

Business Information Management Program Outcomes Crosswalk and 7-Year Assessment Plan

- IO1 **Communication:** Students will write, speak, and present information effectively by creating professional documents that would be used in an office or medical office environment
- IO2 **Quantitative Reasoning:** Students will be able to reason mathematically using methods appropriate to the profession
- IO3 **Human Relations/Workplace Skills:** Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.
- PO4 Students will identify the interpersonal and ethical attributes needed for success in the profession by developing a professional portfolio and/or successfully completing a mock Interview with industry professionals
- PO5 Students will develop proficient Microsoft Office techniques by creating professional business documents while meeting an 85% competency level

BIM PROGRAM OUTCOME AND COURSE CROSSWALK						
Course #	Course Name	IO1	IO2	IO3	PO4	PO5
BUS 114	BUSINESS ETHICS				X	
BUS 121	BUSINESS ENGLISH	X				
BUS 122	BUSINESS COMMUNICATIONS	X			X	
BUS 135	FUNDAMENTALS OF LOGISTICS			X		
BUS 200	SUPERVISION			X	X	
BUS 215	CUSTOMER SERVICE			X	X	
BIM 101	BASIC KEYBOARDING			X		
BIM 102	DOCUMENT FORMATTING	X		X		X
BIM 103	ADMIN PROFESSIONAL			X	X	
BIM 104	INTERMEDIATE KEYBOARDING			X		
BIM 106	ADVANCED KEYBOARDING			X		
BIM 109	INTERNET COMMUNICATIONS	X		X		X
BIM 110	MS OFFICE ESSENTIALS			X		
BIM 112	PROOF & EDIT	X		X		
BIM 113	THE MEDICAL OFFICE			X	X	
BIM 117	MED OFFICE A/R			X	X	
BIM 130	FILING			X		
BIM 173	WORD PROCESSING I			X		X
BIM 177	BUS INFO MGMT LAB	NCBT				
BIM 180	INTRO TO MS OFFICE	X	X	X		X
BIM 181	INTRO TO MS WORD			X		
BIM 182	INTRO TO MS EXCEL			X		
BIM 183	INTRO TO MS ACCESS			X		
BIM 184	INTRO TO MS POWERPOINT			X		
BIM 190	SPREADSHEETS I		X	X		X
BIM 198	SPECIAL TOPICS	NCBT				
BIM 210	INTERNET			X		
BIM 262	PROFESSIONAL PREP				X	
BIM 280	ADVANCED MS OFFICE	X	X	X		X
BIM 285	MS OFFICE SPEC PREP/CERT					X

BIM 7-YEAR ASSESSMENT PLAN								
Course #	Course	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
BUS 114	BUSINESS ETHICS				PO4			
BUS 121	BUSINESS ENGLISH	IO1					IO1	
BUS 122	BUSINESS COMMUNICATIONS	IO1					IO1	
BUS 135	FUNDAMENTALS OF LOGISTICS			IO3				
BUS 200	SUPERVISION				PO4			
BUS 215	CUSTOMER SERVICE				PO4			
BIM 101	BASIC KEYBOARDING			IO3				
BIM 102	DOCUMENT FORMATTING			IO3				
BIM 103	ADMIN PROFESSIONAL				PO4			
BIM 104	INTERMEDIATE KEYBOARDING			IO3				
BIM 106	ADVANCED KEYBOARDING			IO3				
BIM 109	INTERNET COMMUNICATIONS					PO5		
BIM 110	MS OFFICE ESSENTIALS			IO3				
BIM 112	PROOF & EDIT	IO1					IO1	
BIM 113	THE MEDICAL OFFICE				PO4			
BIM 117	MED OFFICE A/R				PO4			
BIM 130	FILING			IO3				
BIM 173	WORD PROCESSING I					PO5		
BIM 177	BUS INFO MGMT LAB	NCBT						
BIM 180	INTRO TO MS OFFICE		IO2					IO2
BIM 181	INTRO TO MS WORD			IO3				
BIM 182	INTRO TO MS EXCEL			IO3				
BIM 183	INTRO TO MS ACCESS			IO3				
BIM 184	INTRO TO MS POWERPOINT			IO3				
BIM 190	SPREADSHEETS I		IO2					IO2
BIM 198	SPECIAL TOPICS	NCBT						
BIM 210	INTERNET			IO3				
BIM 262	PROFESSIONAL PREP				PO4			
BIM 280	ADVANCED MS OFFICE		IO2					IO2
BIM 285	MS OFFICE SPEC PREP/CERT					PO5		