

# Automotive Body

## Certificate

985

**Division:** Corrections

**Created:** 1/8/2002 2:57:25 PM

**Revised:** 5/11/2004

**Mission** Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Demonstrate Auto Body safety procedures in the use of hand tools and equipment.	Administer Auto Body Safety Test. Criteria: All students will have a score of 90% or better on the test.	On the first try, 90% of the students achieved a score of 90% or better on this task.	Continue to use the Safety Test as a measuring device as it continues to be effective.
2	Introduce student to automotive construction, body dimensioning, welding and repair techniques.	Administer supervised lab projects on frame welding and measurement. Criteria: All students will complete 90% of steps needed to solve problem with 85 % accuracy.	All students completed 90% of steps needed to solve the problem on the first attempt with 90% accuracy.	Current methods of instructing and assessing will remain unchanged as long as students continue to achieve acceptable results.
3	Demonstrate proper use of shop manuals in Auto Body technology.	Administer supervised lab projects on use of Auto Body shop manuals in calculations of body panels and materials used for a repair. Criteria: Completion of 90% of steps needed to solve problem with 95% accuracy.	All of the students completed 90% of the calculations needed to solve the problem with 96% accuracy.	As new technology develops current manuals with also need to be updated
4	Identify career opportunities in Auto Body Repair and demonstrate employment seeking skills.	Present student with newspaper want ads. Criteria: 90% of students will be able to identify career opportunities in Auto Body from newspaper want ads.	95% of the students completed the steps needed to achieved this requirement.	Current methods of instructing and assessing have proven to aid students in the assessment of job hunting skills.
5	Produce cost estimates and time schedules used in the Auto Body repair business	Prepare an estimate of an Auto Body repair order including parts and labor. Criteria: 80% of students will present an estimate to the instructor and achieve 90% accuracy.	84% of the students completed the job sheet with an accuracy of 80%.	Current methods of instructing and assessing demonstrate competencies in the current criteria.

# Basic Auto Certificate I

## Certificate

980

**Division:** Corrections

**Created:** 1/8/2002 3:29:12 PM

**Revised:** 5/7/2004

**Mission** Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Demonstrate safety procedures in the use of hand tools and equipment.	Administer Automotive Safety Quiz. Criteria: All students will have a score of 80% or better on the test.	On the first attempt, 90% of the students achieved a score of 80% or better on this task.	Continue to use the Safety Test as a measuring device as it continues to be effective.
2	Demonstrate proper procedures for the installation of new brake pads.	Administer supervised lab project installation of new brake pads. Criteria: Completion of 95% of steps needed to complete the repair with 100% accuracy.	95% of the students completed 95% of steps needed to achieve problem solving techniques.	Current methods of instructing are good, but added visual aids will be used to reinforce the correct and safe procedures.
3	Demonstrate proper use of shop manuals in Automotive Technology.	Administer supervised lab projects on use of automotive repair manual to troubleshoot using a systematic approach for any or all problems. Criteria: 85% of the students will complete 80% of steps needed to complete the repair.	87% of the students completed this project with 85% accuracy on the first attempt.	We will continue to use this lab project as a learning test in the students ability to analyze and troubleshoot mechanical problems. Results show students are continuing to stay current in the technology field.
4	Apply math skills to determine metric and U.S. measurements.	Administer supervised lab project with math problems in both metric and U.S. measurement. Criteria: All of students will perform the test to determine measurement and movement in parts with 75% accuracy.	95% of students achieved proficiency these math skills with 75% accuracy	The current problem solving techniques for math assessment will continue to be used for student assessment with additional time being spent on the metric conversion
5	Identify career opportunities in Automotive Repair and demonstrate employment seeking skills.	Present student with newspapers to find current career opportunities. Criteria: 90% of students will be able to identify career opportunities in Automotive Technology field.	95% of the students were able to compile and interpret job advertisements as they relate to learned skills.	Given our physical restrictions on accessibility of job hunting data, current methods of instructing and assessing will remain unchanged.
6	Communicate effectively and professionally using correct job terminology and appropriate work behavior.	Prepare an estimate of an Automotive Repair Order including parts and labor. Criteria: 100% of students will present a Repair Order with 90% accuracy.	87% of the students completed the necessary tasks for completion of the job sheet with 92% accuracy.	We use this method of instructing and assessing to facilitate and better serve our clientele. The limited results will be monitored for improvement.

# Basic Auto Certificate II

## Certificate

982

**Division:** Corrections

**Created:** 10/2/2003 12:48:51 P

**Revised:** 5/11/2004

**Mission** Lake Land College pledges to be responsive to the constantly changing educational and training needs of all students served.

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change,

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Students will diagnose and correct cylinder head problems wear problems.	Administer supervised cylinder head lab. Criteria: 80% of students will complete task with 90% accuracy.	80% of students performed task with 90% accuracy.	Continue to use lab project varying the different makes of vehicles.
2	Students will diagnose lower engine problems and check for worn rod bearings.	Remove engine from car. Disassemble lower end and check rod bearings for excessive wear. Criteria: 90% of students will complete assignment without assistance from instructor with 85% accuracy	85% of student complete assignment without significant instructor assistance with 85% accuracy.	Continue task for lower engine repair. Additional time is needed in this area and a variation of makes and models will be used.
3	Students will identify different fuel systems, being able to diagnose and repair	Test and diagnose fuel system components. Remove and replace defective units. Criteria: 90% of students will complete project with 80% success.	83% of students completed project with 80% or better success.	This continues to be a weak area because of the extreme complexity of modern day fuel systems, more time and hands on applications will be needed in this area.
4	Student will diagnose symptoms, causes and repair methods for performance and drivability.	Perform diagnosis with diagnostic charts in service manual/CD Rom. Follow and understand charts. Criteria: 90% of the students will be able to use computerized scan tool with 95% accuracy.	90% of students completed scan tool use. 80% find problem and repair using only diagnostic charts in service manual.	This is defiantly a student problem and more time must be devoted to the area of using diagnostic charts in the service manual.

# Business Management

## Certificate

940

**Division:** Corrections

**Created:** 1/10/2002 2:43:00 PM

**Revised:** 3/26/2004

**Mission** Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Demonstrate effective use of computer software applications.	Administer lab projects on document, spreadsheet, and database development. Criteria: 90% of students will be able to create above items with a score of 80% or higher.	91% of the students scored 80% or higher.	Current methods of instructing and assessing will remain unchanged.
2	Demonstrate logical and concise problem-solving abilities in preparing Marketing Plan.	Students will prepare complete Marketing Plan within required guidelines. Criteria: 90% will complete with limited instructor assistance, and score 90% or higher.	58% of the students scored 90% or higher. Students overall completion of the marketing plan was done well but had difficulty when trying to work within budget guidelines.	Results at this time indicate that additional projects will be assigned to help assist the students' knowledge of budget and the understanding of interpreting spreadsheet information.
3	Apply proper mathematical and accounting procedure in the financial projections of the Business Plan.	Students will develop a spreadsheet with the use of formulas to calculate financial projections for the Business Plan. Criteria: 90% will complete with limited instructor assistance and score 80% or higher.	58% of the students scored 80% or higher. Students overall completion of the project was good but had difficulty when generating proper formulas.	Most of the difficulty resulted when trying to create the required financial documents. Additional projects will be assigned to reinforce the understanding and interpretation of financial documents and the relationship to spreadsheet formulas.
4	Identify career opportunities in Business Management and demonstrate employment skills.	Students will complete cover letter, resume, and application form. Criteria: All of the students will complete forms without instructor assistance and score 80% or higher.	94% of the students scored 80% or higher.	Current methods of instructing and assessing will remain unchanged.
5	Communicate effectively and professionally.	Students will complete supervised projects developing business memos and correspondences. Criteria: 95% of students will complete projects and score 80% or higher.	94% of the students scored 80% or higher.	Current methods of instructing and assessing will remain unchanged.

# Commercial Custodian

## Certificate

939

**Division:** Corrections

**Created:** 1/11/2002 4:37:09 PM

**Revised:** 5/7/2004

**Mission** Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Demonstrate Custodial Maintenance safety procedures in the use of hand tools and equipment.	Administer Custodial Maintenance Safety Test. Criteria: 90% of students will have a score of 70% or better on the test.	90% of the students achieved a score of 70% or better on this task.	Continue to use the Safety Test as a measuring device as it continues to be effective.
2	Apply logical and concise problem-solving techniques related to Custodial Maintenance.	Administer supervised lab project on identifying carpet stains and determine the appropriate treatment for stain removal. Criteria: Completion of 95% of steps needed to identify and remove the stain.	90 % of all students completed steps needed in lab project.	Program will continue with lab projects, extra time will be used for discussing the effect removal has on the floor.
3	Demonstrate proper use of material safety data sheets (MSDS) and the hazardous waste communication program which includes hazardous and infectious waste.	Administer supervised lab projects on use of MSDS to properly handle chemicals used according to the hazardous communication program. Criteria: Completion of 95% of steps needed to comply with HCP requirements on handling chemicals.	90 % of all students completed steps needed in lab project.	Program will continue with lab projects.
4	Apply daily math skills for Custodial Maintenance tasks.	Administer supervised lab project to correctly measure quantities by proportions of water and chemicals to machine capacity. Criteria: 80% of all students will complete the steps with at least 90% accuracy.	85 % of all students completed steps with 95% accuracy	Current methods of instructing and assessing will remain unchanged.
5	Identify career opportunities in Custodial Maintenance and demonstrate employment seeking skills.	Discuss career opportunities and percentages within geographical areas. Criteria: 95% of students will be able to identify career opportunities in Custodial Maintenance.	100% of students completed career opportunities project.	Instructor will continue with the use of this project.

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# Commercial Custodian

939

**Division:** Corrections

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## Certificate

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6	Demonstrate effective and professional communication skills	Students will write and explain a cleaning estimate on a given apartment building  Criteria: All students will achieve 90% accuracy.	All students completed estimate with 80% accuracy or better.	Current methods of instructing and assessing will remain unchanged.
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# Computer Technology - Basic Certificate

Certificate

998

**Division:** Corrections

**Created:** 1/10/2002 3:57:14 PM

**Revised:** 3/26/2004

**Mission** Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Demonstrate effective use and knowledge of hardware components and software use, such as keyboarding, PC usage, and file management.	Combined grading of lab projects, keyboarding proficiency, and automated testing, (??as represented by course grades??).  Criteria: 90% of students will receive an average score of 80% or above and complete all projects.	90% of students received an average score of 80% or above.	Current methods of instructing and assessing will remain unchanged.
2	Design and prepare business correspondence: including letters, memos, mail-merges, and using embedded/linked worksheets. Utilize various formatting techniques.	90% of students will receive an average score of 80% and complete all projects. Criteria: Completion of lab projects and automated testing as shown by course grade.	90% of students received a score of 80% or above.	Current methods of instructing and assessing will remain unchanged except added instruction will be given to computer hardware components.
3	Design and implement a spreadsheet that will provide useful information, including charts, worksheets, and embedded/linked files from raw data.	Completion of lab projects, textbook exercises, and automated testing as represented by course grade. Criteria: 90% of students will receive an average score of 80% and complete all projects.	90% of students received an average score of 80% or above.	Current methods of instructing and assessing will remain unchanged.
4	Utilize database management techniques to manipulate and extract data from data tables and present it in a useful and meaningful format.	Completion of automated testing and lab projects as shown by course grade. Criteria: 90% of students will receive an average score of 80% and complete all projects.	90% of students received and average score of 80% or above. 10% of students required assistance with queries.	Additional time will be spent on queries.
5	Communicate on a specified subject utilizing presentation software.	Perform a slide presentation of required length and complete lab projects resulting in a course grade. Criteria: 90% of students will be able to complete the project with 80% accuracy.	90% of the students completed the project with 80% accuracy.	Current methods of instructing and assessing will remain unchanged.

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# Computer Technology - Basic Certificate

998

**Division:** Corrections

**Created:** 1/10/2002 3:57:14 PM

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## *Certificate*

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| 6 | Using supplied data, design and prepare a Web Page that communicates specific information providing links to other pages. | Complete lab projects of increasing complexity and automated tests as shown by a course grade.<br>Criteria: 90% of students will receive an average score of 80% and complete all projects. | 90% of students received an average score of 80% and complete all projects. | Current methods of instructing and assessing will remain unchanged. |
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# Computer Technology Advanced Certificate

Certificate

999

**Division:** Corrections

**Created:** 10/2/2003 1:05:16 PM

**Revised:** 3/26/2004

**Mission** Lake Land College pledges to be responsive to the constantly changing educational and training needs of all students served.

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change,

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Demonstrate effective use of programming techniques.	Student will develop and demonstrate a working program using Visual Basic tools that accomplishes a specific task and complete automated testing. Criteria: 90% of students will score 80% and complete all projects.	90% of students scored 80% on programming.	Current methods of instructing and assessing will remain unchanged.
2	Utilize problem-solving techniques to develop logical and concise methods of accurately presenting information in an automated environment.	Completion of lab projects using flowcharting, pseudo codes, and hierarchy charts and automated testing as represented by course grade. Criteria: 95% of students will receive an average score of 80% and complete all projects.	90% of the students received an average score of 80% or above. 7% of students had difficulty with pseudo codes.	Instructor will develop additional projects using pseudo codes.
3	Utilize decision skills to plan and develop an efficient computer network for various user applications.	Completion of lab projects demonstrating knowledge of user requirements and hardware/software potential as well as automated testing as represented by course grade. Criteria: 90% students will receive an average score of 80% and complete all projects.	85% of students receive a score of 75% and completed all projects. Students had difficulty with identifying hardware necessary for completing network.	Additional instruction will be given to hardware components.
4	Demonstrate problem-solving skills and knowledge of analytical tools necessary to design a data system with efficient data flow, information security and ease of use.	Completion of automated testing lab projects as shown by course grade. Criteria: 90% of students will have an average score of 80% and complete all projects.	90% of students received and average score of 80%.	Current methods of instructing and assessing will remain unchanged.
5	Identify career opportunities in Computer Technology and demonstrate life skills necessary for employment.	Present student with career opportunities. Criteria: 90% of students will be able to identify career opportunities in Computer Technology from employment want ads.	95% of students completed career opportunities project.	Current methods of instructing and assessing will remain unchanged.

# Construction Occupations

Certificate

936

Division: Corrections

Created: 1/11/2002 4:12:46 PM

Revised: 5/7/2004

**Mission** Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Demonstrate Construction Occupations safety procedures in the use of hand tools and equipment.	Administer Construction Occupations Safety Test. Criteria: All students will have a score of 90% or better on the test.	90% of the students on their first attempt achieved a score of 90% or better on this task.	Continue to use the Safety Test as a measuring device as it continues to be effective.
2	Apply logical and concise problem-solving techniques in preparing a rafter lay-out	Student will prepare a rafter lay-out using information given by the instructor with limited assistance. Criteria: 90% will complete project with 100% accuracy	85% of students completed 100% of steps, but only 72% of these completed with 100% accuracy	These results indicated that additional time is needed in the actual area of rafter lay-out
3	Demonstrate proper use of Construction Occupation trade manuals and blueprints.	Administer supervised lab project in the correct interpretation of construction symbols needed to layout a home electrical system. Criteria: Completion of 95% of steps needed to install the system within industry standards.	70% of students completed 85% of steps on the first try.	These results were lower than expected, more discussion and practice are needed
4	Apply math skills in proper layout of an exterior wall	Administer supervised project to measure and layout and exterior wall with rough openings for doors and windows. Criteria: All students will complete the measurements with 98% accuracy.	100% of students completed 100% of steps on the first try with 99% accuracy.	Current methods of instructing and assessing will remain unchanged.
5	Identify career opportunities in Construction Occupations and demonstrate employment seeking skills.	Present student with newspaper want ads. Criteria: 95% of students will be able to identify career opportunities in Construction Occupations from newspaper want ads.	99% of students achieved requirement.	Will continue to use this method of evaluation, but will also add the use of internet printouts to show employment opportunities.
6	Prepare an accurate cost estimate for interior finish.	Prepare an estimate of an interior room paint project including cost of materials and labor. Criteria: All students will prepare an estimate and achieve 90% accuracy.	95% of students completed this project with 90% accuracy or better.	Will continue to use this method as an evaluation tool.

# Cosmetology

## Certificate

COS

**Division:** Corrections

**Created:** 4/9/2003 12:53:16 PM

**Revised:** 5/11/2004

**Mission** Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change,

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Demonstrate proper procedures relating to hygiene and grooming.	Administer supervised lab project on development standards for hygiene and grooming. Criteria: All students will complete 100% of steps needed to achieve this goal with 95% accuracy.	96% of all students completed 100% of the steps to complete lab project.	Current methods of instructing and assessing will remain unchanged.
2	Demonstrate positive professional attitude and strict adherence to laws prescribed by the Illinois Department of Professional Regulation.	Administer supervised lab project on development of competency testing in the Cosmetology field. Criteria: 100% of students will be able to pass competency testing with 90% grade or better.	All students performed necessary steps in lab project with 90% or better.	Current methods of instructing and assessing will remain unchanged.
3	Apply logical and concise problem-solving techniques to Cosmetology Shop Management Practices.	Administer supervised projects using micro and macro economics to solve a Cosmetology Shop business problem. Criteria: 100% of students will develop a solution to the business problem with 95% accuracy.	All students performed necessary steps to solve economic issues with 97% accuracy.	Current methods of instructing and assessing will remain unchanged.
4	Apply math skills to a Shop Management problem using problem-solving techniques.	Administer supervised lab project in development of spreadsheets for Business Cost Analysis.  Criteria: 100% of students will be able to format 100% of the formulas in a spreadsheet	All students performed necessary steps solving this business problem.	Current methods of instructing and assessing will remain unchanged.
5	Identify career opportunities in Cosmetology and demonstrate employment seeking skills.	Present student with newspaper want ads. Criteria: 100% of students will be able to identify career opportunities in Cosmetology from newspaper want ads.	100% of students were able to identify career opportunities.	Current methods of instructing and assessing will remain unchanged.

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# Cosmetology

## Certificate

COS

**Division:** Corrections

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**Mission** Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change,

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|---|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 6 | Communicate effectively and professionally. | Administer supervised project for development of a working Cosmetology Shop plan.<br>Criteria: 95% of the students will complete this project with 85% accuracy. | 97% of the student performed necessary steps to develop a working business plan for a Cosmetology Shop with 92% accuracy. | Current methods of instructing and assessing will remain unchanged. |
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# Food Service

## Certificate

951

**Division:** Corrections

**Created:** 1/10/2002 3:22:44 PM

**Revised:** 5/7/2004

**Mission** Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Demonstrate safety procedures in the use of cooking utensils and equipment.	Administer Commercial Cooking Safety Test. Criteria: All students will have a score of 90% or better on the test.	90% of the students achieved a score of 70% or better on their first attempt.	Continue to use the Safety Test as a measuring device as it continues to be effective.
2	Apply logical and concise problem-solving techniques related to Commercial Cooking.	Administer supervised lab projects on planning a banquet including menu, purchasing, and meal preparation. Criteria: Completion of 95% of steps needed to prepare a banquet.	All students successfully completed 98% of the steps needed.	Students will continue to be assessed using current methods, more time will be used on recipe conversions.
3	Demonstrate proper use of cook books.	Administer supervised lab projects on use of a cook book to prepare a meal. Criteria: Completion of 95% of steps needed to plan and prepare a meal using a cookbook.	All students successfully completed 98% of the steps needed.	Students will continue to be assessed using current methods.
4	Demonstrate maintenance of a safe, clean, healthy, and organized work environment.	Administer State of Illinois Sanitation Exam. Criteria: All students will have a score of 90% on the Sanitation Exam.	All students taking the State exam received a score of 90% or better.	Will continue to administer test, since this is one more goal of the class.
5	Apply math skills using problem solving techniques.	Administer a supervised lab project that requires conversion of recipes to serve a large number. Criteria: All students will be able to do the recipe conversions to 98% accuracy.	99 % of students achieved requirement.	Instructor will continue with the use of this project.
6	Identify career opportunities in Commercial Cooking and demonstrate employment seeking skills.	Present student with newspaper want ads. Criteria: 95% of students will be able to identify Commercial Cooking career opportunities from newspaper want ads.	All students successfully completed this task.	Instructor will continue to explore employment opportunities.

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# Food Service

## Certificate

951

**Division:** Corrections

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7	Communicate effectively and professionally.	Administer a supervised lab project that requires preparation of a banquet invitation and menu. Criteria: All students will complete this lab project with 95% accuracy.	All students completed this project with at least 95% accuracy.	Instructor will vary this project by using a variety of menus
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# Heating, Refrigeration, and Air Conditioning

938

**Division:** Corrections

**Created:** 1/15/2002 1:06:21 PM

**Revised:** 3/26/2004

## Certificate

**Mission** Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Demonstrate HVACR safety procedures in the use of hand tools and equipment.	Administer HVACR Safety Test. Criteria: 80% of students will score 75% or higher.	77% scored 75% or higher.	Safety procedures will be placed on the classroom wall to help increase the Criteria.
2	Apply logical and concise problem-solving techniques related to HVACR troubleshooting.	Administer supervised lab project where the student must properly diagnose the HVAC unit's problem and repair. Criteria: 75% of students will diagnose and repair unit on the first attempt.	78% of students diagnosed and repaired unit on the first attempt. Some had trouble reading wiring diagrams.	Continue to use the lab project for troubleshooting and use another text book for wiring diagrams.
3	Adequately read blueprints relating to HVACR.	Student will take a written test using blueprints. Criteria: 85% of students will score 70% or higher.	87% of students scored 70% or above. Some experienced trouble locating items on blueprint.	Will add an extra project where students will us blueprints.
4	Demonstrate the ability to property use refrigeration recovery, vacuum and charging equipment.	Administer a supervised lab project where students will demonstrate the ability to recover, vacuum, and recharge HVACR equipment. Criteria: 80% of students will complete the lab assignment on the first attempt.	83% completed the project on the first attempt.	Will continue with this lab project.
5	Accurately figure heating and cooling loads for sizing HVAC equipment.	Students will complete a lab project sizing heating and cooling equipment. Criteria: 80% of students will score 75% or above.	82% scored 75% or above. Some experienced trouble reading blueprints.	Continue to use this lab project. The extra lab project in #3 should help with blueprint problem.

# Helping Paws Service Dog Training

Certificate

971

Division: Corrections

Created: 4/9/2003 1:04:28 PM

Revised: 5/11/2004

**Mission** Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change,

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Demonstrate proper procedures relating to hygiene and grooming of Canines.	Administer supervised observation of proper bathing and grooming procedures. Criteria: All students will complete 90% of steps needed to achieve this goal.	100% of the students completed 92% of all steps on first attempt.	Current methods of instructing and asseccing will be used with emphasis being placed on hands on experience.
2	Demonstrate humane problem solving techniques of basic canine obedience.	Administer supervised observation development of competency testing in the Dog Training field. Criteria: 90% of students will be able to pass competency testing with 90% grade or better.	95% of students passed a competency training test with a score of 90% or better	Current methods of instructing and assessing will remain unchanged.
3	Able to apply logical and proper problem-solving techniques completing common service dog tasks	Administer supervised evaluaion of retrieve, light, and carry tasks. Criteria: 90% of students will score 85% or better presenting knowledge of dog service tasks.	90% of students scored 87% or better on service tasks.	Current methods of instructing and assessing will remain unchanged.
4	Apply to understand methods necessary to complete Canine ABKA level I practices.	Administer supervised lab project in development of ABKA level I analysis.  Criteria: 90% of students will be able to pass competency testing with a score of 80% or better.	95% of the students scored 80% or better on administered ABKA exam	Current methods of instructing and assessing will remain unchanged.
5	Identify career opportunities in Pet Industry and identify employment seeking skills.	Present student with a publicaion showing pet industry opportunities. Criteria: 95% of students will be able to identify career opportunities in Canine Training and Grooming from newspaper want ads.	95% of students were able to locate career opportunities in the pet industry.	Current methods of instructing and assessing will remain unchanged.
6	Ability to communicate effectively and professionally.	Administer supervised observation of communication and interaction. Criteria: 95% of students will effectively communicate with 97% acurracy	All students were able to communicate and interact effectively.	Current methods of instructing and assessing will remain unchanged.

# Horticulture

## Certificate

921

**Division:** Corrections

**Created:** 1/15/2002 12:50:43 P

**Revised:** 5/7/2004

**Mission** Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Demonstrate safety procedures in the use of hand tools and equipment	Administer Safety test. Criteria: All students will have a score of 90% or better.	85% of the students achieved a score of 90% or better on their first Attempt.	Continue to use the Safety Test as a measuring device as it continues to be effective, but spend additional time on needed area.
2	Student will demonstrate knowledge of safe techniques for chemical handling and use.	Administer supervised pest management final exam. Criteria: 95% of the students will complete the exam with a minimum score of 90%	97% of the students completed the exam with 90% accuracy	Pest management exam has proven to be an acceptable barometer as to the proficiency. We will continue to use this method as an acceptable tool.
3	Student will apply mathematical problem solving skills as they relate to the horticultural occupations	Following proper instruction and practical learning evaluations the student be administered a wrttem exam. Criteria:85% of all students will complete this problem with a minimum score of 90%	90% of students on the first attempt complited the problem with 98% accuracy	Following correct procedures is necessary in any instructional setting to achieve proficiency. We will continue to use controlled; structured tests to evaluate student proformance.
4	Demonstrate proper use of Horticulture trade manuels	Administer supervised lab project using Horticulture trade manuels to solve related occupational problems. Criteria: 85% of students will complete this project with 75% accuracy.	92% of all students completed this project with 82% accuracy	This research project continues to be a valuable measuring tool.
5	Identify career opportunities in Horticulture and demonstrate employment seeking skills.	Present student with newspaper want ads. Criteria: 90% of students will be able to identify appropriate career opportunities from newspaper want ads.	80% of students displayed mental comprehension and job relationships to achieved this requirement.	Given our physical restrictions on accessibility of job hunting data, current methods of instructing and assessing will remain unchanged.
6	Communicate effectively and professionally.	Present student with case scenarios. Criteria: Students will be able to solve the problem presented through oral and written means.	87% of students display competency in this area. We continue to strive to improve our percentages to achieved this requirement.	Given our limited resources and operating environment, we will continue to utilize this assessment to achieve our goals.

# Welding

## Certificate

990

**Division:** Corrections

**Created:** 1/17/2002 3:51:29 PM

**Revised:** 5/7/2004

**Mission** Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong

**Goal** Provide career education including occupational, vocational, technical training for employment, advancement or career change

#	Intended Outcomes and Objectives	Assessment Criteria and Procedures	Assessment Results	Use of Results
1	Demonstrate safety procedures in the use of hand tools and equipment.	Administer Safety Test. Criteria: All students will have a score of 90% or better on the test.	90% of the students on their first attempt achieved a score of 90% or better on this task.	Continue to use the Safety Test as a measuring device as it continues to be effective.
2	Apply logical and concise problem-solving techniques related to Welding Technology.	Administer supervised lab project on final exam. Criteria: Completion of 75% of steps needed to solve the problem.	80% of the students achieved a satisfactory score of 75% for this requirement.	Current methods of instructing and assessing will remain unchanged as long as students continue to achieve acceptable results.
3	Demonstrate correct maintenance and fabrication procedures.	Administer supervised lab project on final exam. Criteria: Completion of 80% of steps needed to solve the problem.	82% of the students achieved a grade of 80% or better to fulfill this requirement.	Hands on project are the cornerstone of this program. We will continue to use repair and fabrication projects to measure success.
4	Demonstrate proper use of shop manuals.	Administer supervised lab project on final exam. Criteria: Completion of 75% of steps needed to solve the problem.	90% of students achieved a score of 70% or greater to satisfy this requirement.	This assessment is a continuing effort to monitor students ability to demonstrate communication and comprehension skills. We will continue to use this method of assessment.
5	Apply math skills using problem solving techniques.	Administer Math final exam. Criteria: 100% of students will achieve a passing grade.	80 % of all students achieved a passing grade of 70% accuracy or better.	Math comprehension skills are paramount to success in the vocational technology parading. We will continue to use this assignment as a measuring tool and monitor results.
6	Identify career opportunities in Welding and demonstrate employment seeking skills.	Present student with newspaper want ads. Criteria: 90% of students will be able to identify appropriate career opportunities from newspaper want ads.	98% of students achieved this requirement.	Continue to use this assignment as a measuring tool.

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7	Communicate effectively and professionally.	Present student with case scenarios. Criteria: Students will be able to solve the problem presented through oral and written means.	86% of students will demonstrate proficiency to satisfy this requirement.	We will continue to use this assignment as a method of demonstrating a relationship between the vocational skills learned and the job market.
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