<table>
<thead>
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<th>Critical Outcomes for all Students</th>
<th>Assessment of Outcomes</th>
<th>Timeline</th>
<th>Results</th>
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<td><strong>Domain/Task/Capability</strong></td>
<td><strong>Performance Criteria/Benchmarks</strong></td>
<td><strong>Instrument/Oppportunity</strong></td>
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| 1. Students will be able to perform the functions of the accounting cycle for service, merchandising, and manufacturing businesses. | 80% of students will demonstrate a satisfactory ability to:  
- analyze transactions  
- journalize and post transactions  
- prepare trial balances and/or worksheets  
- calculate and record payroll data  
- reconcile and control cash accounts  
- adjust and close accounts  
- prepare key financial statements | 1. Student Performance Appraisal (Part A: technical skill items) used to assess the outcomes related to the comprehensive accounting cycle project (practice set) in the course Principles of Accounting II and the portfolio of completed tasks in the course Applied Accounting Techniques. | Students will achieve a score of 3 or above (5-point scale) on the related technical skill items of the Student Performance Appraisal instrument. | Fall & Winter 2002-2003 | Quarterly collection beginning AY 2002-2003 | 99 students were evaluated by their instructors during the AY 2002-03, 2003-04 and 2004-05. 83% received a score of 3 or above on all 7 technical skill items. | Investigate raw data to look at individual item results for possible improvement strategies. For example, item 6 (adjusting and closing accounts) returned a comparatively lower score. |
| 2. Students will demonstrate appropriate technical and interpersonal skills necessary for employment. | 80% of students will demonstrate a satisfactory ability to:  
- apply previously learned technical skills  
- follow instructions  
- use time productively  
- meet deadlines  
- show interest and enthusiasm  
- work well | 2. A. Student Performance Appraisal (Part B: interpersonal skill items) used to assess the outcomes related to the comprehensive accounting cycle project (practice set) in the course Principles of Accounting II and the portfolio of completed tasks in the course Applied Accounting Techniques. | Students will achieve a score of 3 or above (5-point scale) on the related interpersonal skill items of the Student Performance Appraisal instrument. | Students will achieve a score of 3 or above (5-point scale) on the overall student job | Fall & Winter AY 2002-2003 | Quarterly collection beginning AY 2002-2003 | 99 students were evaluated by their instructors during the AY 2002-03, 2003-04 and 2004-05. 73% received a score of 3 or above on all 7 interpersonal skill items. | Investigate raw data to look at individual item results for possible improvement strategies. For example, item 2 (following instructions) returned a comparatively lower score. |
<table>
<thead>
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<th>Comments:</th>
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<tr>
<td><em>An online co-op evaluation form was implemented summer 2004. The total n reflects only those co-op evaluations that were completed online. There were additional hard-copy co-op evaluations that are not included in this report. Starting summer 2005, 90% of the co-op evaluations will be completed online. At that time it may be possible to calculate placement of students for each program of study.</em></td>
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