Assessment, Improvement, Measurement (AIM) Report: 10/08/2013

Plan Year: 2012-2013
Unit: Office Systems Technology
Coordinator(s): Jamie Clark, Karman Wheeler, Jenny Jones
Reviewer: Jenny Jones

Objective or Outcome	Measure(s)				
	Measure Text	**Achievement Target**	**Results**	**Achievement Target Result**	**Use of Findings/Next Steps**
SLO 1 - Graduates will be able to format word documents.	Project that includes a final document produced in Word. In OST 240 - Students completed project. The instructors will use a rubric to evaluate. 1 Poor 2 Passing 3 Average 4 Excellent Items to be evaluated: 1. Formatting on word documents	Students will score an average of 3.5 using the four point rubric.	85% of students scored either Average or Excellent.	Met	Continue to use OST 105 to prepare students for advanced work in OST 240. Use more lecture time combined with hands on tasks to help students learn and retain.
SLO 2 - Students will be able to create formulas in excel to effectively solve problems.	In OST 240 - Students will be given projects to evaluate their ability to create the correct formula for problems encountered.	Students will be measured on a four point rubric, evaluating the projects on the correct formulas utilized to solve the problems. Average score will be 3.5.	47% of students in OST 240 got an average of 3.5 or better.	Partially Met	Spend additional time reviewing Excel formula material initially learned in OST 105 to increase student knowledge.
SLO 3 - Students will be able to apply critical thinking skills to perform search strategies and evaluate information using the internet and the world wide web (Technical Core Competency # 3)	Faculty evaluation of capstone project in OST 220 using a 50 point rubric.	All students will score 40 out of 50 points.	92% of students scored 40 out of 50 points	Met	Continue to add new tasks to challenge students.