

1. Outcome	2. Criteria or Target	3. Measurement Tool (course and assignment)	4. When/how and by who analysis of assessment will be accomplished
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	100% of students earned a “C” or higher
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	100% of students earned a “C” or higher
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	100% of students earned a “C” or higher
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	100% of students earned a “C” or higher
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	86.67% of students earned a “C” or higher

Submitted by: Stephen Shwiff

Date: 03-2017

Analysis

1. Describe assessment results.

All goals were met. 100% of students earned a “C” or better for Outcomes 1, 2, 3 and 4, and 86.67% of students earned a “C” or better for Outcome 5 (still exceeding the department goal of 80% or better)

2. Identify any changes that should, as a result of this assessment, be implemented towards improving students’ attainment of degree, certificate, or program outcomes.

The results indicate that no changes are needed. Student achievement of outcomes exceeds certificate goal.

3. Describe your plan for implementation of any changes.

N/A

4. Departmental faculty involvement.

The BA department reviews their percentage scores at each Fall in-service and makes recommendations to the Department Chair and Director as to their plan for the following year. The Department Chair writes up the plan and submits them by the end of October of each year.

5. Evaluate the assessment strategy.

The assessment strategies seem to be working. All courses assessing the outcomes are directly related to the application of accounting.

6. Reflect on any adjustments you made from the last assessment of this degree or certificate and their effectiveness in student achievement of outcomes?

No changes were recommended in the last assessment 2014-15

7. Additional comments.

While not directly related to assessment, it should be noted that the name of this certificate will change from Accounting Clerk to Book Keeping. The business community thought that "accounting clerk" was not current and wanted to focus more on book keeping. The assessment methods are not projected to change as they measure whether students can accomplish book keeping tasks for small businesses, however the department may recommend changes after the BA department completes its 2016-17 Program Review.