JCCC Program Review Summary 2021

Subject: Business Office Technology

Resource Utlization Indicators

	Number of Faculty		Student Credit Hours by Faculty Type		
	Part Time	Full Time	Part Time	Full Time	Total
2019	8	1	256	165	**421**
2020	7	1	297	117	**414**
2021	5	1	283	148	**431**

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 - Enrollment

Year	Subject	Subject Prefix	Headcount (unduplicated)	seats filled	#sections	Average Class Size	% Student Completion	% Student Success	% Student Attrition	Student Credit Hours
2019	Business Office Technology	BOT	108	193	32	6.0	96	88	3	**421**
2020	Business Office Technology	BOT	102	192	27	7.1	97	90	2	**414**
2021	Business Office Technology	BOT	104	199	26	7.7	96	85	3	**431**

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
2018	Business Office Technology	$63,099.65	$206,903.44	$292.24	$282,422.41	$470,712.41	$664.85
2019	Business Office Technology	$40,078.65	$181,867.39	$430.97	$171,591.59	$348,712.63	$826.33
2020	Business Office Technology	$39,018.23	$192,587.36	$455.29	$213,693.14	$365,958.18	$865.15

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 Fall 2020.

College Now and Honors Contract courses excluded; Quick Step included; Data is as of End-of-Term.

Source: Office of Institutional Planning and Research; Jan 12, 2022

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Quality Indicators - Program Outcomes

% Placement Rate for Graduates

Employed	2017-2018	2018-2019	2019-2020
Adm Assist w Legal Emph (2780 assoc)	100%		
Adm Asst w Medical Emph (2790 assoc)	100%		
Admin Support Specialist (4690 cert)	50%		
Administrative Assistant (2680 assoc)	100%	50%	67%
Administrative Assistant (5320 cert)		100%	
Legal Administrative Assist (5050 cert)		0%	67%
Medical Office Assistant (5400 cert)	50%	0%	
Medical Office Specialist (5310 cert)		0%	67%
Office Careers (4900 cert)	80%		

Notes:
Source: JCCC Follow-Up Survey
Placement rate calculation: Total employed in a related field divided by the total who responded to the JCCC Follow-up Survey.

# of Graduates Transferring

Transfers	2017-2018	2018-2019	2019-2020
Adm Assist w Legal Emph (2780 assoc)	0		
Adm Asst w Medical Emph (2790 assoc)	0	0	
Admin Support Specialist (4690 cert)	0		0
Administrative Assistant (2680 assoc)	0	1	0
Administrative Assistant (5320 cert)		0	1
Legal Administrative Assist (5050 cert)		0	0
Medical Office Assistant (5400 cert)	1	0	
Medical Office Specialist (5310 cert)		0	2
Office Careers (4900 cert)	0	0	

# of Graduates

Graduates	2018-2019	2019-2020	2020-2021	Total
Adm Assist w Legal Emph (2780 assoc)			2	2
Adm Asst w Medical Emph (2790 assoc)	1		1	2
Admin Support Specialist (4690 cert)		1		1
Administrative Assistant (2680 assoc)	4	3	6	13
Administrative Assistant (5320 cert)	2	1	8	11
Legal Administrative Assist (5050 cert)	1	4	1	6
Medical Office Assistant (5400 cert)	3			3
Medical Office Specialist (5310 cert)	3	7	10	20
Office Careers (4900 cert)	1			1

College Now and Honors Contract courses excluded; Quick Step included; Data is as of End-of-Term.
Graduates who transfered to either a two year or a four year school counted.
Source: Office of Institutional Planning and Research; Jan 12, 2022

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