

Union College of Union County, New Jersey
Continuing Education and Workforce Development

Program Learning Outcomes

Program

Accounting Technician

Identified Program Learning Outcomes

Upon successful completion of this course, students will be able to:

- Demonstrate knowledge of MOS Excel and understand the principles and functions.
- Identify critical accounting structures, tools, and skills.
- Recognize and understand key accounting industry terms.
- Understand the role software program plays in the accounting environment.
- Acquire practical knowledge of the technologies used to increase effectiveness and efficiencies within the field.
 - To Gain skills and knowledge necessary to pass the Exam MO-200: Microsoft Excel (Office 2019) and Intuit QuickBooks Online Certified User Exam through Certiport

How Assessed/Measured

- Pass the
 - Exam MO-200: Microsoft Excel (Office 2019) - Certiport
 - Intuit QuickBooks Online Certified User - Certiport
- Participation in class discussions and satisfactory completion of course assignments
- Job Placement for students seeking employment

Program Goal:

- Maintain a minimum 80% Exam pass rate for Microsoft Excel MOS
- Maintain a minimum 80% Exam pass rate for QuickBooks Online exam
- Job placement rate of 75% of students seeking employment

When Assessed?

Upon completion of topic module throughout implementation.

Results for FY20, FY22 and results for FY23 to date (class in progress)

	FY20	FY21	FY22	FY23 to date
# Students Enrolled	16	0	9	6
# Students Completed Program	13	0	7	5
Microsoft Excel Microsoft Office Specialist Exam - pass	6	0	5	4
Microsoft Excel Microsoft Office Specialist Exam - pass rate	46.2%		71.4%	80.0%
QuickBooks Certified User Exam - pass	1	0	3	5
QuickBooks Certified User Exam - pass rate	7.7%		42.9%	100%

	FY20	FY21	FY22	FY23 to date
# Students Enrolled	16	0	9	6
# Students Completed Program	13	0	7	5
# Students – Available for Job Placement	9	0	7	6
# Students – Job Placement	6	0	6	2
% Job Placement	66.7%		85.71%	33.33%

Action Taken to Improve Results

Student evaluations in FY23 indicate additional time needed for QuickBooks content instruction. Program modified to increase QuickBooks instruction time. In addition, instructor has been contracted to provide additional tutoring to students for 30 days after completion of class to review content in preparation of exam retakes. Student evaluation feedback in June 2023 noted that additional QuickBooks instruction time should be increased.

	FY20	Gender			Race/Ethnicity				
		# Female	# Male	# Unknown	Hispanic	American Indian/ Alaskan Native	Asian	Black or African American	White
# Students Enrolled	16	14	2	0	11	0	1	4	0
# Students Completed Program	13	12	1	0	10	0	1	2	0
Microsoft Excel Microsoft Office Specialist Exam - pass	6	6	0	0	4	0	1	1	0
QuickBooks Certified User Exam - pass	1	1	0	0	1	0	0	0	0
# Students – Job Placement	6	5	1	0	3	0	0	3	0
% Job Placement	41.1%	41.7%	100.0%	0.0%	30.0%	0.0%	0.0%	150.0% *	0.0%

No FY21 Program

	FY22	Gender			Race/Ethnicity				
		# Female	# Male	# Unknown	Hispanic	American Indian/ Alaskan Native	Asian	Black or African American	White
# Students Enrolled	9	8	1	0	5	0	1	3	0
# Students Completed Program	7	6	1	0	3	0	1	3	0
Microsoft Excel Microsoft Office Specialist Exam - pass	5	5	0	0	3	0	1	1	0
QuickBooks Certified User Exam - pass	3	3	0	0	2	0	1	0	0
# Students – Job Placement	6	5	1	0	5	0	0	1	0
% Job Placement	85.7%	83.3%	100.0%	0.0%	166.7%*	0.0%	0.0%	33.3%	0.0%

	FY23	Gender			Race/Ethnicity				
		# Female	# Male	# Unknown	Hispanic	American Indian/ Alaskan Native	Asian	Black or African American	White
# Students Enrolled	6	5	0	1	3	1	0	2	0
# Students Completed Program	5	5	0	0	3	1	0	1	0
Microsoft Excel Microsoft Office Specialist Exam - pass	4	4	0	0	3	0	0	1	0
QuickBooks Certified User Exam - pass	5	5	0	0	3	1	0	1	0
# Students – Job Placement	2	2	0	0	1	1	0	0	0
% Job Placement	40.00%	40.00%	0.00%	0.00%	33.33%	100.00%	0.00%	0.00%	0.00%

FY23 data as of 6.26.2023 * students who did not complete program left program for employment.