

| Outcome 1 | Measurable Criteria | Measurement Tool | Time Frame |
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| WP Specialist students will be prepared to take the state clerical employment test | 1a. 80% of declared majors will pass a comprehensive proofreading test with 80% accuracy. 1b. 80% of declared majors will pass a comprehensive grammar theory test with 80% accuracy. | 1a. Proofreading employment simulation administered in CIS 106. 1b. Comprehensive grammar test administered as part of final exam in CIS 256. | Collect data continuously throughout school year. Analyze data every second year in order to have sufficient data |
| Results: | | | |
| Analysis and Action: | | | |

| Outcome 2 | Measurable Criteria | Measurement Tool | Time Frame |
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| WP Specialist students will demonstrate efficiency and proficiency in document production. | 2a. 80% of declared majors will average 20 production words per minute or better on document formatting tests. 2b. 80% of declared majors will average 50 net wpm or better on straight copy 5-minute timings. | 2.a. 30-minute production tests administered in CIS 250. 2.b. 5-minute straight copy timed writings administered in CIS 250 | Collect data continuously throughout school year. Analyze data every second year in order to have sufficient data |

Results:

Analysis and Action: