

**Assessment, Improvement, Measurement (AIM) Report: 04/03/2013****Plan Year:** 2011-2012**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.	54% out of two classes scored an average of 3.5 or higher	Partially Met	Instructor's will spend 10% more contact class time lecturing and presenting how to format documents produced in Microsoft Word 2010 than is currently being used.
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	64% out of two classes scored an average of 3.5 or higher	Partially Met	Instructor's will spend 10% more contact class time lecturing and presenting how to create formulas in Microsoft Excel 2010 than is currently being used.
SLO 3 - Students will be able to apply critical thinking skills to make effective decisions and solve business problems creatively utilizing correct grammar and punctuation.	Two case studies with emphasis on the grammar and punctuation.	Using two case studies (25 points each), 90% of the students will be able to score 20 or higher on the case study evaluation instruments.	93% of students scored 20 or higher	Met	Based on the findings in 2010-2011 and 2011-2012, students are able to utilize critical thinking skills to make effective decisions and solve business problems creatively utilizing correct grammar and punctuation. In 2012-2013 we will continue to evaluate students critical thinking skills by their ability to perform search strategies and evaluate information using the

					internet and the world wide web (Technical Core Competency # 3)
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