UNIVERSITY
of ALASKA
SOUTHEAST

ANNUAL PROGRAM ASSESSMENT PLAN
Accounting Technician and Small Business Management Certificates, October 2017

1. Program Overview

At UAS, certificate programs are designed to give intensive training in specific occupational areas. Accordingly, the Accounting Technician Certificate (Acct Tech Cert) program is designed to provide intensive training for accounting occupations and the skills gained by students are entry-level in nature. The Small Business Management Certificate (SBM Cert) program provides intensive training to individuals who are seeking a foundation in small business functions and related skills applicable to similar entry level jobs.

Currently, there are 39 students admitted to the Acct Tech Cert program and 26 students admitted to the SBM Cert program . Some of these students are also admitted to the Business Administration AAS and BBA programs. Graduates from the Acct Tech Cert and SBM Cert programs numbered 10 and 4, respectively, in AY17.

2. Program Student Learning Outcomes (PLOs)

PLOS for the SMB certificate are under development and we expect to have them completed by the end of November 2017. The program learning outcomes for the Acct Tech Cert are as follows:

Upon completion of the UAS Accounting Technician Certificate, the student will be able to successfully:

1. Use mathematical computations in order to solve accounting and finance questions.
2. Prepare, analyze, and correct accounting entries within an accounting system.
3. Prepare, read, and analyze the financial statements of an entity.
4. Set up and use a computer-automated accounting system.
5. Create, analyze, and explain reports for the financial management of an entity.
6. Prepare and report on the payroll of an entity.
7. Use spreadsheets to support the accounting, financial, and managerial reporting needs of an entity.
8. Communicate ideas to others both orally and in writing.

3. How will data be collected on Program Learning Outcomes

In keeping with our spring 2017 annual program assessment report for the Acct Tech Cert, faculty identified PLOs during fall 2017 convocation. As noted above, PLOs for the SBM Cert are under development. We intend to measure student achievement towards these PLOs using Peregrine testing data. Students will be asked to take a Peregrine test upon application for graduation from their respective certificate program.

We anticipate that the first cohort of Acct Tech Cert and SBM Cert students will take the exam in Spring 2018. Going forward, in February of each year, faculty will review the prior three semesters of Peregrine data (spring, summer, and fall). This assessment will be reported to the Provost's office by March 1st and will detail future plans for improvement in the next academic year. Also, during the review period we will obtain data on the number of students admitted to both certificate programs. We will compare this data with prior year statistics to identify trends in enrollment in these programs.