

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 %