

# 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
Students will apply Standard English principles when writing, editing, and speaking.	C	ENGL-C103	84.68 %	11.29 %	4.03 %
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 %
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 self-evaluation and supervisor feedback, develop appropriate professional development and career advancement goals.	C	BC-C284	100.00 %	0.00 %	0.00 %
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-C284	100.00 %	0.00 %	0.00 %
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-C284	100.00 %	0.00 %	0.00 %
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 %
Apply Standard English principles when writing, editing, and speaking.	P	ENGL-C103	84.68 %	11.29 %	4.03 %
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 %