### Expanded Statement of Institutional Purpose

**MISSION STATEMENT:**
The Accounting Technician Certificate program prepares students for entry level accounting position in business, non-profit and government institutions by providing quality and relevant education in general business, financial managerial, and cost accounting, as well as payroll taxes, and accounting information systems.

**GOAL STATEMENT:**
To provide a comprehensive learning environment which addresses the concerns of modern business people and provides the training necessary to enhance business success. Students earning this degree will have mastered a fundamental understanding of the practices of accounting and

- **a)** Will be highly competitive in acquiring entry level accounting positions
- **b)** Will be able to demonstrate successfully those skills in the workplace.
- **c)** Function as economically literate citizens

### Intended Objectives/Outcomes

Students who complete the Accounting Technician Certificate will possess the writing, communications, and computation skills as well as the accounting knowledge to function as effective entry level employees in the accounting trade and related Fields.

They will be able to apply critical-thinking skills needed to function in multiple roles as citizens, consumers, workers, managers, business owners, and directors of their own economic futures.

Students will develop an awareness of career opportunities and lifelong learning skills that will enable them to become employable in the accounting profession and/or in an accounting-related career.

Employers will be satisfied that graduates possess the understanding of the various accounting functions to fulfill the job duties expected for an entry level position in the accounting field.

### Assessment Criteria and Procedures

The Accounting Technician Certificate program requires that students demonstrate the following competencies:

- Demonstrate the interpersonal, teamwork and leadership skills needed to function in diverse business settings.
- Communicate effectively as writers, listeners, and speakers in diverse social and business settings.
- Demonstrate competency in computation skills and their applicability to business.
- Understand the role that accountants play in business and society and the skills and competencies required to be in the accounting profession.
- Develop an understanding and working knowledge of an annual report and financial statements.
- Identify and describe generally accepted accounting principles (GAAP).
- Complete the steps in the accounting cycle in order to prepare financial statements.

### Implementation (what, when, who)

**What:** Faculty teaching selected courses will collect, analyze, and interpret data that identifies the number of students initially enrolled, number of students that did not complete, (NB, W), the average grade in the course, and grade range for the course, as well as any other useful information as it becomes available.

The following courses have been selected for the Certificate, Accounting Technician:

- ABUS F101
- ABUS F201
- ABUS F154
- ABUS F155
- ABUS F271
- ABUS F203
- BA F151X

In the spring of 2018 an online simulation game, “Liberty Air” was implemented in BA F151X. During this simulation accounting students are assigned the role of Chief Financial Officer. The simulation produces documentation of their accounting and finance acumen, how they perform as a team, and the type of leadership they exhibited through the simulation.

In addition, portfolios of outstanding work are maintained on file.

**When:** Academic Year (fall/spring), with the exception of ABUS F203, fall only

**Who:** ABUS Faculty