

Business Information Management Program Outcomes Crosswalk and 7-Year Assessment Plan (Fall2022)

- 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. Can this and IO3 be combined or separated more distinctly?
- PO5 Students will develop proficient Microsoft Office techniques by creating professional business documents while meeting an 85% competency level
- NCBT: Not currently being taught

Looking at Daneen's note, I will meet with my advisory board in the fall meeting to discuss the possibility of removing PO4 as it is similar to IO3. New and updated Cross walk is found on the next page.

BIM	7-Year Assessment Crosswalk & Plan							
Course #	Course	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
	ASSESSMENT CYCLE YEAR	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6	YR 7
	CAMPUS PLAN		IO1	IO1	IO2	IO2	IO3	IO3
BIM 109A B	INTERNET COMMUNICATIONS	PO5						
BIM 173A B	WORD PROCESSING I	PO5						
BIM 180A B C	INTRO TO MS OFFICE	PO5						
BUS 119	BUSINESS GRAMMAR & EDIT		IO1					
BUS 122	BUSINESS COMMUNICATIONS		IO1					
BIM 112	PROOF & EDIT NCBT		IO1					
BIM 110	MS OFFICE ESSENTIALS NCBT			PO5				
BIM 186	MICROSOFT PUBLISHER			PO5				
BIM 280A B C	ADVANCED MS OFFICE			PO5				
BIM 285	MS OFFICE SPEC PREP/CERT			PO5				
BUS 114	BUSINESS ETHICS				PO4			
BIM 103	ADMIN PROFESSIONAL NCBT				PO4			
BIM 117	MED OFFICE A/R				IO2			
BIM 190 A B	SPREADSHEETS I				IO2			
BIM 262	PROFESSIONAL PREP				PO4			
BIM 181	INTRO TO MS WORD NCBT					IO3		
BIM 182	INTRO TO MS EXCEL NCBT					IO3		
BIM 183	INTRO TO MS ACCESS NCBT					IO3		
BIM 184	INTRO TO MS POWERPOINT NCBT					IO3		
BIM 187	ADOBE ACROBAT					IO3		
BIM 101	BASIC KEYBOARDING						IO3	
BIM 102	DOCUMENT FORMATTING NCBT						IO3	
BIM 104	INTERMEDIATE KEYBOARDING						IO3	
BIM 106	ADVANCED KEYBOARDING						IO3	
BIM 210	INTERNET						IO3	
BIM 113	THE MEDICAL OFFICE							IO3
BUS 115	WORKPLACE SKILLS & BEHAVIORS							IO3
BUS 200	SUPERVISION							IO3
BUS 215	CUSTOMER SERVICE							IO3
BIM 131	RECORDS MANAGEMENT							IO3
NCBT: BIM 177, BIM 198, BUS 135								

