

## YOUR TURN! CREATING A CUSTOM OBE PLAN

Please use this form to create a custom OBE plan for your PCC or E-Mobile Unit. Complete all white sections of the form and submit to Mary Ann Stiefvater (msteifva@mail.nysed.gov) by Friday, May 27, 2011. The gray sections of the form are for reporting your evaluation findings. You will complete and submit these sections at a later date.

| <b>General outcome #1:</b><br>PCC/E-Mobile Unit users gain digital literacy skills.   |                  |                               |  |   | Evaluation time period: |             |
|---|------------------|-------------------------------|--|---|-------------------------|-------------|
| Custom outcome: Participants master at least one computer skill that enhances their employability.  | Target audience: | Target audience per training: | Data source:   | Target achievement level:   | Actual level:           | achievement |
| <b><u>Basic computer &amp; Internet use</u></b>   | 500              |                               |  |   |                         |             |
| <b>Let's Start with Computers!</b><br>Participants report their skill level increased<br>Participants report course objectives were met<br>Participants report they learned an employment related skill<br>Participants demonstrate ability to use a computer |                  | 16                            | Post Workshop survey<br>Post Workshop survey<br>Post Workshop survey<br>Observation by Trainer | 9.6 or 60% per training<br>9.6 or 60% per training<br>9.6 or 60% per training<br>12.8 or 80% per training |                         |             |
| <b>Internet Basics</b><br>Participants report their skill level increased<br>Participants report course objectives were met<br>Participants demonstrate ability to search the internet  |                  | 16                            | Post Workshop survey<br>Post Workshop survey<br>Observation by Trainer                         | 9.6 or 60% per training<br>9.6 or 60% per training<br>12.8 or 80% per training                            |                         |             |
| <b>WHAT Are All These Wires On My Computer?!</b><br>Participants report their skill level increased<br>Participants report course objectives were met   |                  | 16                            | Post Workshop survey<br>Post Workshop survey   | 9.6 or 60% per training<br>9.6 or 60% per training  |                         |             |
| <b>Email Basics</b><br>Participants report their skill level increased<br>Participants report course objectives were met<br>Participants demonstrate ability to create an email account   |                  | 16                            | Post Workshop survey<br>Post Workshop survey<br>Observation by Trainer                         | 9.6 or 60% per training<br>9.6 or 60% per training<br>12.8 or 80% per training                            |                         |             |
| <b>Introduction to Windows - Windows Foundation</b><br>Participants report their skill level increased<br>Participants report course objectives were met<br>Participants report they learned an employment related skill                                      |                  | 16                            | Post Workshop survey<br>Post Workshop survey<br>Post Workshop survey                           | 9.6 or 60% per training<br>9.6 or 60% per training<br>12.8 or 80% per training                            |                         |             |
| <b><u>Office Skills</u></b>   | 500              |                               |  |   |                         |             |

**Let's Start with Word**

Participants report their skill level increased  
 Participants report course objectives were met  
 Participants report they learned an employment related skill

Participants report they learned a skill that could help them to start a business  
 Participants demonstrate ability to use Microsoft Word

16

Post Workshop survey 9.6 or 60% per training  
 Post Workshop survey 9.6 or 60% per training  
 Post Workshop survey 9.6 or 60% per training

Post Workshop survey 6.4 or 40% per training  
 Observation by Trainer 12.8 or 80% per training

**Introduction to Word Processing using MS Word 2010 - Part I**

Participants report their skill level increased  
 Participants report course objectives were met  
 Participants report they learned an employment related skill

Participants report they learned a skill that could help them to start a business  
 Participants demonstrate ability to use Microsoft Office Word

16

Post Workshop survey 9.6 or 60% per training  
 Post Workshop survey 9.6 or 60% per training  
 Post Workshop survey 9.6 or 60% per training

Post Workshop survey 6.4 or 40% per training  
 Observation by Trainer 12.8 or 80% per training

**Introduction to Power Point**

Participants report their skill level increased  
 Participants report course objectives were met  
 Participants report they learned an employment related skill  
 Participants report they learned a skill that could help them to start a business  
 Participants demonstrate ability to use Microsoft Office Power Point

16

Post Workshop survey 9.6 or 60% per training  
 Post Workshop survey 9.6 or 60% per training  
 Post Workshop survey 9.6 or 60% per training  
 Post Workshop survey 6.4 or 40% per training  
 Observation by Trainer 12.8 or 80% per training

**Let's Start with Excel!**

Participants report their skill level increased  
 Participants report course objectives were met  
 Participants report they learned an employment related skill

Participants report they learned a skill that could help them to start a business  
 Participants demonstrate ability to use Microsoft Office Excel

16

Post Workshop survey 9.6 or 60% per training  
 Post Workshop survey 9.6 or 60% per training  
 Post Workshop survey 9.6 or 60% per training

Post Workshop survey 6.4 or 40% per training  
 Observation by Trainer 12.8 or 80% per training

**Introduction to Spreadsheets using MS Excel 2010 - Part I**

Participants report their skill level increased  
 Participants report course objectives were met  
 Participants report they learned an employment related skill

Participants report they learned a skill that could help them to start a business  
 Participants demonstrate ability to use Microsoft Office Excel

16

Post Workshop survey 9.6 or 60% per training  
 Post Workshop survey 9.6 or 60% per training  
 Post Workshop survey 9.6 or 60% per training

Post Workshop survey 6.4 or 40% per training  
 Observation by Trainer 12.8 or 80% per training

**MS Excel 2010 Part II**

Participants report their skill level increased  
 Participants report course objectives were met  
 Participants report they learned an employment related skill

16

Post Workshop survey 9.6 or 60% per training  
 Post Workshop survey 9.6 or 60% per training  
 Post Workshop survey 9.6 or 60% per training

|   |     |    |  |  |   |
|---|-----|----|--|--|---|
| Participants report they learned a skill that could help them to start a business<br>Participants demonstrate ability to use Microsoft Office Excel   |     |    | Post Workshop survey<br>Observation by Trainer   | 6.4 or 40% per training<br>12.8 or 80% per training  |   |
| <b><u>Multimedia</u></b>  | 300 |    |  |  |   |
| <b>YouTube for YOU!</b><br>Participants report their skill level increased<br>Participants report course objectives were met<br>Participants demonstrate ability to upload a video  |     | 16 | Post Workshop survey<br>Post Workshop survey<br>Observation by Trainer                               | 9.6 or 60% per training<br>9.6 or 60% per training<br>12.8 or 80% per training                                 |   |
| <b>Learn Weebly and Build a FREE and EASY Professional Webpage!</b><br>Participants report their skill level increased<br>Participants report course objectives were met<br>Participants demonstrate ability to create a Weebly Webpage account                     |     | 16 | Post Workshop survey<br>Post Workshop survey<br>Observation by Trainer                               | 9.6 or 60% per training<br>9.6 or 60% per training<br>12.8 or 80% per training                                 |   |
| <b>Facebook: Social Networking for fun!</b><br>Participants report their skill level increased<br>Participants report course objectives were met<br>Participants demonstrate ability to create a facebook page  |     | 16 | Post Workshop survey<br>Post Workshop survey<br>Observation by Trainer                               | 9.6 or 60% per training<br>9.6 or 60% per training<br>12.8 or 80% per training                                 |   |
| <b>We Ought to Be in Pictures!</b><br>Participants report their skill level increased<br>Participants report course objectives were met<br>Participants demonstrate ability to upload pictures  |     | 16 | Post Workshop survey<br>Post Workshop survey<br>Observation by Trainer                               | 9.6 or 60% per training<br>9.6 or 60% per training<br>12.8 or 80% per training                                 |   |
| <b>Anyone Can Handle Twitter!</b><br>Participants report their skill level increased<br>Participants report course objectives were met<br>Participants demonstrate ability to create a twitter account  |     | 16 | Post Workshop survey<br>Post Workshop survey<br>Observation by Trainer                               | 9.6 or 60% per training<br>9.6 or 60% per training<br>12.8 or 80% per training                                 |   |
| <b>Up, Up and Away on eBay!</b><br>Participants report their skill level increased<br>Participants report course objectives were met<br>Participants demonstrate ability to create an eBay account  |     | 16 | Post Workshop survey<br>Post Workshop survey<br>Observation by Trainer                               | 9.6 or 60% per training<br>9.6 or 60% per training<br>12.8 or 80% per training                                 |   |
| <b>My Skype, Your Skype, Skype for all!</b><br>Participants report their skill level increased<br>Participants report course objectives were met<br>Participants demonstrate ability to create a Skype account<br><br>Participants demonstrate ability to use Skype |     | 16 | Post Workshop survey<br>Post Workshop survey<br>Observation by Trainer<br><br>Observation by Trainer | 9.6 or 60% per training<br>9.6 or 60% per training<br>12.8 or 80% per training<br><br>12.8 or 80% per training | <b>Do you want some report that participants actually used Skype?</b> |

|  |  |    |  |  |  |
|--|--|----|--|--|--|
| <b>Downloadable Audiobooks</b><br>Participants report their skill level increased<br>Participants report course objectives were met<br>Participants demonstrate ability to download an audiobook |  | 16 | Post Workshop survey<br>Post Workshop survey<br>Observation by Trainer | 9.6 or 60% per training<br>9.6 or 60% per training<br>12.8 or 80% per training |  |
| Participants report they will use downloadable audiobooks  |  |    | Post Wokshop survey  | 12.8 or 80% per training   | Again, do you want participants to have listened to an audiobook (or signed one out from the library)? |