

2014-15 Outcome Assessment Plan: **Business Administration – Accounting Clerk Cert.**

| 1. Outcome | 2. Criteria or Target | 3. Measurement Tool (course and assignment) | 4. When/how and by who analysis of assessment will be accomplished |
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| Students who successfully complete the Accounting Clerk Certificate will be able to: | | | |
| 1. Analyze, record, and report accounting information in conformity with Generally Accepted Accounting Principles. | <ul style="list-style-type: none"> 80% of students will earn a "C" or higher | <u>Spring</u> BA 177 Payroll Accounting | Analysis by business administration will take place Fall 2015 |
| 2. Use applicable technology available in accounting practice. | <ul style="list-style-type: none"> 80% of students will earn a "C" or higher | <u>Winter</u> BA 131 Computers in Business <u>Spring</u> BA 228 Computer Accounting Applications | Analysis by business administration will take place Fall 2015 |
| 3. Communicate effectively with business professionals. | <ul style="list-style-type: none"> 80% of students will earn a "C" or higher | <u>Spring</u> BA 212 Principles of Accounting II | Analysis by business administration will take place Fall 2015 |
| 4. Recognize basic ethical conflicts & issues in accounting. | <ul style="list-style-type: none"> 80% of students will earn a "C" or higher | <u>Spring</u> BA 205 Solving Business Communications Problems with Technology | Analysis by business administration will take place Fall 2015 |
| 5. Use accounting and financial information for analysis and reporting. | <ul style="list-style-type: none"> 80% of students will earn a "C" or higher | <u>Spring</u> BA 228 Computer Accounting Applications | Analysis by business administration will take place Fall 2015 |

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