Outcome Assessment Plan for certificates 18-19   Certificate: **Administrative Assistant 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 – Administrative Assistant Certificate will be able to:			
1. Perform basic entry-level office work. (new outcome)	85% "C" or higher	**SPRING** OS 240 Filing & Records Management Assignment: Final Practical Exam	During 2021-22 Program Review 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	During 2021-22 Program Review 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	During 2021-22 Program Review By CAOS department

Submitted by: CAOS Department   Date: 9.26.18