Program: CAS Office Support
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Required Course		Program Outcomes			CLOs		
		Create and maintain business records	Use office software applications.	Communicate professionally, both orally and in writing.	Critical Thinking Outcome: Students will think critically by evaluating information analytically, using ideas and data in creative and innovative ways.	Communication Outcome: Students will communicate effectively, expressing ideas and information to the audience and situation.	Professionalism Outcome: Students will demonstrate professionalism in and out of the classroom, meeting current organizational or industry standards for conduct, appearance, and teamwork.
ACTG 101	Accounting Procedures I	P			X		X
ACTG 180	Payroll Accounting	P			X		X
BGEN 105	Introduction to Business			I		X	
BGEN 215	Human Resource Management			P	X		
BMGT 245	Customer Service Management			P	X		X
CAPP 110	Short Courses: MS Outlook		R				X
CAPP 131	Basic MS Office		I				X
CAPP 156	MS Excel		P		X		X
COMX 115	Introduction to Interpersonal Communication			B		X	
M 105	Contemporary Math	B			X		
WRIT 121	Introduction to Technical Writing			B		X	

B= student ability to demonstrate the learning outcome is considered basic

I = student ability to demonstrate the learning outcome is considered introductory

R = student ability to demonstrate the learning outcome is reinforced, based on previous learning experiences

P = student ability to demonstrate the learning outcome is considered proficient

* = due to the nature of these courses, the course outcomes may vary each semester