JCCC Program Review Summary 2022

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
2020	1	7	117	297	**414**
2021	1	5	148	283	**431**
2022	1	4	185	142	**327**

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	Seats Filled	# Sections	Average Class Size	% Student Completion	% Student Success	% Student Attrition	Student Credit Hours
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**
2022	Business Office Technology	BOT	78	137	24	5.7	89	79	10	**327**

Notes:

Headcount: Unduplicated headcount of students enrolled in an academic year. Includes those who withdrew with a W grade.
Seats Filled: Duplicated headcount of students enrolled in an academic year. Includes those who withdrew with a W grade.
Attrition rate: Number of students with a W grade divided by seats filled.
Success rate: Number of students with grades A, B, C, or P divided by seats filled.
Completion rate: Number of students with grades A, B, C, D, F, or P divided by seats filled.

College Now and Honors Contract courses excluded; Quick Step included; Data is as of End-of-Term.
Source: Office of Institutional Planning and Research; Jun 8, 2023

Page 1 of 2

JCCC Program Review Summary 2022

Subject: **Business Office Technology**

Quality Indicators - Program Outcomes

% Placement Rate for Graduates

Employed	2018-2019	2019-2020	2020-2021
Adm Assist w Legal Emph (2780 assoc)			50%
Adm Asst w Medical Emph (2790 assoc)			
Admin Support Specialist (4690 cert)			
Administrative Assistant (2680 assoc)	50%	67%	50%
Administrative Assistant (5320 cert)	100%		25%
Legal Administrative Assist (5050 cert)	0%	67%	0%
Medical Office Assistant (5400 cert)	0%		
Medical Office Specialist (5310 cert)	0%	67%	67%
Office Careers (4900 cert)			

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	2018-2019	2019-2020	2020-2021
Adm Assist w Legal Emph (2780 assoc)			0
Adm Asst w Medical Emph (2790 assoc)	0		0
Admin Support Specialist (4690 cert)		0	
Administrative Assistant (2680 assoc)	1	0	1
Administrative Assistant (5320 cert)	0	1	0
Legal Administrative Assist (5050 cert)	0	0	1
Medical Office Assistant (5400 cert)	0		
Medical Office Specialist (5310 cert)	0	2	0
Office Careers (4900 cert)	0		

of Graduates

Graduates	2019-2020	2020-2021	2021-2022	Total
Adm Assist w Legal Emph (2780 assoc)		2		2
Adm Asst w Medical Emph (2790 assoc)		1		1
Admin Support Specialist (4690 cert)	1			1
Administrative Assistant (2680 assoc)	3	6	5	14
Administrative Assistant (5320 cert)	1	8	6	15
Legal Administrative Assist (5050 cert)	4	1	1	6
Medical Office Specialist (5310 cert)	7	10	4	21

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; Jun 8, 2023

Page 2 of 2