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)* OS 240(S)	Int Computer Projects Filing & Records Mgt.	Individual Project Final Practical Exam	0 3	0 2	0 0	0 1	0 0	0 0	#DIV/0! 3.33	0 0
		TOTALS	3	2	0	1	0	0	3.33	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 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	4.00	0
		TOTALS	1	1	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 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!

CAOS Certificate	Students who successfully complete the Computer Applications and Office Systems Certificate will have:
Outcome 4	Demonstrate professional and friendly behavior in the workplace.

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"
BA 285 (W)***	Human Relations in Organizations*	Final grades to be used for 2022-23	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!
CAOS Certificate	Students who successfully complete the Computer Applications and Office Systems Certificate will have:			
Outcome 5	Apply basic mathematical equations to relevant office 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"
BA 111 (F)	Introduction to Accounting & Finance	Final grades to be used for 2020-21	8	2	0	2	1	3	1.63	0
BA 104 (W)***	Applied Business Math*	Final grades to be used	0	0	0	0	0	0	#DIV/0!	0
		TOTALS	8	2	0	2	1	3	1.63	0
	% students earning C or higher		50.00%		% students earning B or higher					25.00%

*Course canceled due to low enrollment	
***Not Offered	check this assignment. I used final grades for BA 111 from Fall 2022/23 NOT 20-21 as stated