

**Los Angeles Valley College
Course Level Student Learning Outcomes (SLO)**

Course Name and Number: CAOT 37 – Secretarial Accounting

Course Objectives: (List the course objectives as they appear in the course outline of record.)

Analyze and journalize/record transactions.

Post transactions, prepare trial balances and worksheets.

Analyze and/or calculate and journalize correcting, adjusting, closing and reversing entries.

Prepare financial statements--income statement, owner's equity, and balance sheet.

Prepare a payroll and earnings record for employees.

Establish 1–2 course level student learning outcomes and indicate how each SLO will be assessed.

| Course Level Student Learning Outcome | Assessment Measure |
|---|--|
| Students will be able to enter financial data to create various financial statements and reports for service and merchandise entities | Completion of an accounting practice set project with 90% accuracy. A checklist will be used to evaluate the practice set. |
| Students will prepare an income statement and balance sheet. | Students will be given pertinent data to complete and prepare a balance sheet and income statement with 90% accuracy. A checklist will be used to evaluate accuracy. |