



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: 2017	

Program Review Year of 2017

Goal	YEAR 1			YEAR 2			YEAR 3			YEAR 4			YEAR 5		
	Fall 2011	Spring 2012	Summer 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014	Spring 2015	Summer 2015	Fall 2015	Spring 2016	Summer 2016
Goal 1 1. Read, write, and speak effectively using business/legal/medical terminology.		☑ P		☑ I	☑ I		☑ I	☑ I		☑ I	☑ I		☑ I	☑ I ☑ R	
Goal 2 2. Develop the necessary keyboarding skills to properly create and format legal documents.	☑ P ☑ I	☑ I		☑ 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 legal information.	☑ P ☑ I	☑ I	☑ I	☑ I	☑ I ☑ R	☑ I	☑ I	☑ I	☑ I	☑ I	☑ I	☑ I	☑ I	☑ I	☑ I
Goal 4 4. Display professional behaviors complimentary to the profession through sound ethical decision making.	☑ P ☑ I	☑ I		☑ I	☑ I		☑ I	☑ I		☑ I	☑ I		☑ I	☑ I ☑ R	

Program Review Year of 2017

	YEAR 1			YEAR 2			YEAR 3			YEAR 4			YEAR 5		
<i>Goal</i>	<i>Fall 2011</i>	<i>Spring 2012</i>	<i>Summer 2012</i>	<i>Fall 2012</i>	<i>Spring 2013</i>	<i>Summer 2013</i>	<i>Fall 2013</i>	<i>Spring 2014</i>	<i>Summer 2014</i>	<i>Fall 2014</i>	<i>Spring 2015</i>	<i>Summer 2015</i>	<i>Fall 2015</i>	<i>Spring 2016</i>	<i>Summer 2016</i>
<p>Goal 5</p> <p>5. Locate and utilize resources to promote continued learning.</p>															

Comments:

Close