

Accounting Technician Assessment Results

Program Objective

The objective of this program is 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 Learning 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

Findings:

This assessment was completed in 2011. The course student learning outcomes assessments from all of the course assessments in the Accounting Technician program map to the program learning outcomes. The Accounting Technician program assessment involved the completion of individual course assessments, a review of program learning outcomes, the analysis of a pre/post program test, and graduate responses on a survey administered at the end of their program. 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:

- The assessment process has revealed a need for improvements in our regular tests. Most courses lack standardized grading procedures. Point values are the normal method of grade calculation, but the lack of measurement such as grading rubrics invites subjective interpretations of exam and project results.
- Overall results of this program assessment show many positive trends. First, course assessments show a very high success rate in student mastery of stated learning outcomes. This provides evidence that MTI's curriculum specialist and accounting instructors provide effective curriculum and training. Student satisfaction with their training supports the ability of most graduates to find employment upon completion of their program.

Action Item:

The main action item for the next cycle is to improve course-level assessment standards by developing rubrics that will aid instructors in grading assignments and assessments.