Sample of Objectives:

1. By the END OF THE SEMESTER, I will learn to operate the computer and be able to use Word and Excel applications.
2. I will have reduced customer complaints about me by 50%.
3. I will have reduced and presented four safety programs to our work group.
4. I will have prepared and typed job description for each job that I supervise.
5. I will have learned 100 new Spanish words and phrases and be able to use them at my work site.
6. I will have trained 5 employees to use the computers.
7. I will be able to perform the duties of a payroll clerk doing the deductions, W-2s and credit union form.
8. I will be able to operate the IBM keypunch at a rate of five hundred checks per hour.
9. I will have developed a training program for new employees in the billing department.
10. I will complete the company-sponsored program to become a supervisor in the accounting department.
11. I will be able to handle the purchase of supplies and equipment for the graphics department including making out purchase orders and contacting various vendor.