



Outcomes Assessment Timeline

Contact Person: Tina Dierkes		Date Submitted: 10/25/2016	
Division: Business	Discipline/Program/Department: Legal and Medical Office Specialist	Program Review Year: 2022	

Program Review Year of 2022

Goal	YEAR 1			YEAR 2			YEAR 3			YEAR 4			YEAR 5		
	Fall 2016	Spring 2017	Summer 2017	Fall 2017	Spring 2018	Summer 2018	Fall 2018	Spring 2019	Summer 2019	Fall 2019	Spring 2020	Summer 2020	Fall 2020	Spring 2021	Summer 2021
Goal 1 1. Read, write, and speak effectively using business/legal/medical terminology.	☑ I	☑ I ☑ R		☑ I	☑ I		☑ I	☑ I ☑ R		☑ I	☑ I		☑ I	☑ I	
Goal 2 2. Develop the necessary keyboarding skills to properly create and format legal documents.	☑ I	☑ I		☑ I	☑ I ☑ R		☑ 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 legal information.	☑ I	☑ I	☑ I	☑ I	☑ I ☑ R	☑ I	☑ I	☑ I	☑ I	☑ I	☑ I ☑ R	☑ I	☑ I	☑ I	☑ I
Goal 4 4. Display professional behaviors complimentary to the profession through sound ethical decision making.	☑ I	☑ I		☑ I	☑ I		☑ I	☑ I		☑ I	☑ I ☑ R		☑ I	☑ I	☑ R

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

Comments:

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