

CTE Outcome Assessment Plan for degrees 15-16

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
<p>Students who successfully complete the Computer Applications and Office Systems – Administrative Office Professional AAS will be able to:</p>			
<p>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.</p>	<p>85% "C" or higher</p>	<p>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</p>	<p>Fall 2016 Review data of Outcomes report By CAOS department</p>
<p>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.</p>	<p>85% "C" or higher</p>	<p>Summer OS 280 Cooperative Education Assignment: Work Experience Intern</p>	<p>Fall 2016 Review data of Outcomes report By CAOS department</p>
<p>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.</p>	<p>85% "C" or higher</p>	<p>SPRING CAS 246 Integrated Comp Projects Assignment: Group project</p>	<p>Fall 2016 Review data of Outcomes report By CAOS department</p>
<p>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</p>	<p>85% "C" or higher</p>	<p>SPRING CAS 246 Integrated Comp Project Assignment: Individual project</p>	<p>Fall 2016 Review data of Outcomes report By CAOS department</p>

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 2016 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 2016 Review data of Outcomes report By CAOS department

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