

**Eastern West Virginia Community and Technical College**

**COURSE ASSESSMENT REPORT**

<b>Course Title and Number:</b> <b>Computerized Accounting – A11 ACC 240</b>	<b>Academic Term and Year of Assessment Activity:</b> <b>Spring 2013</b>
<b>Report Submitted By:</b> <b>Shirley J. Murphy MBA</b>	<b>Course Delivery Format (list all modalities used in sections assessed):</b> <b>Traditional Classroom equipped with desktop computers that have the appropriate software installed</b>
<b>Date Report Submitted:</b> <b>May 16, 2013</b>	<b>Number of Students Assessed:</b> <b>9</b>
<b>Faculty Participants</b> <b>Full-time Faculty</b>	<b>Number of Sections Included:</b> <b>One</b>

**Course Role in the Curriculum**

**Provide a description of the role the course serves in the curriculum (i.e. general education requirement, program technical core, restricted elective, etc.). Note all as appropriate.**

This course is an introduction to menu-driven general ledger accounting software and accounting for payroll in service and merchandising businesses. Topics include computerized general ledger and payroll accounting, accounting applications for accounts receivable and accounts payable, payroll process, inventory procedures, financial statements preparation, and departmental accounting and budgeting.

This course is offered in the spring semester each year when the minimum required number of students is enrolled in the course.

This course serves as a restricted business elective or as a concentrated elective course. Successful completion of this three-credit course will satisfy the specified education requirement for those students seeking a degree or certificate from the college.

### Assessment Methods

**Provide a description of the assessment process used. Include description of instrument and performance standards in description. Note all methods.**

**Essay questions were used as a 25% portion of the course assessment process.**

**Computer task completion encompassed a 40% portion of the course assessment.**

**Multiple choice questions were used as a 35% portion of the course assessment process.**

**The following Course Level Assessment Summary includes the description of the specific instrument used as well as the corresponding percentage of performance standard achieved.**

### Course Level Assessment Summary of Outcomes, Indicators, and Results

**Course Title and Number A11 ACC 240 Computerized Accounting**

**Number of Students in Assessment Sample = 9**

**Number of Sections in Assessment = 1**

**Add additional rows to table if necessary**

Learning Outcomes  (Insert learning outcomes assessed during this cycle)	Indicator  (Insert indicators used for each outcome: exam question, scoring rubric, etc. Be specific)	Percent of Correct Responses	Percent of Incorrect Responses	Performance Standard Met (75%)*  (yes or no)
<p>Outcome 1:</p> <p><b>Students will be familiar with the basic fundamentals of computerized accounting.</b></p> <p>RE: Syllabus LO 1</p>	<p>Homework Chapter One, Question Number 28 – Essay Question:</p> <p><b>List the three different types of QuickBooks files and state the purpose of each file type.</b></p> <p>100% (9/9) of the students correctly responded to this question identifying the three types of QuickBooks files and the purpose of each file type.</p>	100%	0%	<b>Yes</b>

<p>Outcome 2:</p> <p><b>Students will have hands-on experience with computerized accounting methods.</b></p> <p>RE: Syllabus LO 5</p>	<p>Computer Task Completion:</p> <p><b>Students were required to complete and submit nine units of computerized accounting tasks that included establishing full accounting records for both a merchandise and a service company.</b></p> <p><b>The accounting records included initial company set-up through financial statement preparation and record closure.</b></p> <p>78% (7/9) of the students successfully completed this computer task.</p>	78%	22%	<b>Yes</b>
<p>Outcome 3:</p> <p><b>Students will be able to successfully complete computerized accounting functions.</b></p> <p>RE: Syllabus LO 3</p>	<p>Computer Task Completion:</p> <p><b>Students were required to complete three challenge projects comprised of computerized accounting tasks for a new company. These tasks included all aspects of computerized accounting from company set-up through end-of-period accounting record reconciliation and closure.</b></p> <p><b>Successful completion of these tasks demonstrated understanding of computerized accounting functions and the ability to accurately use QuickBooks 2012.</b></p> <p>88% (8/9) of the students successfully completed this computer task.</p>	88%	12%	<b>Yes</b>

<p>Outcome 4:</p> <p><b>The students will understand how computerized accounting practices serve to accentuate the discipline of accounting</b></p> <p>RE: Syllabus LO 4</p>	<p>Chapter 5: Homework, Question Number 4 – Multiple Choice:</p> <p><b>Which of the following activities and QuickBooks window used to record it is incorrect?</b></p> <p><b>A. Sell goods and bill customers; Purchase order</b>  <b>B. Record inventory information; Inventory list</b>  <b>C. Record vendor information; Customer list</b>  <b>D. All of the above</b></p> <p>88% (8/9) of the students correctly identified the answer to be ‘D’.</p>	88%	12%	<b>Yes</b>

\* Please note if using a different minimum performance standard.

### Conclusions and Action Plan

**Provide a brief summary of conclusions based on analysis of data. Identify action plan for improvement or for maintaining the current performance levels. Append additional pages if necessary. If appending, include notation in box to “See attached”.**

**SUMMARY:**

While the overall conclusion of this course outcome analysis indicated successful achievement of the averaged performance levels (88.88% overall) for the course outcomes, there are specific outcomes requiring improvement.

\*\*Averaged performance level was calculated by taking the number of correct responses for all assessment questions divided by the product of the number of assessed students multiplied by the number of assessment questions.\*\*

**ACTION PLAN:**

- (1). Outcomes with assessment results meeting or surpassing expected performance standards will continue to be assessed and emphasized within the course instruction period.
- (2). Outcomes with assessment results close to the acceptable performance standard will receive more attention in classroom lecture, discussion, and application, if applicable, to improve the level of outcome achievement in the future.
- (3). Outcomes with assessment results below the acceptable performance standard will receive additional classroom lecture time, more classroom demonstration and hands-on application, if applicable, and more emphasis in classroom lecture and discussion to improve the level of outcome achievement in the future.
- (4). Outcomes with assessment results below the acceptable performance standard will necessitate an adjustment to the course schedule to increase the class time designated to those areas in order to facilitate improvement in future performance standard levels.

**CONCLUSION:**

The conclusion derived by this analysis indicates future assessment results will be improved through effective implementation of the indicated action plans. This information will be available for other faculty teaching this or similar courses.

<b>Effective Date for Changes or Curriculum Proposal Submission to LOT (if recommended)</b>	<b>Proposed Date for Reassessment</b>
	Spring 2015

<b>Assessment Committee Approval (To be posted by Assessment Committee Chair)</b>	<b>LOT Review (To be posted by Assessment Committee Chair)</b>
<b>Date:</b> July 10, 2013	<b>Date:</b> July 15, 2013

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