



Program Review Data Summary

Subject: Business Office Technology

Resource Utilization Indicators

	Number of Faculty		Student Credit Hours by Faculty Type		
	Part Time	Full Time	Part Time	Full Time	Total
2015	12	2	750	380	1,130
2016	11	2	504	459	963
2017	12	2	495	462	957

Notes:

Faculty type determined using cost center (org #). Some subjects may have more than one org #.
 A full-time faculty member teaching a subject NOT tied to his or her home cost center is counted as part-time for that subject.
 Total Student Credit Hours (SCH) are divided by the number of faculty teaching the class. E.g., for a class generating 30 SCH with 3 full-time faculty, then 10 SCH go to each faculty member.

Quality Indicators

Year	Subject	Subject Prefix	Headcount (unduplicated)	seats filled	#sections	Average Class Size	% Student Completion	% Student Success	% Student Attrition	Student Credit Hours
2015	Business Office Technology	BOT	219	552	64	8.6	94	86	5	1,130
2016	Business Office Technology	BOT	182	446	56	8.0	93	83	6	963
2017	Business Office Technology	BOT	191	472	62	7.6	94	86	5	957

Notes:

Attrition rate: number of students with a W grade divided by total enrolled (unduplicated headcount)
 Success rate: number of students with grades A, B, C, or P divided by total enrolled (unduplicated headcount)
 Completion rate: number of students with grades A, B, C, D, F, or P divided by total enrolled (unduplicated headcount)

Quality Indicators - Expenses & Revenue

Year	Subject	Direct Tuition Revenue	Direct Expenses	Direct Cost Per CrHr	Total Revenue	Total Expenses	Total Cost Per CrHr
2016	Business Office Technology	\$85,495.08	\$235,726.44	\$244.78	\$320,824.89	\$551,843.32	\$573.05
2017	Business Office Technology	\$86,171.44	\$314,564.63	\$328.70	\$318,215.39	\$550,595.97	\$575.34

Notes:

CrHr: Credit Hour
 direct: Includes department expenses/revenues as well as percentage of direct administrative expenditures.
 indirect: Includes a percentage of expenses and revenues associated with all other areas of campus that provide support to your program.
 total: includes both direct and indirect
 source: Activity Based Cost (ABC) model updated Spring 2018.

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Quality Indicators - Program Outcomes

%Placement Rate for Graduates

employed	2013-2014	2014-2015	2015-2016
Adm Assist w Legal Emph (2780 assoc)		60	67
Adm Asst w Medical Emph (2790 assoc)	40	38	75
Admin Support Specialist (4690 cert)	50	40	50
Administrative Assistant (2680 assoc)	33	25	50
Legal Administrative Assist (5050 cert)		0	67
Medical Office Assistant (5400 cert)	67	56	50
Office Careers (4900 cert)	0	30	50

of Graduates

graduates	2015	2016	2017	total
Adm Assist w Legal Emph (2780 assoc)	6	5	2	13
Adm Asst w Medical Emph (2790 assoc)	12	7	4	23
Admin Support Specialist (4690 cert)	7	7	6	20
Administrative Assistant (2680 assoc)	6	8	5	19
Legal Administrative Assist (5050 cert)	2	5	2	9
Medical Office Assistant (5400 cert)	12	9	10	31
Office Careers (4900 cert)	19	11	12	42

of Graduates Transferring

transfers	2013-2014	2014-2015	2015-2016
Adm Assist w Legal Emph (2780 assoc)			2
Adm Asst w Medical Emph (2790 assoc)	1	1	1
Admin Support Specialist (4690 cert)		1	3
Administrative Assistant (2680 assoc)		1	3
Legal Administrative Assist (5050 cert)			2
Medical Office Assistant (5400 cert)	3		
Office Careers (4900 cert)	1	3	1