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 Name of Material Reviewed  
*ACC 110 - Accounting Software for Small Business*

**Syllabus, Course and/or Module Evaluation Rubric**

**1: Evident; 0: Not Evident; N/A = Not applicable**

**A. Syllabus**

<b>A1</b>	Syllabus includes basic elements of the course (e.g., <u>course title</u> , <u>credits</u> , <u>goals/objectives</u> , <u>learning outcomes</u> , <u>pre-requisites</u> , <u>course description</u> )	0	(1)	N/A
<b>A2</b>	Course outcomes are clearly stated and aligned to occupational focus and industry standards.	0	(1)	N/A
<b>A3</b>	Course texts (required and optional) are listed on syllabus; supplementary materials and resources are provided if appropriate.	0	(1)	N/A
<b>A4</b>	Evidence of capstone assessment (licensure, industry certification, capstone project or TSA)	0	(1)	N/A
<b>A5</b>	Assessment methods, grading policies and scale, and/or other student measurement practices are described within the syllabus.	0	(1)	N/A
<b>A6</b>	The Course Outline/Schedule includes major topics, and activities.	0	(1)	N/A

**Comments:**  
*The course syllabus covers good detail of above items.*

**1: Evident; 0: Not Evident; N/A = Not applicable**

**B. Learner Objectives & Interaction**

<b>B1</b>	The course learning objectives are measurable.	0	(1)	N/A
<b>B2</b>	Learning objectives are stated clearly and easily understood from the student's perspective.	0	(1)	N/A
<b>B3</b>	The learning objectives are appropriately designed for the level of the course.	0	(1)	N/A

**Comments:**

Eight clear objectives are given for the course.

**1: Evident; 0: Not Evident; N/A = Not applicable**

**C. Instructional Design**

<b>C1</b>	The course organization and design is clear, coherent, and structured in an appropriate way.	0	1	N/A
<b>C2</b>	Concepts and skills build logically and purposefully throughout the course, with transitions to support development and understanding from skill to skill.	0	1	N/A

**Comments:**

Clear, logical course outline with logical flow of topics.

**1: Evident; 0: Not Evident; N/A = Not applicable**

**D. Instructional Materials**

**Specify which module or lab reviewed**

<b>D1</b>	The instructional materials contribute to the achievement of the stated course objectives.	0	1	N/A
<b>D2</b>	The materials meet/reflect current industry practices and standards.	0	1	N/A
<b>D3</b>	The instructional materials are current.	0	1	N/A
<b>D4</b>	The learning activities and/or labs promote the achievement of the stated learning objectives.	0	1	N/A
<b>D5</b>	Learning activities and/or labs provide opportunities for interaction that support active learning.	0	1	N/A
<b>D6</b>	The module design organizes the course into stages of introduction, development, and assessment.	0	1	N/A
<b>D7</b>	The module includes learning objectives, activities, and all classroom materials for each session.	0	1	N/A

**Comments:**

Course outline and topics are clearly laid out. Good detail of activity and weekly projects are stated for each week of the course.

**1: Evident; 0: Not Evident; N/A = Not applicable**

E. Assessment & Measurement				
E1	The types of assessments selected measure the stated learning objectives and are consistent with module activities and resources.	0	1	N/A
E2	The assessment instruments selected are varied and appropriate to the student work being assessed.	0	1	N/A
<b>Comments:</b> Good use of varied evaluation is provided: team homework, project assignments and QB Exam.				
<b>1: Evident; 0: Not Evident; N/A = Not applicable</b>				
F. Innovative or Enhanced Strategies				
F1	Program/course/module reflects design or strategies that accelerate the time to completion.	0	1	N/A
	Program/course/module design or enhancements increase accessibility for lower-skilled students (e.g. those assessed at "pre-college" levels for English or math).	0	1	N/A
F2	Program/course/module design or enhancements are designed to improve retention and completion for adult learners. support the adult learner.	0	1	N/A
<b>TOTAL</b>				
<b>Is this program, course or module foundational, intermediate or advanced in terms of preparing students for employment in the specified industry? Please elaborate.</b> This course is a foundational accounting course allowing those with no Accounting prerequisites to learn basic accounting skills combined with the QuickBooks software.				
<b>Overall Comments:</b> Course Syllabus is comprehensive and gives good detail to students. Clear expectations and detailed course calendar are presented.				