

CTE Outcome Assessment Plan for degrees 17-18 AAS: **Administrative Assistant Degree-CAS/OS**

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 WINTER CAS 216 Beginning Word Assignment: Final Project SPRING	During 2021-22 Program Review By CAOS department
2. Effectively communicate their own creative and critical ideas; respond effectively both verbally and 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 OS 245 Office Systems and Procedures Assignment: Group Project	During 2021-22 Program Review 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 Practical Exam	During 2021-22 Program Review 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	During 2021-22 Program Review 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: Final Practical Exam	During 2021-22 Program Review 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 OS 245 Office Systems and Procedures Assignment: Group Project	During 2021-22 Program Review By CAOS department

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	During 2021-22 Program Review 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 OS 245 Office Systems and Procedures Assignment: Group Project	During 2021-22 Program Review 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 OS 245 Office Systems and Procedures Assignment: Group Project	During 2021-22 Program Review By CAOS department

Submitted by: CAOS Department

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