

## **Business Administration Associate in Arts Assessment Results**

### **ACCOUNTING TECHNICIAN PROGRAM ASSESSMENT PLAN/FAST TRACK ACCOUNTING ASSISTANT PROGRAM ASSISTANT**

#### **Diploma Program**

#### **Accounting Technician Program Objective**

To qualify the student for employment in entry-level bookkeeping/accounting operations. Students will gain knowledge of computerized applications, including the Microsoft Office Suite.

#### **To fulfill the basic goals and objectives the following Accounting Technician Program Outcomes have been adopted for the program.**

Upon successful completion of this program, students will be able to do the following:

- Perform fundamental accounting procedures including journalizing transactions, preparing financial statements, and completing bank reconciliation.
- Effectively use QuickBooks and Microsoft Office software to create reports, perform financial transactions, and complete tasks typically found in a business environment.
- Prepare payroll reports in compliance with federal, state and local tax law.
- Perform the full accounting cycle for a merchandising business.
- Communicate key accounting information effectively and precisely.
- Act independently and as a team member to complete required projects and tasks effectively and within stated deadlines.
- Model behavior that reflects confidence, competence and professionalism.

#### **Program Learning Outcomes (PLOs) Assessment Report Summary**

##### **Assessment Findings:**

This assessment was completed in 2017. The course student learning outcomes assessments from all of the course assessments in Accounting Technician program map to the program learning outcomes. The department set target achievement goals and compared the results of the actual achievement goals to the target. The results of the course and program assessment showed the following:

Survey results – Overall the students are happy with the accounting program and are gaining a lot out of it. Some feel that the classes should be longer because there is so much to learn so there have been some adjustments to the curriculum to try to ensure that there is enough time to complete assignments. Additionally, some students finish assignments early so we have also added enrichment/extra assignments to ensure those students have sufficient academic experiences in the classes.

**A121A**- Summary of Findings- This class is going very well and the curriculum seems to be solid. We may look at adding some group work activities to increase interest, participation and understanding.

**A121B** - Summary of Findings- It was determined that more time was needed for the Practice sets and the first exam was not needed since the outcomes were being adequately addressed in the practice sets. Homework #12 was updated to include more financial statement practice also.

**A130** - Summary of Findings- Outcome #4 wasn't adequately assessed before. There was just a homework assignment related to it. Now there is a problem with 2 parts that has been added to exam #2 that fully addresses the outcome.

There were a few areas where students scored low so we will be evaluating the assignments to see if more instruction is needed or if the assignments need to be updated.

**A141** - Summary of Findings- This class seems to be going well and we had no major findings.

**A150** - Summary of Findings- This class seems to be going well and we had no major findings. However, the curriculum specialist and instructors will evaluate how the grading is done to see if there is a better way to evaluate the assessments.

**A160** - Summary of Findings- This class seems to be going well and we had no major findings.

**A500** - Summary of Findings- This class seems to be going well and we had no major findings. However, we are going to evaluate whether it would be feasible to have students calculate one payroll entry just to keep in practice.

Additionally, we will look at adding a customer service component so that we can make sure to address this universal outcome.

**Action Items:**

A121A - Look into adding some group work activities to help increase interest, participation and understanding.
A121B Remove Exam #1
A121B Update HW #12 to include fin. statements
A130 Improve assessment for outcome #4
A130 Evaluate Exam #2 Problem 1 part C, Problem 2 part C, and Exam #4 Problem 6 to see why students were having problems with them.
A150 - Evaluate how the assessments are graded.
A500 - Look into adding one payroll entry for students to calculate.
A500 - Add a customer service component.