What are the strengths of your area?:
Quality of Instructors. The Accounting Department currently has 3 full time instructors including 2 Certified Public Accountants. All 3 have extensive real world experience and have owned and operated their own businesses.

Internship Program: The Accounting Department currently places between 25 and 30 students per year in accounting/bookkeeping internships with approximately 30 participating local businesses. This is a steady increase from program inception approximately 7 years ago.

Technology Use: The current software being taught and used in the department (Microsoft Office, QuickBooks, and Tax Programs) have been or are currently being used in a business setting by the Accounting Professors.

Full Time Professors: The full time faculty of the Accounting Department currently teach 80% of the courses in the Accounting Department. The remaining 20% are taught by adjunct faculty with over 10 years experience each.

Student Learning Outcomes: The Student Learning Outcomes are currently being met or exceeded in all accounting classes as shown by the assessments in Trac Dat

Internship Assistant: A part time classified employee has been hired to assist with the Internship program. This will allow for success tracking and more placement data.

What improvements are needed?:
Student Success: Student Success rates, based on completion of courses, is 57%. The goal is 65%, which shows the need for improvement.

Internship Tracking: The accounting department should track the number of job permanent placements in the industry for interns within a year after completion of internship.

Technology Updates: While the Microsoft Office programs and the Tax Programs are updated regularly to meet industry standards, the Quickbooks program should be updated every 2 years.

Describe any external opportunities or challenges:
The challenge is to prepare students for vocational bookkeeping clerical positions while also serving the needs of our transfer students on a path to pursue Accounting as a profession.

Employers continue to seek well trained bookkeeping and tax assistants. COS can meet these demands by continuing to challenge students by providing them with rigorous but essential training in the most up to date business software and technology.

Overall Outcome Achievement:
Student Learning Outcomes: The Student Learning Outcomes are currently being met or exceeded in all accounting classes as shown by the assessments in Trac Dat. The number of outcomes varies with each course, but in all cases show that outcomes are being achieved.

Changes based on outcome achievement: There have been no changes based on outcome assessment to date. Annual review of assessments and changes has been implemented.

Outcome cycle evaluation: The cycle for outcome assessment is every year. The Accounting Faculty meet to discuss the tracdat assessments and recommend changes according to student needs and changing environment.

Action: Accounting Department Student Success Rates
Improve student success to 60%

Start Date: 09/01/2014
Completion Date: 05/31/2015
**Status:** New Action

**Identify related** At the end of this program, students will be able to actively assist in the bookkeeping, general accounting functions, and financial statement preparation of an employer. This will be assessed by testing/assessments requiring the above functions.

**Person(s) Responsible (Name and Position):**

Michael Skaff

**Rationale (With supporting data):**

Student success history shows a 57% success rate. Within one year that rate should be 60% or higher.

**Priority:** High

**Safety Issue:** No

**External Mandate:** No

**Action: Update Quickbooks**

Update technology - Quickbooks 2015

**Implementation Timeline:** 2015 - 2016

**Start Date:** 10/01/2014

**Completion Date:** 01/31/2015

**Status:** New Action

**Identify related** Given specific data of a business entity, students will be able to create a fictitious company using computerized accounting software with 70% accuracy or better.

**Person(s) Responsible (Name and Position):**

Janell Spencer

**Rationale (With supporting data):**

Remain current with industry technology

**Priority:** High

**Safety Issue:** No

**External Mandate:** No

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### Add Resource Request for Action

<table>
<thead>
<tr>
<th>Resource Description</th>
<th>Why is this resource required for this action?</th>
<th>Notes (optional)</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quickbooks 2015 Software</td>
<td>Upgraded technology needed for effective classroom teaching. This will be paid for with department funds.</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Resource Type:** Technology

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**Action: Track Intern Student Success**

Implement system of tracking Intern permanent placement success rates.

**Implementation Timeline:** 2015 - 2016

**Start Date:** 09/01/2014

**Completion Date:** 08/14/2015

**Status:** New Action

**Identify related** At the end of this program, students will be able to actively assist in the bookkeeping, general accounting functions, and financial statement preparation of an employer. This will be assessed by testing/assessments requiring the above functions.

**Person(s) Responsible (Name and Position):**

Janell Spencer

**Rationale (With supporting data):**

Institutional secretary needed to assist in the implementation of the growing internship program.

**Priority:** Medium

**Safety Issue:** No

**External Mandate:** No