

# Student Academic Achievement Committee (SAAC) Standardized Report Form

## INTRODUCTION

Program /Discipline Title: Bookkeeping Certificate

Time Period: Fall 2006, Spring 2007, Summer 2007

Program goals, objectives, and/or mission: The intent of the bookkeeping certificate is to assist students in obtaining immediate experience with entry level skills. As a result, the measurement of this program is based upon students' successful completion of the required experiential learning class or QuickBooks (which is a software program requested by many employers). In addition, Student Job Placement graduate follow up data are used to determine whether students subsequently obtain permanent employment and/or continue with their schooling. However, availability of this data lags behind other assessment data by three terms for the current report. Student Job Placement statistics are available through Summer 2006. In addition, the program is designing a common final exam to be used in ACCT 1140 and designated as an additional outcomes measurement tool for this program.

Exit Competencies:

1. Identify and record business information in a manual accounting system.
  2. Prepare common accounting documents, such as bank reconciliations, payroll tax reports for review.
  3. Assist in preparation for review, financial information for use in business decision-making such as break-even analyses.
  4. Define the types of business entities and basic principles of business management
1. Demonstrate ability to use electronic spreadsheets by producing financial information (such as receivable/payable aging reports for review).

Core Competencies: Not required for certificate programs.

**RESULTS**

Introduction and discussion of assessment efforts: The Student Job Placement office surveys certificate holders to determine those continuing education, entering employer training related jobs, seeking employment or not surveyed.

Assessment Plan (Who, what, when and how assessment took place): The Student Job Placement Office has provided information related to 14 graduates (certificate holders) for the semesters Fall 2005, Spring 2006 and Summer 2006. The common final in the ACCT1140 class is under development and has not yet been used as an assessment tool.

Competency levels for the bookkeeping certificate are defined as follows:

Employed or continuing education = Level 4

Seeking employment = Level 3

Not seeking employment – Level 2

Unable to contact = Level 1

Exit Competency Results: In the three assessed semesters there were a total of 16 certificates. 1 student is continuing education, 11 are in training related jobs, 1 is seeking employment and 3 were not surveyed.

Core Competency Results: Not required for certificate programs

Discussion of changes in support of student learning for PAST year based upon your assessment results:

Defined student learning outcomes for bookkeeping certificate.

Discussion of proposed changes in support of student learning for COMING year based upon your assessment results: The Student Job Placement surveys will continue to be a measure of success of the bookkeeping certificate. However, as the ACCT 1140 course finalizes development of a common final this will be an additional measure of success for bookkeeping certificate candidates. In addition, data will be collected on the successful completion of Quickbooks or Cooperative Education/Internship.

SAAC STANDARDIZED REPORT FORM

Plans for assessment of all Core Competencies Not required for certificate programs

**DATA**

What tools did you use to measure the Exit Competencies? Student Job Placement graduate surveys.

Please attach Core Competency Rubrics if modified.

Additional assessment results:

**Histograms of Exit Competency Results:**

**Exit Competency - Student Job Placement Survey**

