

Assessment, Improvement, Measurement (AIM) Report: 10/01/2014**Plan Year:** 2013-2014**Unit:** Office Systems Technology**Coordinator(s):** Mary Blaydes, Jamie Clark, Karman Wheeler, Jenny Jones**Reviewer:** Deborah Holt

Objective or Outcome	Measure(s)					
	Measure Text	Achievement Target	Results	Achievement Target Result	Use of Findings/Next Steps	Assess Month
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.	63% of students in OST 240 completed Word with at an average of 3.5 on a four point rubric.	Partially Met	Instructors should focus more on problem areas as shown an advanced Microsoft Word.	December
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	43% of students in OST 240 were able to create correct formulas in Excel at an average of 3.5 on a 4 point rubric.	Partially Met	Excel continues to be challenging for students. Instructors may want to spend a bit of time on a brief review of Excel work done in OST 105 to enhance learning of advanced features.	December
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.	Three out of five students scored 40 out of 50 points.	Not Met	Because this is a capstone course where they do simulations using skills learned in earlier courses throughout their collegiate career, we need to focus more on specific skills that students seem to be having problems with, particularly Excel and Access, to make sure students are successful in this	December

					capstone course.	
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