

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 %
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 %
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 %
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 ethical civic, environmental, and social responsibility.	I	BC-C284	100.00 %	0.00 %	0.00 %
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-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 %
Use scientific and quantitative reasoning.	I	ACCT-C100	79.49 %	7.69 %	12.82 %

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Accumulate, record, and interpret financial data.	P	ACCT-C100	76.92 %	7.69 %	15.38 %
Apply Standard English principles when writing, editing, and speaking.	P	ENGL-C103	84.68 %	11.29 %	4.03 %
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 %
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 %