

CTE Outcome Assessment Plan 2016-17:

Business Administration – Book Keeping 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
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 2017
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 2017
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 2017
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 2017
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 2017

Submitted by: Stephen Shwiff

Date: 03-2017