CTE Outcome Assessment Plan for certificates 16-17   Certificate: **Administrative Assistant Cert (new outcomes 2016-17)**

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 Assistant Certificate will be able to:			
1. Perform basic entry-level office work. (new outcome)	85% "C" or higher	**SPRING** CAS 246 Integrated Comp Projects Assignment: Individual project OS 240 Filing & Records Management Assignment: Final Practical Exam	Fall 2017 Review data of Outcomes report By CAOS department
2. Effectively use written, oral, and visual communications skills.	85% "C" or higher	**FALL** **WINTER** CAS 216 Beginning Word Assignment: Final Project	Fall 2017 Review data of Outcomes report By CAOS department
3. Use current and emerging technologies to solve workplace problems through presentation, research, analysis, and synthesis.	85% "C" or higher	**Spring** CAS 217 Intermediate Word Assignment: Final Project	Fall 2017 Review data of Outcomes report By CAOS department

Submitted by: CAOS Department   Date: 10/2016

Notes: new outcomes 2016-17, department will be reviewing courses listed above during program review 2016-17 to make sure they meet the outcomes.