## Glendale Community College STUDENT LEARNING OUTCOMES & CORE COMPETENCIES WORKSHEET

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Program Name: Account Clerk II Certificate Program

Semester: Fall 2011

Instructors: Math and Accounting Instructors

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

- <u>Column 1.</u> 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.
- <u>Column 2.</u> Write your measurement method(s) and progress indicator(s) in each row for each SLO.
- <u>Column 3.</u> 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.
- <u>Column 4.</u> Choosing from the list of "Expected Exit Levels" of Competency (below), write the appropriate <u>overall</u> level for each SLO.

Ī	1 - Unoviladas	2 - Comprehension	2 - Application	1 - Analyzaia	5 - Crinthagia	6 = Evaluation
	I = Knowledge	2 = Comprehension	3 = Application	4 = Anaiysis	5 = Syntnesis	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 II: Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.	- Account Clerk II assessment exam	3	5