

## 2008 PROGRAM OUTCOMES ASSESSMENT SUMMARY REPORT

PROGRAM: **SVI—COMPUTER-BASED ACCOUNTING - CERTIFICATE**

DATE: 14 JANUARY 2008

**DEMONSTRATION OF LEARNING:** *What assignments or projects demonstrate student learning outcomes are achieved?*

*[Note: evidence of learning contained in Assessment methods and Findings sections.]*

Learning Outcomes	Assessment methods
<p>Use accounting theory and standard practices to secure and maintain employment as an account clerk.</p>	<p>Student takes accounting skills/knowledge assessment tests throughout the program. Tests are evaluated by faculty and feedback is given to the student.</p> <p>Student performs accounting office tasks while completing manual and computerized accounting projects. Projects are evaluated by faculty and feedback is given to the student.</p> <p>Student performs accounting office simulated tasks while completing comprehensive computerized accounting capstone projects. Projects are evaluated by faculty and feedback is given to the student.</p> <p>Student is interviewed for employment as an accounting clerk in a mock interview by an outside interviewer. Student is evaluated and given feedback.</p>
<p>Use computer, telephone, office machine, &amp; business/accounting software skills at industry standards to perform all business/accounting tasks.</p>	<p>Student is observed and evaluated by faculty and given feedback in courses. Student performs accounting office tasks while completing manual and computerized accounting projects. Projects are evaluated by faculty and feedback is given to the student.</p>
<p>Demonstrate professional work habits and behavior. Confidentiality Business ethics Team work Diversity</p>	<p>Student is observed and evaluated by faculty and given feedback in courses. Student performs accounting office tasks while completing manual and computerized accounting projects. Projects are evaluated by faculty and feedback is given to the student.</p>

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<p>Research and communicate orally and in written forms to complete business tasks.</p>	<p>Student is observed and evaluated by faculty and and given feedback in courses. Student performs accounting office tasks while completing manual and computerized accounting projects. Projects are evaluated by faculty and feedback is given to the student.</p>
<p><b>EXTERNAL EVIDENCE?</b> <i>Alumni, employer, Curriculum Review, Technical Advisory Committee feedback?</i></p>	
<p>The DACUM process we used to develop our Computer-Based Accounting program ensured our outcomes match national, state and regional standards.</p> <p>The Technical Advisory Committee meets each quarter. Members include accounting professionals from small, medium and large businesses throughout the Seattle area. They provide advice on curriculum, software, desired skills, and accounting knowledge.</p> <p>Externship site supervisors provide invaluable feedback on accounting knowledge our students have and skills our students demonstrate.</p>	
<p><b>FINDINGS:</b> <i>What have you learned from your outcomes assessment activities?</i></p>	
<p>We should consider teaching payroll in QuickBooks.</p> <p>Students are well-prepared in basic accounting theory, day-to-day QuickBooks transactions, and the use of Excel. Many students need improved writing and communication skills. Many are ESL students.</p>	
<p><b>ACTIONS TAKEN:</b> <i>What program changes have you made in the last three years? -- WHAT WAS THE IMPETUS FOR CHANGE?</i></p>	
<p>The Computer-Based Accounting program was reintroduced in the Spring Quarter of 2007 based on a DACUM process where local accounting industry professionals informed us of the skills entry-level accounting personnel would need to be hired and successful. This information was combined with national standards, organized into courses and a program and approved by our Technical Advisory Committee.</p> <p>Although no changes have been made yet, our Technical Advisory Committee has approved changes to be implemented in the 2008-2009 academic year. These changes are listed below and are based on feedback from externship partners, students and faculty members.</p>	

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**ACTIONS PLANNED:** *What program changes or new assessment activities are you planning for next year?*

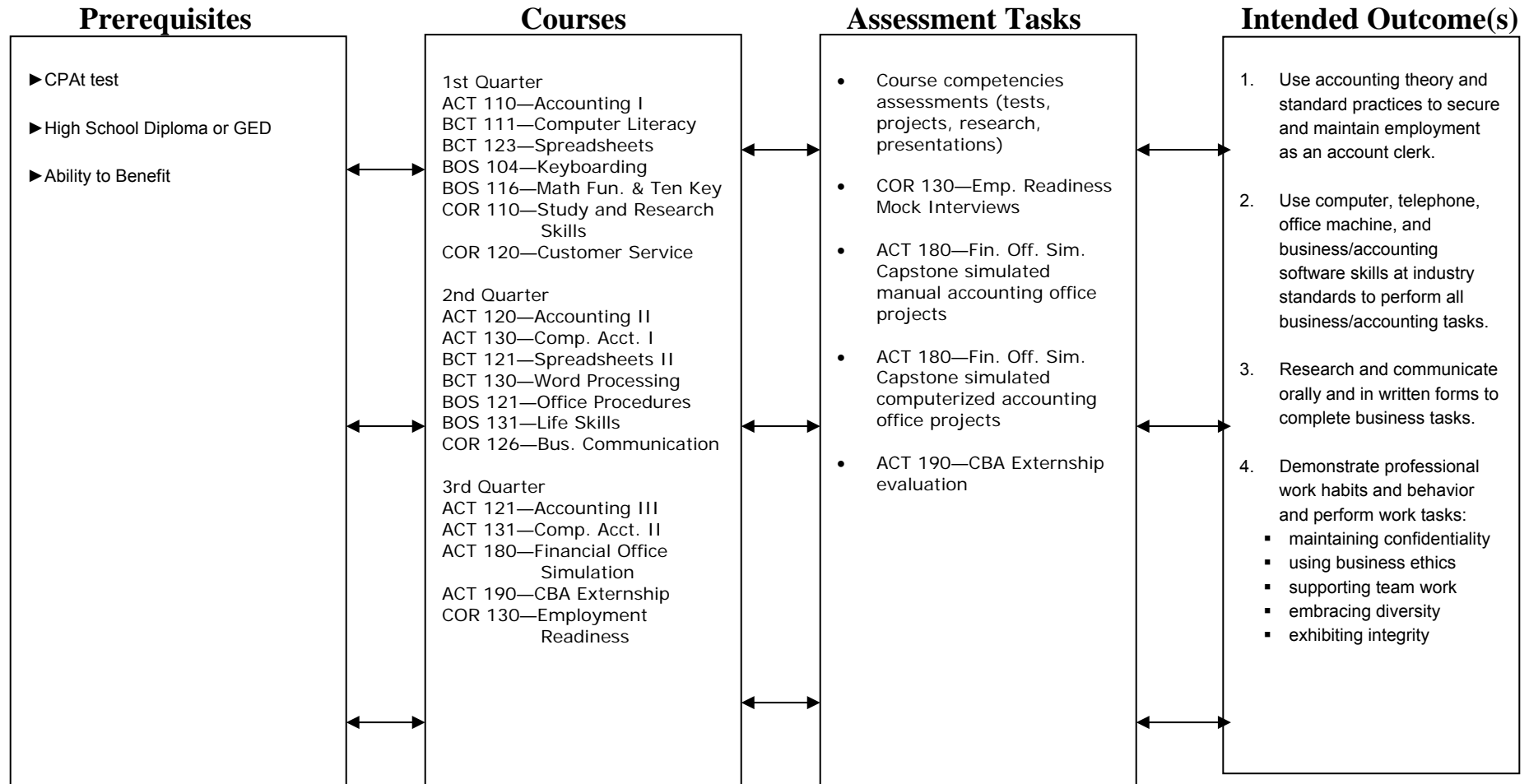
- Spend more time learning/practicing Microsoft Dynamics--GP
- Add Accounting III course
- Reduce Externship to 132 hours from 165 hours
- Take 12 hours of Externship for Monday class meetings to discuss Externship experiences, issues, problems/solutions, as well as update resumes and begin job search.
- Change Business and Society course to Life Skills for Business Professionals to adjust focus to professionalism outcomes.

Program Name:

**SVI Computer-Based Accounting Certificate**

Revised 14 January 2008

**Theme(s):** Accounting skills, accounting professionalism, ethical behavior/integrity, customer service/communication, office technology  
**Program Role:** The Computer-Based Accounting Certificate Program prepares graduates to perform accounting and computerized-accounting tasks in business offices as bookkeeping, accounting, payroll, accounts payable, and accounts receivable clerks.



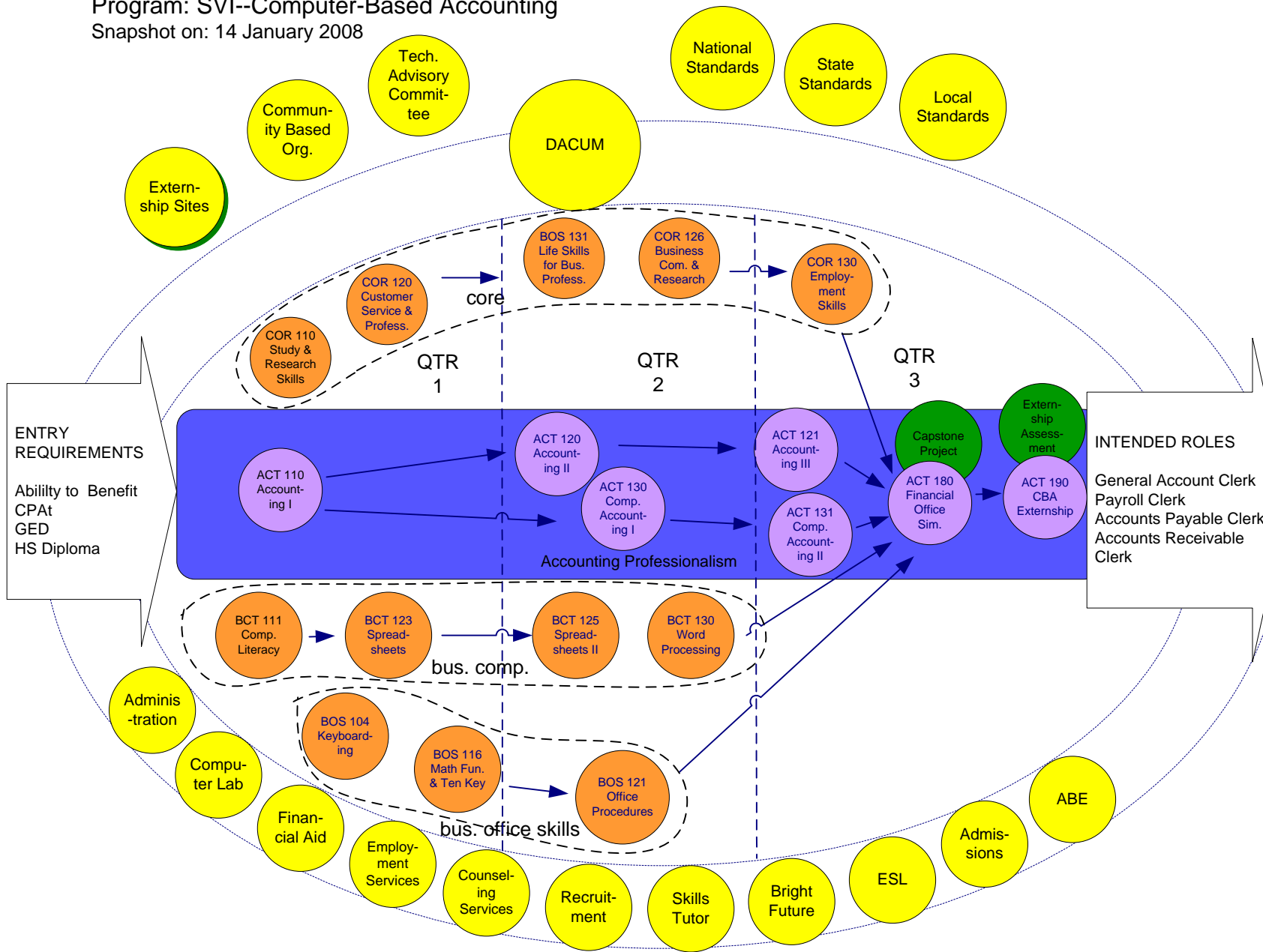
*What must students understand to demonstrate the intended outcome?*

*What skills must students master to demonstrate the intended outcome?*

*What will students do in here to demonstrate evidence of the outcome?*

*What do students need to be able to DO “out there” that we’re responsible for “in here”??*

Program: SVI--Computer-Based Accounting  
 Snapshot on: 14 January 2008



Intended Learning Outcomes:

- Use accounting theory and standard practices to secure and maintain employment as an account clerk.
- Use computer, telephone, office machine, and business/accounting software skills at industry standards to perform all business/accounting tasks.
- Research and communicate orally and in written forms to complete business tasks.
- Demonstrate professional work habits and behavior.
  - Confidentiality
  - Business ethics
  - Team work
  - Diversity
  - Integrity

## Program Assessment Inventory

Program: SVI—Computer-Based Accounting Certificate

Assessment methods used to determine that students are prepared to succeed and that they have achieved the program learning outcomes when they complete degrees or certificates.

	<i>Pre-/ early program</i>	<i>Mid program</i>	<i>End of program</i>
<b><i>Students are prepared to learn (prerequisites)</i></b>			
ASSET test scores			
COMPASS test scores			
SLEP test scores			
CPAt test scores	X		
CASAS			
H.S. Diploma/GED	X		
Other?	<i>ESL, admissions screening</i>		
<b><i>Students are assessed as they move through the program</i></b>			
Competencies assessment	<i>throughout program</i>		
Internship/Externship feedback			X
Pre-Mid-Post assessment			
Service Learning experience feedback			
Student course evaluations	<i>quarterly</i>		
Student focus groups			
Student grades	<i>quarterly</i>		
Student interviews			X
Student self assessment			
Student surveys			
<b><i>Students are assessed as they complete the program</i></b>			
Completion statistics			<i>by college</i>
Capstone projects			X
Graduation statistics			<i>by college</i>
Portfolios			X
Presentations		X	
<b><i>External assessment data is collected</i></b>			
Transfer rates			
Employer surveys			X
Technical Advisory Committee	<i>quarterly</i>		
License certification success rates			
Performance in 4 year programs			
Employment rates			
Salary statistics			
Survey of former students			
Other?	<i>Feedback from students, employers</i>		