<h1 style="color:red; text-align:center">Department of Business and Information Systems
Program Assessment</h1>

(Aligned to TaskStream Assessment Software)

(**Note:** When completed, this entire report should be placed into Document Archive, "Attachment Section."
Individual parts of the report should be entered into designated areas.)

Department

Business and Information Systems

Program

Accounting – A.S.

Preparer/Contact Person & Department Chair

Prof. Paul Jaijairam and Prof. Howard Clampman (Chairperson)

Directions:

1. Mission Statement (Program Description and Goals)
2. Learning Objective/Outcomes
3. Assessment Plan:
> **Outcomes to be assessed**
> **Tools**
> **Targets**

4. Assessment Findings:
> **Finding per Measure**
> **Overall Recommendations**
> **Overall Reflection**

5. Action Plan/Directions ("Closing the Loop")
6. Status Report

Standing Requirements

◈   **Mission Statement (Program Description and Goals)**

The mission of the Business and Information Systems Department Programs is to provide a strong content-specific education for students majoring in business administration, accounting, management, marketing management, computer programming, office administration and technology and medical office assistant as well as to provide core courses which will assist them to continue their education at four-year institutions and to be successful in their chosen vocations.

The goals of the Business and Information Systems Department are:

To provide students with a high-quality foundation in basic areas such as accounting, information technology, management, marketing and quantitative skills.

- To provide students with the necessary knowledge base in their chosen area of concentration to be qualified to enter the workforce or pursue a four-year degree.
- To provide practical work experiences through cooperative work programs.
- To develop well-rounded graduates in each business curriculum through exposure to the liberal arts and science courses.
- To enhance the students' problem solving and critical thinking skills.
- To create an educational environment where students grow intellectually and attain their career goals.
- To sponsor activities that enhance students' professional and social development.

All curricula have been designed to provide a quality education directed to prepare students for their chosen career area and/or the pursuit of a four-year degree.

All of the Business and Information Systems programs have been nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

The mission statement of the Bronx Community College Paralegal Program is to provide students with the background in the legal fundamentals and appropriate skills necessary for professional employment.

The Paralegal Programs are accredited by the American Bar Association (ABA).

◈   **1. Learning Objective/Outcomes**

Students completing the program in . . .

1. Demonstrate the ability to discuss business organizations and management functions in written and oral forms.

2. Prepare and analyze financial statements for internal and external decision-making.

3. Demonstrate accounting skills on an intermediate level.

4. Utilize and incorporate basic business technology to produce business documents, spreadsheets and databases.

5. Demonstrate a proficiency in performing statistical calculations required in a business setting.

◈ 2. Document Archive

Save this template and upload it in the archive area as: **Business Administration-Accounting (A.S.) Spring 2016-17 (Final – PJ)**

2016-2017 Assessment Cycle

◈ 3. Assessment Plan: Outcomes to be assessed, Tools and Targets

Check Out
Mission Statement (Should already be populated from the standing requirements- Edit if necessary)
The mission of the Business and Information Systems Department Programs is to provide a strong content-specific education for students majoring in business administration, accounting, management, marketing management, computer programming, office administration and technology and medical office assistant as well as to provide core courses which will assist them to continue their education at four-year institutions and to be successful in their chosen vocations.   The goals of the Business and Information Systems Department are: To provide students with a high-quality foundation in basic areas such as accounting, information technology, management, marketing and quantitative skills.   • To provide students with the necessary knowledge base in their chosen area of concentration to be qualified to enter the workforce or pursue a four-year degree.   • To provide practical work experiences through cooperative work programs.   • To develop well-rounded graduates in each business curriculum through exposure to the liberal arts and science courses.   • To enhance the students' problem solving and critical thinking skills.   • To create an educational environment where students grow intellectually and attain their career goals.   • To sponsor activities that enhance students' professional and social development.   All curricula have been designed to provide a quality education directed to prepare students for their chosen career area and/or the pursuit of a four-year degree.   All of the Business and Information Systems programs have been nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).   The mission statement of the Bronx Community College Paralegal Program is to provide students with the background in the legal fundamentals and appropriate skills necessary for professional employment.   The Paralegal Programs are accredited by the American Bar Association (ABA).
Measures/Select Set (Select existing outcome set and check off the ones to be assessed this cycle)
Outcome 2   Prepare and analyze financial statements for internal and external decision-making.

Measures/Add New Measure (Here you will provide information regarding your tools, your targets, and/or rubrics used for analysis) Add as many as necessary and if applicable.
SLO #2 - Prepare and analyze financial statements for internal and external decision-making.
Measure #1 Title: Students will be able to prepare 3 out of the 4 required financial statements per Mandatory Project. **Measure Type/Method:** Direct - Other **Measure Level:** Program Level
Details/Description Students will be able to demonstrate the understanding in preparing the Income Statement, Owner's Equity Statement, and Balance Sheet. **Acceptable Target:** 80% of students will earn a grade of 70% or better (C- or better). **Ideal Target:** N/A **Implementation Plan (timeline):** Annually **Key/Responsible Personnel:** Prof. Paul Jaijairam and Prof. Howard Clampman (Chairperson) **Supporting Attachments:**
Measure #2 Title: Students will be able to prepare 1 out of the 4 required financial statement per Mandatory Project. **Measure Type/Method:** Direct - Other **Measure Level:** Program Level
Details/Description: Students will be able to demonstrate the understanding in preparing the Statement of Cash Flows. **Acceptable Target:** 70% of students will be able to score an 80 or above (B- or better). **Ideal Target:** N/A **Implementation Plan (timeline):** Annually **Key/Responsible Personnel:** Prof. Paul Jaijairam and Prof. Howard Clampman (Chairperson) **Supporting Attachments:**

Measure #3 Title: Students will compute various financial ratios using financial statements to facilitate decision-making.   **Measure Type/Method:** Direct - Other   **Measure Level:** Program Level

Details/Description:

Students will be able to compute the various financial ratios using the financial statements to facilitate the decision-making process.

Acceptable Target:

70% of students will be able to score an 80 or above (B- or better).

Ideal Target:

N/A

Implementation Plan (timeline):

Annually

Key/Responsible Personnel:

Prof. Paul Jaijairam and Prof. Howard Clampman (Chairperson)

Supporting Attachments:

◆ 4. **Assessment Findings: Findings per Measure, Overall Recommendations, Overall Reflection**

Findings per Measure #1

Measure Title: Students will be able to prepare 3 out of the 4 required financial statements per Mandatory Project.   **Measure Type/Method:** Direct - Other   **Measure Level:** Program Level
Findings for students will be able to prepare 3 out of the 4 required financial statements per Mandatory Project.

Summary of Findings:

76% of students scored 70 or above the benchmark. This is 4% below the performance measure or standard of 80%.

Recommendations:

Students are having slight difficulties with preparing the income statement, statement of owner's equity, and the balance sheet.

ACC 111 instructors will provide additional examples in each course section on preparing financial statements as this performance standard is 4% down compared to the performance benchmark. This assessment report will also be shared and discussed with all ACC 111 instructors.

Reflections/Notes:
It should be noted that this measure was below the benchmark in spring 2016 and there was an improvement of 5% of this measure compared to spring 2016.

Acceptable Target Achievement:
Not Met

Ideal Target Achievement:
Approaching

Findings per Measure #2

Measure Title: Students will be able to prepare 1 out of the 4 required financial statements per Mandatory Project.
Measure Type/Method: Direct - Other
Measure Level: Program Level

Findings for students will be able to prepare 1 out of the 4 required financial statements per Mandatory Project.

Summary of Findings:
98% of students scored 80 or above the benchmark. This is 28% above the performance measure or standard of 70%.

Recommendations:
Students are not having difficulties with preparing the Statement of Cash Flows.

Reflections/Notes:
In the spring 2016 semester, only 57% of students scored 80 or above the benchmark on this measure.

Acceptable Target Achievement:
Met

Ideal Target Achievement:
Exceed

Substantiating Evidence:

Findings per Measure #3

Measure Title: Students will compute various financial ratios using financial statements to facilitate decision-making per Mandatory Project.

Measure Type/Method: Direct - Other
Measure Level: Program Level

Findings for students will compute various financial ratios using financial statements to facilitate decision-making per Mandatory Project.

Summary of Findings:
77% of students will scored 80 or above the benchmark. This is 7% above the performance measure or standard of 70%.

Recommendations:
Students are not having difficulties with analyzing financial statements.

Reflections/Notes:
In the spring 2016 semester, only 67% of students scored 80 or above the benchmark on this measure.

Acceptable Target Achievement:
Met

Ideal Target Achievement:
Exceed

Substantiating Evidence:

Overall Recommendations:
Students will need to work on improving in the preparation of the following financial statements:
1) Income Statement
2) Statement of Owner's Equity
3) Balance Sheet

Faculty members will provide additional reinforcement (i.e. additional in class exercises) so that students can master the above 3 financial statements.

Students that are still having difficulties will be recommended to seek tutoring which the Department offers as well as Supplemental Instructions (SI).

Check In

Overall Reflections:

Prior to the fall 2016 semester, students were having difficulties with the preparing of the Statement of Cash Flows, and analyzing financial statements.

The action plan over the course of these semesters were to provide additional examples in the classroom and request that students attend tutoring and SI.

It appears that the past recommended action plan has worked in terms of closing the loop.

5. Action Plan: Directions on "Closing the Loop"

Check Out (create an operational action plan)

Mission Statement (Should already be populated)
The mission of the Business and Information Systems Department Programs is to provide a strong content-specific education for students majoring in business administration, accounting, management, marketing management, computer programming, office administration and technology and medical office assistant as well as to provide core courses which will assist them to continue their education at four-year institutions and to be successful in their chosen vocations. The goals of the Business and Information Systems Department are: To provide students with a high-quality foundation in basic areas such as accounting, information technology, management, marketing and quantitative skills.   - To provide students with the necessary knowledge base in their chosen area of concentration to be qualified to enter the workforce or pursue a four-year degree.   - To provide practical work experiences through cooperative work programs.   - To develop well-rounded graduates in each business curriculum through exposure to the liberal arts and science courses.   - To enhance the students' problem solving and critical thinking skills.   - To create an educational environment where students grow intellectually and attain their career goals.   - To sponsor activities that enhance students' professional and social development.   All curricula have been designed to provide a quality education directed to prepare students for their chosen career area and/or the pursuit of a four-year degree. All of the Business and Information Systems programs have been nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP). The mission statement of the Bronx Community College Paralegal Program is to provide students with the background in the legal fundamentals and appropriate skills necessary for professional employment. The Paralegal Programs are accredited by the American Bar Association (ABA).

Actions/Select Set (Should already be populated)

Add New Action 1: Attend Tutoring and increase in class exercises.
Action Detail: Students will attend tutoring which is offered by the Department. In addition, instructors will do more in class exercises to reinforce this measure. **Implementation Plan (timeline):** Ongoing. **Key/Responsible Personnel:** Prof. Paul Jaijairam and Prof. Howard Clampman (Chairperson) **Measure:** N/A **Priority level:** Medium **Supporting Attachments:** N/A

Add New Action 2:
Action Detail: **Implementation Plan (timeline):** **Key/Responsible Personnel:** **Measure:** **Priority level:** **Supporting Attachments:**

Outcome 6

Add New Action 1:
Action Detail:

Implementation Plan (timeline): **Key/Responsible Personnel:** **Measure:** **Priority level:** **Supporting Attachments:**

6. **Status Report**

Check Out
The Department, mainly each course coordinator, will communicate with instructors at various stages of the semester, to reinforce the findings from the previous semesters and the action plan(s) that are in place.
Check In

Revised 3.2.2017