CTE Outcome Assessment Plan for degrees 14-15   AAS: **Administrative Office Professional (AOP)**

1. Outcome	2. Criteria or Target	3. Measurement Tool (course and assignment)	4. When/how and by who analysis of assessment will be accomplished
Students who successfully complete the Computer Applications and Office Systems – Administrative Office Professional AAS will be able to:			

1. Produce professional, error free, timely documents by using current and emerging software and hardware technology. Evaluate and analyze new tasks to determine what computer technology should be utilized to effectively complete the tasks.	85% "C" or higher	**FALL**
		CAS 216 Beginning Word
		    Assignment: Final Projects
		WINTER
		CAS 216 Beginning Word
		    Assignment: Final Projects
		CAS 217 Intermediate Word
		    Assignment: Final Projects
		OS 220 Business Editing Skills
		    Assignment: Portfolio
		SPRING
		CAS 217 Intermediate Word
		    Assignment: Final Projects
			Fall 2015
			Review data of Outcomes report
			By CAOS department

2. Perform general office tasks: plan and participate in meetings; coordinate travel arrangement; schedule appointments; greet clients/customer; process mail; manage equipment, supplies, and other resources in a timely manner to maintain workplace efficiency.	85% "C" or higher	**Summer** OS 280 Cooperative Education Assignment: Work Experience Intern	Fall 2015 Review data of Outcomes report By CAOS department
3. Work effectively in a team and group setting by understanding roles within teams, work units, departments, and organizations. Exhibit effective people skills to deal with a variety of personalities and diverse individuals.	85% "C" or higher	**SPRING** CAS 246 Integrated Comp Projects Assignment: Group project (2)	Fall 2015 Review data of Outcomes report By CAOS department
4. Effectively communicate creative and critical ideas; respond effectively both verbally and in written format to the spoken, written, and visual ideas of others. Collaborate with others to develop and	85% "C" or higher	**SPRING** CAS 246 Integrated Comp Project Assignment: Service Learning project	Fall 2015 Review data of Outcomes report By CAOS department

implement company vision, goals, and tasks.			
5. Analyze the effectiveness of office practices and procedures and recommend and implement necessary changes. Use planning and time management principles to accomplish workplace efficiency and achieve company objectives.	85% "C" or higher	**Summer** OS 280 Cooperative Education Assignment: Work Experience Intern	Fall 2015 Review data of Outcomes report By CAOS department

6. Use critical thinking, organization, and problem solving to effectively manage numeric, alphabetic, and digital data. Apply knowledge of basic accounting procedures to the basic record-keeping requirements of a business using applicable technology.	85% "C" or higher	**SPRING**
		OS 240 Filing & Records Management
		    Assignment: Final Project
		Summer
		OS 280 Cooperative Education
		    Assignment: Work Experience Intern
			Fall 2015
			Review data of Outcomes report
			By CAOS department

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