



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: 2023

Program Review Year of 2023

Goal	YEAR 1			YEAR 2			YEAR 3			YEAR 4			YEAR 5		
	Fall 2017	Spring 2018	Summer 2018	Fall 2018	Spring 2019	Summer 2019	Fall 2019	Spring 2020	Summer 2020	Fall 2020	Spring 2021	Summer 2021	Fall 2021	Spring 2022	Summer 2022
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"/> 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"/> R
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"/> 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"/> R	
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"/> R	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I
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"/> 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"/> R	

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<p>Goal 5</p> <p>6. Locate and utilize resources to promote continued learning.</p>	<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	<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	

Comments:

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