

CTE Outcome Assessment Plan for certificates 14-15

Certificate: **Computer Applications and Office Systems Cert.**

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 Certificate will have:			
1. Skills and knowledge appropriate to performing basic entry-level office work.	85% "C" or higher	<p><u>WINTER</u> OS 220 Business Editing Skills Assignment: Electronic portfolio – Word</p> <p><u>SPRING</u> OS 240 Filing & Records Management Assignment: Individual Project, 2 data bases, Microsoft Office Software CAS 246 Integrated Comp Project Assignment: Individual project #1 + Microsoft Office Software</p>	Fall 2015 Review data of Outcomes report By CAOS department

Submitted by: Grace Windsheimer

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