All levels SLOs achievement Business Computing - Office Support Specialist-Certificate of Achievement during CCC Fall 2012

SLO Achievement

SLO Text	SLO Level	Course Number	Fully Achieved	Partially Achieved	Failed to Achieve
Given a specific business scenario, select the appropriate written medium and prepare a professional, concise, and grammatically correct letter, memorandum, or e-mail message.	C	ENGL-C135	23.53 %	23.53 %	52.94 %
Given a specific business scenario, prepare a professional, concise, and grammatically correct proposal or report.	C	ENGL-C135	23.53 %	23.53 %	52.94 %
Given a specific business scenario, prepare and make an effective presentation that uses content, media, and delivery methods appropriate to the needs of the intended audience.	C	ENGL-C135	23.53 %	23.53 %	52.94 %
Plan and produce a persuasive, job-specific application, resume, and cover letter and demonstrate effective job interview skills.	C	ENGL-C135	17.65 %	23.53 %	58.82 %
Assess the practice of management including the evolution of management thought, management's commitment to improvement and the environments that affect the practice of management.	C	MS-C100	72.48 %	10.74 %	16.78 %
Compare and contrast the functions of management and the importance of planning and its impact on the other functions.	C	MS-C100	70.47 %	14.09 %	15.44 %
Articulate the steps for rational decision making and assess the basic decision making techniques.	C	MS-C100	61.74 %	18.12 %	20.13 %
Critique the concept and sources of power and the differences between the formal and informal organization and the value of each.	C	MS-C100	42.28 %	41.61 %	16.11 %
Articulate and differentiate the importance of staffing, communications, and motivation and leadership, team management, and conflict.	C	MS-C100	31.54 %	40.94 %	27.52 %
Analyze a scenario for employee/employer relations, apply basic principles and theories of human relations and identify dynamics between individuals and groups in the job settings and make recommendations for improvement.	C	MS-C102	44.44 %	30.56 %	25.00 %
Analyze communication barriers and prepare methods/means of overcoming such barriers.	C	MS-C102	50.00 %	25.00 %	25.00 %
Compare and contrast Human Resource Management and its role and importance to organizations with respect to individual staff relations, retention, and diversity.	C	MS-C104	83.78 %	13.51 %	2.70 %
Correlate the importance of developing Human Resources and human capital to organizational success in the current business environment.	C	MS-C104	86.49 %	0.00 %	13.51 %
Critique performance evaluation and compensation practices currently used by organizations.	C	MS-C104	89.19 %	5.41 %	5.41 %
Apply and build on theoretical and practical education in the performance of work tasks in chosen field.	C	BC-C284	100.00 %	0.00 %	0.00 %
Based on a typical business scenario, students will be able to use Microsoft Windows to organize, retrieve and manipulate digital data stored on a computer.	C	BC-C104	N/A	N/A	N/A
Additionally, students will be able analyze a typical business situation and select the appropriate Windows software applet to complete the task.	C	BC-C104	N/A	N/A	N/A
Upon completion of the course students will meet the minimum to maximum data entry requirements of 8,000 to 12,000 keystrokes per hour on industry-approved timed tests.	C	BC-C108	75.86 %	13.79 %	10.34 %
Based on a business scenario, students will be able to use Microsoft Excel to produce a professional worksheet and printed report that contains appropriate formatting, correct formulas, and simple charts.	C	BC-C120	70.59 %	8.82 %	20.59 %

Based on self-evaluation and supervisor feedback, develop appropriate professional development and career advancement goals.	C	BC-C284	100.00 %	0.00 %	0.00 %
Given a scenario, locate appropriate Internet information sources and authoritative database sources to provide a solution to the business problem.	C	CIS-C100	35.29 %	38.24 %	26.47 %
Given a scenario, identify fraudulent use of copyright infringement, security and privacy issues, and their consequences.	C	CIS-C100	70.59 %	20.59 %	8.82 %
Demonstrate use of a word processing, spreadsheet, database, presentation software to produce basic business correspondence that contains text, graphics, and appropriate formatting.	C	CIS-C100	41.18 %	38.24 %	20.59 %
Demonstrate ethical civic, environmental, and social responsibility.	I	BC-C104	N/A	N/A	N/A
Demonstrate ethical civic, environmental, and social responsibility.	I	BC-C120	79.41 %	0.00 %	20.59 %
Demonstrate ethical civic, environmental, and social responsibility.	I	BC-C284	100.00 %	0.00 %	0.00 %
Demonstrate ethical civic, environmental, and social responsibility.	I	MS-C100	67.11 %	19.46 %	13.42 %
Demonstrate ethical civic, environmental, and social responsibility.	I	MS-C102	77.78 %	13.89 %	8.33 %
Demonstrate ethical civic, environmental, and social responsibility.	I	MS-C104	83.78 %	2.70 %	13.51 %
Demonstrate ability to apply critical thinking and analysis.	I	BC-C104	N/A	N/A	N/A
Demonstrate ability to apply critical thinking and analysis.	I	BC-C120	91.18 %	0.00 %	8.82 %
Demonstrate ability to apply critical thinking and analysis.	I	BC-C284	100.00 %	0.00 %	0.00 %
Demonstrate innovative thinking, and adaptive, creative problem solving skills.	I	MS-C100	75.17 %	13.42 %	11.41 %
Demonstrate innovative thinking, and adaptive, creative problem solving skills.	I	MS-C102	77.78 %	13.89 %	8.33 %
Demonstrate innovative thinking, and adaptive, creative problem solving skills.	I	MS-C104	91.89 %	0.00 %	8.11 %
Demonstrate understanding and respect for cultural and global diversity.	I	MS-C102	80.56 %	5.56 %	13.89 %
Demonstrate understanding and respect for cultural and global diversity.	I	MS-C104	94.59 %	0.00 %	5.41 %
Demonstrate information competency.	I	ENGL-C135	29.41 %	23.53 %	47.06 %
Use effective communication and interpersonal skills.	I	ENGL-C135	29.41 %	23.53 %	47.06 %
Use effective communication and interpersonal skills.	I	MS-C100	62.42 %	20.13 %	17.45 %
Use effective communication and interpersonal skills.	I	MS-C102	86.11 %	5.56 %	8.33 %
Use effective communication and interpersonal skills.	I	MS-C104	89.19 %	8.11 %	2.70 %
Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.	P	MS-C100	75.17 %	7.38 %	17.45 %
Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.	P	MS-C102	77.78 %	13.89 %	8.33 %
Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.	P	MS-C104	86.49 %	8.11 %	5.41 %
Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.	P	MS-C100	77.85 %	6.71 %	15.44 %
Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.	P	MS-C102	80.56 %	11.11 %	8.33 %

Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.	P	MS-C104	94.59 %	2.70 %	2.70 %
Effectively communicate solutions to business problems using appropriate language and tools and demonstrating understanding of business terms and concepts.	P	MS-C100	60.40 %	22.15 %	17.45 %
Effectively communicate solutions to business problems using appropriate language and tools and demonstrating understanding of business terms and concepts.	P	MS-C102	80.56 %	11.11 %	8.33 %
Effectively communicate solutions to business problems using appropriate language and tools and demonstrating understanding of business terms and concepts.	P	MS-C104	86.49 %	5.41 %	8.11 %
Search for and find reliable, unbiased sources and to use these sources in research papers, using correct MLA documentation.	P	ENGL-C135	23.53 %	23.53 %	52.94 %
Select and use appropriate software and apply conceptual thinking skills to solve problems and complete specific technology-related projects.	P	CIS-C100	41.18 %	32.35 %	26.47 %
Compare and contrast motivation and leadership in organizational environments.	C	MS-C102	52.78 %	33.33 %	13.89 %