

**Assessment, Improvement, Measurement (AIM) Report: 12/08/2013****Plan Year:** 2013-2014**Unit:** Office Systems Technology**Coordinator(s):** Jamie Clark, Karman Wheeler, Jenny Jones**Reviewer:** Jenny Jones

Objective or Outcome	Measure(s)	
	Measure Text	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	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.	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.	December