

Review of Performance: (BK096 Bookkeeping II, Spring 2014, P1-20 students; P2-14)

Submitted by: Debra W. Perman

SLO#	Program SLO#	I, D, M	Reflection/Comment
<p>1.1 Describe the nature of a merchandising business.</p> <p>1.2 Describe the nature of a partnership and corporation.</p> <p>1.8 Describe the concept of subsidiary ledgers and special journals.</p> <p>1.10 Describe the purchasing process</p>	<p>1. Demonstrate proper bookkeeping techniques for a small business.</p> <p>3. Describe small business management techniques.</p>	<p>I=34</p>	<p>100% of those enrolled successfully met this SLO rating 70% or above based on chapter assignments, exercises, 1 quiz, and 1 exam.</p>
<p>1.3 Prepare a worksheet for a merchandising business.</p> <p>1.4 Adjust the merchandise inventory account.</p> <p>1.5 Prepare a multi-step income statement for a merchandising business.</p> <p>1.6 Prepare a classified balance sheet.</p>	<p>1. Demonstrate proper bookkeeping techniques for a small business.</p> <p>5. Perform business computations and apply logic as needed.</p>	<p>I= 25 D=4</p>	<p>15 out of 20 students in P1 and 10 out of 14 students successfully met this SLO rating a 70% or above based on chapter exercises, applications, 2 quizzes, 2 projects, and 2 exams. 5/20 students in P1 and 4/14 students in P2 rated below 70% due to incomplete work and low quiz and exam scores.</p>

<p>1.7 Prepare adjusting and closing entries for a merchandising business.</p> <p>1.9 Journalize and post using accounts receivable subsidiary ledgers and special sales journal.</p> <p>1.11 Record the purchase of merchandise on account.</p> <p>1.12 Journalize and post using accounts payable subsidiary ledgers and special purchases journal</p> <p>1.13 Journalize and post using cash receipts and cash payment journals.</p>	<p>1. Demonstrate proper bookkeeping techniques for a small business.</p> <p>5. Perform business computations and apply logic as needed.</p>	<p>I=17 D=10</p>	<p>15 out of 20 students in P1 and 12 out of 14 students successfully met this SLO rating 70% and above based on chapter exercises, applications, 2 quizzes, 2 projects, and 2 exams. 5/20 students in P1 and 2/14 students in P2 rated below 70% due to incomplete work and low quiz and exam scores.</p>
<p>2.1 Explain the operation of a petty cash fund and be able to complete the financial papers involved.</p>	<p>1. Demonstrate proper bookkeeping techniques for a small business.</p> <p>5. Perform business computations and apply logic as needed.</p>	<p>D = 34</p>	<p>100% of both sections successfully met this SLO rating 70% or above based on 1 application problem, 1 quiz, and 1 exam.</p>
<p>2.2 Explain banking procedures and reconcile a bank statement.</p>	<p>3. Describe small business management techniques.</p> <p>5. Perform business computations and apply logic as needed.</p>	<p>I=34</p>	<p>100% of both sections successfully met this SLO rating 70% or above based on 1 application problem and 1 quiz.</p>
<p>2.3 Determine gross earnings, deductions and net pay.</p>	<p>5. Perform business computations and apply logic as needed.</p>	<p>I = 15 D= 10</p>	<p>12 out of 20 students in P1 and 13 out of 14 students in P2 successfully met this SLO rating 70% or above based on classroom exercises and 1 project.</p>
<p>2.4 Record the expense, liability, and cash disbursement in connection with payroll and record the employer's tax expense.</p>	<p>1. Demonstrate proper bookkeeping techniques for a small business.</p> <p>5. Perform business</p>	<p>I = 15 D= 10</p>	<p>12 out of 20 students in P1 and 13 out of 14 students in P2 successfully met this SLO rating 70% or above based on classroom exercises, 1 quiz, and 1 project.</p>

	computations and apply logic as needed.		
2.5 Complete a merchandising business bookkeeping practice set	1. Demonstrate proper bookkeeping techniques for a small business. 5. Perform business computations and apply logic as needed.	I=15 D=9	2 out of 20 students in P1 and 7 out of 14 students in P2 successfully met this SLO rating 70% or above based on midterm and final comprehensive project.

**Additional observations:** none

**Special comments:** Assessment of the course was heavily weighted on students' outcomes based on hands-on exercises, activities, and the midterm and final projects. For both sections the final grade distribution is 1 B, 26 Cs, and 7 Fs. Those who failed did not submit final project and take the final exam.

**Recommendations:** Improvement to student learning should include encouraging students to take advantage of tutorial sessions and meeting instructors during office hours early in the semester.

Signature: Debra W. Perman  
Name typed, position

Date: 5/13/14

Please check which of the following were assessed in this course:

**Institution Learning Outcomes:**

COM-FSM graduates will demonstrate:

- 1. Effective oral communication
- 2. Effective written communication
- 3. Critical thinking
- 4. Problem solving
- 5. Intercultural knowledge and competence
- 6. Information literacy
- 7. Foundations and skills for life-long learning
- 8. Quantitative Reasoning