



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.		✓ I		✓ I	✓ I ✓ R		✓ I	✓ I	✓ I	✓ I	✓ I		✓ I	✓ I	✓ R
Goal 2 2. Develop the necessary keyboarding skills to properly create and format documents.	✓ I	✓ I ✓ R		✓ I	✓ I		✓ I	✓ I	✓ I	✓ I	✓ I		✓ I	✓ I ✓ 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.	✓ I	✓ I ✓ R	✓ I	✓ I	✓ I	✓ I	✓ I	✓ I ✓ I	✓ I	✓ I	✓ I ✓ R	✓ I	✓ I	✓ I	✓ I
Goal 4 5. Display professional behaviors complimentary to the profession through sound ethical decision making.	✓ I	✓ I		✓ I	✓ I		✓ I	✓ I ✓ R	✓ I ✓ R	✓ I	✓ I		✓ I	✓ I ✓ R	

Program Review Year of 2023															
	YEAR 1			YEAR 2			YEAR 3			YEAR 4			YEAR 5		
<i>Goal</i>	<i>Fall 2017</i>	<i>Spring 2018</i>	<i>Summer 2018</i>	<i>Fall 2018</i>	<i>Spring 2019</i>	<i>Summer 2019</i>	<i>Fall 2019</i>	<i>Spring 2020</i>	<i>Summer 2020</i>	<i>Fall 2020</i>	<i>Spring 2021</i>	<i>Summer 2021</i>	<i>Fall 2021</i>	<i>Spring 2022</i>	<i>Summer 2022</i>
Goal 5 6. Locate and utilize resources to promote continued learning.	<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"/> I <input checked="" type="checkbox"/> R	<input checked="" type="checkbox"/> I	
Comments:															
<input type="button" value="Close"/>															