Program Review

Program Review Data Summary

Subject: **Business Office Technology**

Resource Utlization Indicators

| | Number of Faculty | | Student Credit Hours by Faculty Type | | |
	Full Time	Part Time	Full Time	Part Time	Total
2017	2	12	462	495	**957**
2018	1	12	211	489	**700**
2019	1	8	165	256	**421**

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
2017	Business Office Technology	BOT	191	472	62	7.6	94	86	5	**957**
2018	Business Office Technology	BOT	126	332	49	6.8	93	86	6	**700**
2019	Business Office Technology	BOT	108	193	32	6.0	96	88	3	**421**

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	$550,578.50	$575.32
2018	Business Office Technology	$63,099.65	$206,753.29	$292.02	$283,060.08	$395,937.46	$559.23

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.

College Now and Honors Contract courses excluded; Quick Step included; Data is as of End-of-Term.
Source: Office of Institutional Planning and Research; Jul 30, 2020

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Quality Indicators - Program Outcomes

% Placement Rate for Graduates

employed	2015-2016	2016-2017	2017-2018
Adm Assist w Legal Emph (2780 assoc)	67	100	100
Adm Asst w Medical Emph (2790 assoc)	75	50	100
Admin Support Specialist (4690 cert)	50	80	50
Administrative Assistant (2680 assoc)	50	75	100
Administrative Assistant (5320 cert)			
Legal Administrative Assist (5050 cert)	67	100	
Medical Office Assistant (5400 cert)	50	67	50
Medical Office Specialist (5310 cert)			
Office Careers (4900 cert)	50	50	80

of Graduates Transferring

transfers	2015-2016	2016-2017	2017-2018
Adm Assist w Legal Emph (2780 assoc)	2	0	0
Adm Asst w Medical Emph (2790 assoc)	1	0	0
Admin Support Specialist (4690 cert)	3	1	0
Administrative Assistant (2680 assoc)	3	0	0
Administrative Assistant (5320 cert)			
Legal Administrative Assist (5050 cert)	2	0	
Medical Office Assistant (5400 cert)	0	1	1
Medical Office Specialist (5310 cert)			
Office Careers (4900 cert)	1	0	0

Quality Indicators - Expenses & Revenue

of Graduates

graduates	2017	2018	2019	Total
Adm Assist w Legal Emph (2780 assoc)	2	2		4
Adm Asst w Medical Emph (2790 assoc)	4	4	1	9
Admin Support Specialist (4690 cert)	6	3		9
Administrative Assistant (2680 assoc)	5	2	4	11
Administrative Assistant (5320 cert)			2	2
Legal Administrative Assist (5050 cert)	2		1	3
Medical Office Assistant (5400 cert)	10	12	3	25
Medical Office Specialist (5310 cert)			3	3
Office Careers (4900 cert)	12	6	1	19

College Now and Honors Contract courses excluded; Quick Step included; Data is as of End-of-Term.
Graduates who transferred to either a two year or a four year school counted.
Source: Office of Institutional Planning and Research; Jul 30, 2020

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