

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"	
OS 240(S)	Filing & Records Mgt.	Final Practical Exam	9	9	0	0	0	0	4.00	0	
TOTALS			9	9	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	7		0		0	0	3.43	0	
TOTALS			7		0		0	0	3.43	0	
% students earning C or higher			100.00%	% students earning B or higher						71.43%	
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	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%	