

1. Outcome	2. Criteria or Target	3. Measurement Tool (course and assignment)	4. When/ how	5. Results
Students who successfully complete the Accounting Clerk Certificate will be able to:				
1. Apply math principles to analyze, record, and report accounting information in conformity with Generally Accepted	<ul style="list-style-type: none"> 80% of students will earn a "C" or higher 	Winter BA212 Principles of Accounting II Spring BA 177 Payroll Accounting	June 2023	
2. Use applicable technology available in accounting practice.	<ul style="list-style-type: none"> 80% of students will earn a "C" or higher 	Winter BA 131 Computers in Business Spring BA 228 Computer Accounting Applications	June 2023	
3. Communicate effectively with business professionals.	<ul style="list-style-type: none"> 80% of students will earn a "C" or higher 	Spring BA 205 Business Communication	June 2023	
4. Recognize and respectfully address basic ethical conflicts and issues in accounting.	<ul style="list-style-type: none"> 80% of students will earn a "C" or higher 	Fall BA 211 Principles of Accounting I	June 2023	
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 	Spring BA 228 Computer Accounting Applications	June 2023	

Submitted by:

Date:

Plans to be submitted to Title III Academic Assessment Coordinator (kbooth@cgcc.edu) by Nov 15 of academic year being assessed

Results to be submitted to Academic Assessment Coordinator (kbooth@cgcc.edu) by June 2023 the following academic year being assessed

Analysis to be completed as part of the department program review