"
CAS 246 (S)	Int Computer Projects	Service Learning Project			0	0	0	0	4.00	0
		TOTALS			0	0	0	0	4.00	0
		% 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"
OS 280 (Su)	Cooperative Education	Work Experience Intern			0	0	0	0	4.00	0
		TOTALS			0	0	0	0	4.00	0
		% 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"
OS 240 (S)	Filing & Records Mangt	Final Projects	9	9	0	0	0	0	4.00	0
OS 280 (Su)	Cooperative Education	Work Experience Intern			0	0	0	0	4.00	0
		TOTALS	12	12	0	0	0	0	4.00	0
		% students earning C or higher	100.00%				% students earning B or higher			100.00%