

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

NCBT: Not currently being taught

BIM	7-Year Assessment Crosswalk & Plan							
Course #	Course	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
	ASSESSMENT CYCLE YEAR	YR 5	YR 6	YR 7	YR 1	YR 2	YR 3	YR 4
	CAMPUS PLAN	IO3	IO3		IO1	IO1	IO2	IO2
BUS 114	BUSINESS ETHICS			PO4				PO4
BUS 121	BUSINESS ENGLISH				IO1			
BUS 122	BUSINESS COMMUNICATIONS				IO1			
BUS 135	FUNDAMENTALS OF LOGISTICS		IO3					
BUS 200	SUPERVISION			PO4				
BUS 215	CUSTOMER SERVICE			PO4				
BIM 101	BASIC KEYBOARDING	IO3						IO3
BIM 102	DOCUMENT FORMATTING	IO3						IO3
BIM 103	ADMIN PROFESSIONAL			PO4				
BIM 104	INTERMEDIATE KEYBOARDING	IO3						IO3
BIM 106	ADVANCED KEYBOARDING	IO3						IO3
BIM 109	INTERNET COMMUNICATIONS					PO5		
BIM 110	MS OFFICE ESSENTIALS		IO3					
BIM 112	PROOF & EDIT				IO1			
BIM 113	THE MEDICAL OFFICE			PO4				
BIM 117	MED OFFICE A/R			PO4				
BIM 130	FILING	IO3						IO3
BIM 173	WORD PROCESSING I					PO5		
BIM 180	INTRO TO MS OFFICE						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	
BIM 210	INTERNET	IO3						IO3
BIM 262	PROFESSIONAL PREP			PO4				
BIM 280	ADVANCED MS OFFICE						IO2	
BIM 285	MS OFFICE SPEC PREP/CERT					PO5		
BIM 177	BUS INFO MGMT LAB	NCBT						
BIM 198	SPECIAL TOPICS	NCBT						