

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 2013. 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:

- Since the 2011 program assessment, grading rubrics have been developed and deployed in all classes. As seen in individual course assessments, the standardization has proven effective between individual instructors. Most measured SLOs and PLOs have shown minor variance from 2011 achievement levels with most outcomes showing some improvement.
- Based upon course assessment data, the biggest area in need of review in most accounting classes is the creation and set up of financial statements. Beginning in A121A, achievement targets show a deficiency in student ability to construct 10-column worksheets, a foundation of other financial statements. In A121B, the creation of income statement, statements of owner's equity, and balance sheets all show a need for improvement. The financial statement SLO in A121B resulted in a drop of 62% success rate on course assessments in 2013; this is a -28% drop over the 2011 Accounting Technician program assessment rate of the same SLO.

- Overall results of this program assessment show primarily positive trends since the last program assessment. With few exceptions, course assessments show a 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.

Action Items:

- Update instruction and resources for 10-column worksheets, income statements, statements of owner's equity and balance sheets in A121.
- Update instruction and resources for journal transactions and the use of account registers in A150.