

# 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 %
Complete an accounting cycle for sole proprietorship according to Generally Accepted Accounting Principles (GAAP).	C	ACCT-C100	70.51 %	11.54 %	17.95 %
Generate and record payroll-related transactions in accordance with state and federal laws and regulations.	C	ACCT-C100	80.77 %	8.97 %	10.26 %
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 %
The student will use Microsoft® Word 2007 XP or Vista or higher versions' features and functions to create and edit memos, letters, and reports; apply appropriate formatting elements and styles to a range of document types; add graphics and other visual elements to enhance written communication; plan, research, write, revise, and publish documents to meet specific information needs; assess the communication purpose and then prepare the materials that achieve the goal efficiently and effectively.	C	BC-C147	72.41 %	13.79 %	13.79 %
Demonstrate ethical civic, environmental, and social responsibility.	I	ACCT-C100	80.77 %	10.26 %	8.97 %
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 ability to apply critical thinking and analysis.	I	ACCT-C100	83.33 %	6.41 %	10.26 %
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-C147	89.66 %	3.45 %	6.90 %
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 scientific and quantitative reasoning.	I	ACCT-C100	79.49 %	7.69 %	12.82 %
Accumulate, record, and interpret financial data.	P	ACCT-C100	76.92 %	7.69 %	15.38 %

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Demonstrate proficiency in the use of computerized accounting software.	P	ACCT-C100	76.92 %	7.69 %	15.38 %
Demonstrate understanding of accounting and business terminology.	P	ACCT-C100	70.51 %	16.67 %	12.82 %
Prepare accurate reports for decision making and regulatory compliance.	P	ACCT-C100	76.92 %	7.69 %	15.38 %
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 %
Given workplace, school, and personal communication scenarios, the student will use essential features and functions of computer hardware, the Windows XP or Vista operating system, and Internet Explorer	C	BC-C147	58.62 %	34.48 %	6.90 %
Analyze and record in applicable journals, post to a general ledger, and prepare financial statements: Statement of Income, Statement of Owner's Equity, and Balance Sheet.	C	ACCT-C100	70.51 %	14.10 %	15.38 %