CTE Outcome Assessment Plan for degrees 15-16   AAS: **CAOS – Administrative Assistant**

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 AAS will be able to:			

1. Produce professional, error-free, timely documents by using current and emerging software and hardware technology.	85% "C" or higher	**FALL**
		CAS 170 Beginning Excel
		    Assignment: final performance assessment
		~~CAS 216 Beginning Word~~
		    ~~Assignment: Research Paper~~
		WINTER
		CAS 140 Beginning Access
		    Assignment: integrated final project
		~~CAS 170 Beginning Excel~~
		    ~~Assignment: final performance assessment~~
		CAS 216 Beginning Word
		    Assignment: Research Paper
		SPRING
		~~CAS 170 Beginning Excel~~
		    ~~Assignment: final performance assessment~~
			Fall 2016
			Review data of Outcomes report
			By CAOS department

2. Effectively communicate their own creative and critical ideas; respond effectively both verbally an in written format to the spoken, written, and visual ideas of others.	85% "C" or higher	**SPRING** CAS 246 Integrated Comp Projects Assignment: Individual project	Fall 2016 Review data of Outcomes report By CAOS department
3. Use critical thinking, organization and problem solving to effectively manage numeric, alphabetic and digital data.	85% "C" or higher	**SPRING** OS 240 Filing & Records Management Assignment: Final Project	Fall 2016 Review data of Outcomes report By CAOS department
4. Assess and analyze new tasks to determine what computer technology should be utilized to effectively complete the tasks.	85% "C" or higher	**SPRING** CAS 246 Integrated Comp Project Assignment: Group project	Fall 2016 Review data of Outcomes report By CAOS department
5. Establish and follow procedures to manage digital and hard copy office documents.	85% "C" or higher	**SPRING** OS 240 Filing & Records Management Assignment: Retention schedule	Fall 2016 Review data of Outcomes report By CAOS department
6. Apply planning and time management principles to accomplish workplace efficiency and achieve company objectives.	85% "C" or higher	**SPRING** CAS 246 Integrated Comp Project Assignment: Group project	Fall 2016 Review data of Outcomes report By CAOS department

Commented [G1]: Lines through classes that won't be taught this year during those terms.

7. Perform general office tasks: plan and participate in meetings, coordinate travel arrangements, schedule appointments, greet clients/customers, and process mail.	85% "C" or higher	**Summer** OS 280 Cooperative Education	Fall 2016 Review data of Outcomes report By CAOS department
8. Understand roles within teams, work units, departments, and organizations to identify the effect of systems on the activities of a business or an organization.	85% "C" or higher	**SPRING** CAS 246 Integrated Comp Project Assignment: Group project	Fall 2016 Review data of Outcomes report By CAOS department
9. Exhibit people skills to deal effectively with a variety of personalities and diverse individuals.	85% "C" or higher	**SPRING** CAS 246 Integrated Comp Project Assignment: Group project	Fall 2016 Review data of Outcomes report By CAOS department

Submitted by: Grace Windsheimer   Date: 10/2015