Glendale Community College
STUDENT LEARNING OUTCOMES & CORE COMPETENCIES WORKSHEET

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Program Name: Account Clerk I Certificate Program

Semester: Fall 2011

Instructors: Math and Accounting Instructors

Directions: *This model is suggested, but not mandatory:*

Column 1.   Write one SLO in each row (samples on page 2). Use action verbs (samples on page 3). For most courses, 3-6 SLOs are recommended.

Column 2.   Write your measurement method(s) and progress indicator(s) in each row for each SLO.

Column 3.   Using the list of Core Competencies (Institutional Learning Outcomes) on pages 4 & 5, list each of the Core Competencies addressed by each SLO in each row.

Column 4.   Choosing from the list of "Expected Exit Levels" of Competency (below), write the appropriate <u>overall</u> level for each SLO.

1 = Knowledge	2 = Comprehension	3 = Application	4 = Analysis	5 = Synthesis	6 = Evaluation

Student Learning Outcome	Assessment Method(s) and/or Progress Indicator(s)	Core Competency (or Competencies)	Expected Exit Level
Program Certificate in Account Clerk I: Record customer and vendor data for service based sole proprietorships. Create financial statements from recorded statements.	- Account Clerk I assessment exam	2-4	4