Southwest Texas Junior College
Administrative Information Technology
Unit Action Plan for 2011 - 2012

Start Date: **9/1/2011**   *End Date:* **5/1/2012**

Unit Purpose: **The Administrative Information Technology (AIT) Program prepares individuals for high-demand careers needed in today's computerized workplace. The AIT Program offers a one-year Certificate, a two-year Associate of Applied Science Degree and a Tech Prep Enhanced Skills Certificate. The one-year Certificate Program is designed to prepare individuals for entry-level office information technology careers by providing cutting-edge training in the use of currently popular software packages and preparation for the Microsoft Office Specialist (MOS) Certification. The two-year Associate of Applied Science Degree is for individuals preparing for advanced office information technology careers in office and business management, executive assistant, computer project administration, and medical office administration. Students will be required to take the appropriate MOS exam(s) before the end of each semester as applicable to individual courses (see course descriptions in back of catalog). Students who have completed the A.A.S. degree may receive advanced training in management skills leading to an Enhanced Skills Certificate.**

Submitted By
Bonny Herndon   **Yes**

Reviewed By
Connie Buchanan   **Yes**

Approved By
Hector Gonzales   **Yes**

Closeout Ready
Bonny Herndon   **No**   ☐   Email Notice

Closeout Completed
Connie Buchanan   **No**

Planning Outcome No. 1   Administrative Information Technology   Year: 2011-2012

Expected Outcome: **Students will improve learning related to the Administrative Information Technology program outcome: Students will demonstrate proficient use of spreadsheet software.**

Outcome Rationale: **Assessments indicate that improvement is needed in this program outcome. In addition, knowledge and skills in spreadsheet software are expected in most business settings that employee AIT graduates.**

Intervention: **1. Students will have more time during the semester on Certiprep, a test-prep software that helps prepare the student to pass the Microsoft Office Specialist certification exam. Students will be required to spend time using Certiprep within the classroom lab hours. 2. POFI 1349 Spreadsheets syllabus will emphasize the importance of passing the MOS certification exam by specific grading criteria establishing a high standard and/or a large number of points awarded to the student by passing the MOS.**

Mission Link: **Pursue their professional and personal goals**

Institutional Goal Link: **Efficiency**

Strategic Goal Link: **NA**

Planning Type: **Student Learning**

Program Link: **Administrative Information Technology**

Program Outcome Link: **Student will demonstrate proficient use of spreadsheet software.**

Tracking Data:	2007-2008	2008-2009	2009-2010	2010-2011	Base	Trend	Latest	Target
	NA	NA	NA	36%	36%		36%	80%

Other Links: **Assessment of Learning Outcomes or Services**
Instructional Program or Service Unit Review
An intervention designed to improve a student learning or success.

Assessment Method: **Microsoft Office Specialist certification exam is given at the end of the semester in POFI 1349 Spreadsheets. This assessment is an independent national industry-wide assessment designed by Microsoft and implemented and monitored by Certiport.**

Assessment Measures:

Measure	Beginning	Target	Ending
Student will demonstrate proficient use of spreadsheet software.	**36%**	**80%**	**8%**

Start-End Date: **9/1/2011 - 5/1/2012**

Budget:

Personnel:	**$**	**0**	*for*	
Equipment:	**$**	**0**	*for*	
Other:	**$**	**0**	*for*	**Certiprep software for each student in the AIT program (annual subscription).**
Total Cost:	**$**	**0**		**Unit's Budget $0 Other Funding Source $0**

Findings: **Although we provided a copy of Certiprep tesp-prep software to each student so that they could install it at home as well as use it on campus, the students did not spend appropriate time on the software.**   [Save Findings]

Actions Taken/Changes: **In subsequent semesters, we will continue to provide each student a copy of Certiprep test-prep software, but the instructor will build grading requirements into the syllabus so that students are required to use and practice (test) on the certiprep test-prep software.**   [Save Changes]

Outcome achieved: **No**   ☐

Outcome Resulted in Improved Student Learning: **No**   ☐

Outcome Resulted in Improved Student Success: **No**   ☐

Person Responsible: **Bonny Herndon**

Date: **2/16/2015**

Planning Outcome No. 2   Unit: Administrative Information Technology   Year: 2011-2012

Expected Outcome: **Students will improve learning related to the Administrative Information Technology program outcome: Students will demonstrate proficient use of word processing software.**

Outcome Rationale: **Assessments indicate that improvement is needed in this program outcome. In addition, word processing skills and knowledge are common requirements for entry level AIT positions.**

Intervention: **Students will be required to complete test prep software (online) in addition to their regular in-class curriculum.**

Mission Link: **Pursue their professional and personal goals**

Institutional Goal Link: **Efficiency**

Strategic Goal Link: **NA**

Planning Type: **Student Learning**

Program Link: **Administrative Information Technology**

Program Outcome Link: **Student will demonstrate proficient use of word processing software.**

Tracking Data:	2007-2008	2008-2009	2009-2010	2010-2011	Base	Trend	Latest	Target
	NA	**NA**	**NA**	**60%**	**60%**		**60%**	**80%**

Other Links: **Instructional Program or Service Unit Review**
An intervention designed to improve a student learning or success.

Assessment Method: **Students will be required to take the MOS certification exam and this exam is a class component for grading purposes as well.**

Assessment Measures:

Measure	Beginning	Target	Ending
Student will demonstrate proficient use of word processing software.	**60%**	**80%**	**21%**

Start-End Date: **9/1/2011 - 5/1/2012**

Budget:

Personnel:	**$**	**0**	*for*	
Equipment:	**$**	**0**	*for*	
Other:	**$**	**0**	*for*	
Total Cost:	**$**	**0**		**Unit's Budget $0 Other Funding Source $0**

Findings: **Although we provided a copy of Certiprep tesp-prep software to each student so that they could install it at home as well as use it on campus, the students did not spend appropriate time on the software.** [Save Findings]

Actions Taken/Changes: **In subsequent semesters, we will continue to provide each student a copy of Certiprep test-prep software, but the instructor will build grading requirements into the syllabus so that students are required to use and practice-test on the certiprep test-prep software.** [Save Changes]

Outcome achieved: **No** ☐

Outcome Resulted in Improved Student Learning: **No** ☐

Outcome Resulted in Improved Student Success: **No** ☐

Person Responsible: **Bonny Herndon**

Date: **2/16/2015**