

ACCOUNTING TECHNICIAN PROGRAM ASSESSMENT PLAN AND RESULTS

Diploma Programs

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 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 2022. 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:

Summary of Findings:

With the exception of A500, the results of the course assessment are very positive. The scores are very high which indicates that students understand the concepts being taught. There have been some recent updates that seem to be working very well for this class. Exams have been replaced by projects. There are also lecture videos that are helpful resources for instructors and students. No action items based on this assessment are needed at this time. Of course, the curriculum will be monitored and adjusted to make improvements over time as usual.

There are several areas where students did not make the goals of the outcome: payroll, form 941, Quickbooks and depreciation. We need to find out why there are problems in this area and what should be done to help students increase understanding and competency. It may be that the sample

size was too small but, in the least, it should be monitored. Additionally, a professionalism grade should be added and used.

Action Items:

A500
Determine what (if anything) needs to be done to increase competency in the following areas: payroll, form 941, QuickBooks and depreciation.
Add and use a professionalism grade