

Outcome Assessment Plan for certificates 2019-20

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	<b><u>SPRING</u></b> OS 240 Filing & Records Management Assignment: Final Practical Exam	During 2021-22 Program Review by CAWT department
2. Effectively use written, oral, and visual communications skills.	85% “C” or higher	<b><u>FALL</u></b>  <b><u>WINTER</u></b> CAS 216 Beginning Word Assignment: Final Project	During 2021-22 Program Review by CAWT department
3. Use current and emerging technologies to solve workplace problems through presentation, research, analysis, and synthesis.	85% “C” or higher	<b><u>Spring</u></b> CAS 217 Intermediate Word Assignment: Final Project	During 2021-22 Program Review by CAWT department

Submitted by: Ashley Mickels, CTE Department Chair

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