



Outcomes Assessment Timeline

Contact Person: Tina Dierkes		Date Submitted: 9/27/2017	
Division: Business	Discipline/Program/Department: Accounting Office Specialist/ Administrative Assistant/ Offic...		Program Review Year: 2018

Program Review Year of 2018

Goal	YEAR 1			YEAR 2			YEAR 3			YEAR 4			YEAR 5		
	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014	Spring 2015	Summer 2015	Fall 2015	Spring 2016	Summer 2016	Fall 2016	Spring 2017	Summer 2017
Goal 1 1. Read, write, and speak effectively using business terminology.	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I		<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I		<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I		<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I <input checked="" type="checkbox"/> R		<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	
Goal 2 2. Develop the necessary keyboarding skills to properly create and format documents.	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I		<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I		<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I <input checked="" type="checkbox"/> R		<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	
Goal 3 3. Demonstrate competence in implementing the computer skills required in the creation of word processing documents, spreadsheets, databases, presentations, and email, as well as be able to use the Internet to locate specific information.	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I <input checked="" type="checkbox"/> R	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I <input checked="" type="checkbox"/> R
Goal 4 5. Display professional behaviors complimentary to the profession through sound ethical decision making.	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I		<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I		<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I		<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I <input checked="" type="checkbox"/> R		<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	

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<p>Goal 5</p> <p>6. Locate and utilize resources to promote continued learning.</p>													<input checked="" type="checkbox"/> P	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I

Comments:

Close