



**Department of Business and Information Technology
Annual Unit Plan
2012-2013 Academic Year**

STEP I: DESCRIBE YOUR DEPARTMENT/UNIT

a. Mission

It is the mission of the Department of Business and Information Technology to provide courses and instruction that will meet the academic, vocational, and general education needs of our students, college, and communities. We provide instruction leading to Associate degrees and certificates in multiple occupational areas including: Business Administration, Business, Management, Business Office Technology, Computer Information Systems, Computer Technology, Small Business Management/Entrepreneurship, and Paralegal.

The programs in the Department of Business and Information Technology provide life-long learning and support to students in their academic, technical, and vocational pursuits. The goal of our programs is to foster in students a lifelong desire to learn, a passion to excel, and a commitment to contribute actively to their local community. Students graduating from the department's programs will be prepared to transfer to a four-year institution to continue as students in Business, Business Administration, Business Management, Computer Information Systems, Management Information Systems, or other comparable courses of studies.

Students earning Associate degrees, certificates, and awards that are under the Department of Business and Information Technology will be prepared to enter the job market in entry level positions with a variety of focus including but not limited to: programmers, help desk providers, computer operators, desktop publishers, office clerks, administrative support specialists, computer support specialists, or legal assistants.

Program Mission Statements:

Business (TOP - 0501.00 Processes, principles, and procedures of purchasing, selling, producing, and interchanging goods, commodities, and services to prepare a person for a position of responsibility, management, and/or ownership.)

- *The mission of the Associate of Science in Business program is to provide business education and employment retraining to empower students with the skills they need to be successful in the modern business environment.*

Business Administration (TOP 0505.00 – Programs designed to give a broad, balanced introduction to professional careers in



business, usually including business law, economics, mathematics, managerial accounting, and computer systems. Includes transfer programs.)

- *The mission of the Associate of Arts in Business Administration program is to provide business administration transfer preparation for continuation of study in business administration, management, accounting, recreation management, or related degrees.*

Management (TOP 0506.30 Supervising Employees; budgeting, analysis, and coordinating clerical activities; evaluating, organizing, and revising office operations; design of facilities to provide maximum production; evaluating employee records; and coordinating activities of clerical departments and workers, dispute resolution, and mediation.)

- *The mission of the Management program is to provide management education and employment retraining to empower students with the skills they need to be successful in the modern business environment and to transfer to a four-year institution.*

Small Business Management/Entrepreneurship (TOP 0506.40 Principles, practices, and strategies of small business wholesale, retail, or service operations for owners/managers, and marketing principles and methods applicable to developing businesses.)

- *The mission of the Small Business Management/Entrepreneurship program is to provide business and entrepreneurial education, and employment retraining to empower students with the skills they need to be successful in the modern business environment.*

Business Office Technology (TOP 0514.00 Recording and disseminating of information, by manual and/or electronic means, including administrative office practices (keyboarding, computer literacy/applications, Internet usage, e-mailing, scheduling, etc.), global concepts, and office management skills (problem solving, critical thinking, and interpersonal relations).

- *The mission of the Business Office Technology Program is to provide an environment and curriculum designed to equip learners with the skills necessary to compete for employment in an entry-level administrative assistant position while encouraging a desire for life-long learning.*

Computer Information Systems (TOP 0702.00 General programs in data and information storage and processing, including hardware, software, basic design principles, and user requirements.)

- *The mission of the Cerro Coso Community College Computer Information Systems Program is to provide computer information systems and computer science transfer preparation, vocational computer technology education, and employment retraining and computer*



literacy skills while empowering our students to become lifelong learners and active participants in a technological world.

Computer Science (TOP 0706.00 transfer – Scientific and mathematical principles used in designing and building computers and computing systems, including transfer-oriented programs.)

- *The mission of the Computer Science Associate of Science program is to provide Computer Science transfer preparation for continuation of study in computer science related degrees.*

Paralegal Studies (TOP 1402.00 – Legal terminology, forms and procedures, general legal concepts; principles and techniques of legal research, including analysis of legal issues, documentation of appropriate legal precedents, and presentation of research findings usable by attorneys, judges, and others.)

- *The mission of the Cerro Coso Community College Paralegal Studies program is to enable students to communicate effectively, synthesize important legal concepts, and demonstrate ethical decision-making skills. Students are also expected to develop thorough and effective legal research methods to solve problems, demonstrate legal writing techniques, and apply these techniques to enhance their professional lives and successful employment as a paralegal.*

b. Program Applicability

Business (0501.00)

Business AS Degree (28 units in major, 60 total)

Business Certificate (28 units)

Business Administration (0505.00)

Business Administration AA Degree (21 units in major, 60 total)

Management (0506.30)

Management AS (32 units in major, 60 total)

Management Certificate of Proficiency (32 units)

**Small Business Management/Entrepreneurship (0506.40)**

Small Business Management/Entrepreneurship AS Degree (30 units in the major, 60 total)

Small Business Management/Entrepreneurship Certificate of Proficiency (30 units in the major)

Business Office Technology (0514.00)

Business Office Technology AS Degree (30 units in major, 60 total)

Business Office Technology Certificate of Achievement (30 units)

Office Assistant Certificate of Proficiency (18 units)

Office Clerk Certificate of Proficiency (12 units)

Computer Information Systems (0702.00)

Computer Information Systems AS Degree (22 in the major, 60 units total in revision process to 28 units in the major, 60 total)

Computer Information Systems Certificate of Achievement (31 units in the major in revision process fall 2011 to 28 units)

Computer Information Systems Intermediate Programming Certificate of Proficiency (local) (25 units in the major in revision process fall/spring 2011 to deactivate)

Computer Technology (0706.00)

Computer Technology AS Degree (in revision cycle from 38 units in the major, 60 total to 30 units in the major, 60 total)

Computer Technology Certificate of Achievement (30 units in the major)

Paralegal Studies (1402.00)

Paralegal Studies AS Degree (30 units in the major, 60 total)

Paralegal Studies Certificate (30 units in the major)

c. Partnerships

An ongoing partnership with the Owens Valley Career Development Center (OVCDC) which is run by the in Bishop allows the Business Office Technology Office Clerk award to be offered to a cohort-like group that is also open to the general community. Several of the courses are offered at the OVCDC

d. Distance Education



The programs are completely accessible online and many courses are also suitable for IWV, Bishop, and KRV on-site offerings. The department has a long term plan that provides completion of all degrees in a two year fall and spring cycle. The following is a sample of the offerings on campus. The long term schedule is attached.

Business:

This program is completely available online over a two year fall and spring cycle.

In addition:

- BSAD C100 Introduction to Business is offered by ITV with MAM/BIS and KRV/IWV once a year and at IWV in the alternate semester,
- BSAD C101 Financial Accounting is offered on campus at IWV once a year.
- BSAD C131 Business Law is offered once a year on campus at IWV.
- BSAD C152 Managing Diversity in the Workplace is offered once a year on campus at IWV.
- BSAD C110 Intro to Personal Finance is offered

Business Administration: This program is completely available online over a two year fall and spring cycle.

- BSAD C100 Introduction to Business is offered by ITV with MAM/BIS and KRV/IWV once a year.

Management: This program is completely available online over a two year fall and spring cycle.

- BSAD C100 Introduction to Business is offered by ITV with MAM/BIS and KRV/IWV once a year.

Small Business Management/Entrepreneurship: This program is completely available online over a two year fall and spring cycle.

- BSAD C100 is offered by ITV with MAM/BIS and KRV/IWV once a year.

Business Office Technology: This program is completely available online over a two year fall and spring cycle.

A *minimum* of 18 units (60%) of the courses in the major for Business Office Technology are offered on campus at IWV, and 15 units of these are offered consistently each semester:

- BSAD C101 is offered by ITV with MAM/BIS and KRV/IWV once a year.
- CSCI C070 Computer Literacy, BSOT C131, 132, 133 Keyboarding group, CSCI C121, 151, 161 Word group, CSCI C123, 153, 163 Excel group, CSCI C125, 155, 165 Access group, are offered at IWV each semester and at least once a year or more at the OVCDC lab.



A minimum of 15 units are offered in rotations through summer, fall, and spring on site at the OV CDC lab in Bishop. This is 50% (6 units) of the Office Clerk Certificate of Proficiency or 40% of the Office Assistant Certificate. Courses required to complete are available online each year in fall and spring rotation.

- CSCI C070 Computer Literacy, BSOT C131, 132, 133 Keyboarding group, CSCI C121, 151, 161 Word group, CSCI C123, 153, 163 Excel group, CSCI C125, 155, 165 Access group and BSOT C127 PowerPoint, CSCI C171 Introduction to the Internet.

CSCI C070 Computer Literacy, and the Word, Excel, and Access group are offered as needed at the KRV campus.

Computer Information Systems: This program is completely available online over a two year fall and spring cycle.

- CSCI C101 is offered on campus at IWV every semester and at MAM/BIS once a year.
- BSAD C101 is offered by ITV with MAM/BIS and KRV/IWV once a year.
- New in the year 2011-2012 one programming course is offered at IWV each semester.
- Advanced Excel, Word, and Access have been offered consistently on campus at IWV.

Computer Science: This program is completely available online over a two year fall and spring cycle. The exception is that we have not been able to offer CSCI C251 Intro to Computer Science because of the yet unfilled posting for the Computer Science full time hire.

Paralegal Studies: This program is completely available online over a two year fall and spring cycle.

- BSAD C131 Business Law is offered once a year on campus at IWV.

All department online courses are developed in the Moodle platform as indicated as best practice by the Academic Senate.



STEP 2: EXPLAIN YOUR PLANNING

a. Review of Previous Goals (of last completed academic year)

Business Office Technology:

- The certificates have been approved locally and regionally and have been updated to the state level so that all program certificates will appear on a completing student's transcript.
- Two-year and six-year Program Reviews were completed.
- Courses that are unique to the BSOT program that carry CSCI discipline names will be changed to BSOT as curriculum is updated. (BSOT C127 PowerPoint has been revised from CSCI C127 PowerPoint)
- The BSOT C101 Introduction to Business Office Technology has been created (fall 2011) and will replace BSAD C101 Intro to Business in area required courses.
- The program submits an updated VTEA application each year.
- Advisory meetings have continued in IWV and a meeting was held in the Bishop area.
- The upgrade of teaching and learning materials for courses migrating to Office 2010 was completed in fall 2011.

Business, Business Administration, Small Business/Entrepreneurship, Management:

- Two-year and six- year Program Review for Business as a whole has been completed.
- Program descriptions have been updated and other information lost in the transition has been updated using Curricunet.
- Advisory meetings have continued in IWV and a meeting was held in the Bishop area.
- Business Ethics, as a course, has been deleted because the topic is integrated in all courses in the program.
- International Business is planned for future deletion because the topic is integrated, or being integrated to all appropriate courses in the programs.

Paralegal Studies: The Certificate of Proficiency has been approved locally and regionally and can now appear on completing student's transcripts.

Computer Information Systems:

- Program descriptions have been updated and other information lost in the transition as been updated using Curricunet.
- The CIS program has been revised to eliminate some electives and create a focus on programming or IT as needed by industry.
- Advisory meetings have continued in IWV and a meeting was held in the Bishop area.

All programs: Program outcomes and assessments have been designed and implemented and a long term schedule has been developed to provide students, counselors, and the department members with the ability to plan well into the future. Existing courses have been reviewed and are current and new courses have been added to enhance outcomes and to align with industry needs. The long term schedule includes tracked offerings at all locations.



b. Review of Overall Department/Unit

- Spring 2012: Program Review needs to be completed for Paralegal Studies during spring 2012.
- Program Review needs to be completed for Computer Science.
- The BSOT program review revealed that courses in the program need to be renumbered to BSOT (from CSCI) to complete the revision for better tracking that started two years ago with the reassignment of TOP codes.
- The stacked offerings in the applications (Word, Excel, Access) and keyboarding groups help build successful cohorts for student learning.
- International Business is planned for future deletion because the topic is integrated, or being integrated to all appropriate courses in the Business programs.
- We need to complete the hire of a full time Computer Science faculty by fall 2012.

[What needs/opportunities did your last program review(s) reveal? Did your most recent SLO assessments demonstrate gaps to be addressed? What is working with your unit? What improvements need to be made?]

c. Goals for Upcoming Year (next academic year). *Three goals not required. If more goals needed, copy and paste additional boxes.*

Goal 1 for all Department Programs:

1. *Connection to College Strategic Goals: Goal 1 and 4*
2. *Specific internal* or external** condition(s) the goal is a response to: This is ongoing work that is now impacted by the existence of Curricunet and/or required updates to content due to the changing nature of computer or business standards.*
3. *Action Plan: Ensure that all programs and courses in the Department of Business and Information Technology are fully maintained and updated in Curricunet. This includes renumbering of the CSCI courses that are part of the BSOT program.*
4. *Measure of Success: All programs and courses will be fully updated in Curricunet by Spring 2013. This includes updates that are industry/content*



driven (example is cases where software or computer standards are updated if it impacts the topical outline). This also includes renumbering or discipline reorganization such as the CSCI to BSOT courses.

Goal 2 for Business Office Technology

- 1. Connection to College Strategic Goals: Goal 1*
- 2. Specific internal* or external** condition(s) the goal is a response to: Ongoing discussions with Owens Valley Career Development Center*
- 3. Action Plan: Continue to discuss the concept of a further structured cohort group at OVCDC for the Office Clerk Certificate. (See advisory meeting minutes from fall 2011).*
- 4. Measure of Success: Implement discussed plans for scheduling courses through summer 2012, fall 2012, and spring 2013.*

Goal 3 for all Department Programs

- 1. Connection to College Strategic Goals: Goal 2*
- 2. Specific internal* or external** condition(s) the goal is a response to: Ongoing communication with counseling department to facilitate student success by feedback for career pathways documents.*
- 3. Action Plan: Work with counseling department to continue to revise and update career pathways documents in coordination with the department long term plan for each offering of a program or certificate online or on campus and at different centers.*
- 4. Measure of Success: Career pathway documents will be available for all courses and certificates in the department and for all modes of delivery/site by Spring 2013.*

Goal 4 for Paralegal Studies program

- 1. Connection to College Strategic Goals: Goal 1*



2. Specific internal or external** condition(s) the goal is a response to: The American Bar Association change the rules about certification of Paralegals sometime last year.*

3. Action Plan: Apply for American Bar Association certification for completing Paralegals.

4. Measure of Success: Approval of application or application in process.

Goal 5 for Computer Science program

1. Connection to College Strategic Goals: Goal 6

2. Specific internal or external** condition(s) the goal is a response to: Complete the hire of a full time Computer Science Faculty.*

3. Action Plan: Complete the hire of a full-time Computer Science faculty.

4. Measure of Success: Complete the hire of a full-time Computer Science faculty.



STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)

a. New Classified Staffing. *If more lines are needed, Tab over from the bottom-right box.*

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Funding Source: G=General Fund R=Restricted (be specific)
Not applicable								

Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.*

1. Describe how the position is linked to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.

2. Explain why the work of this position cannot be assigned to current staff.

3. Describe the impact on the college if the position is not filled.

b. New Full-Time Faculty Staffing

Discipline	Affected Programs	Location	Priority	Strategic Plan goal addressed by this position	Funding Source: G=General Fund R=Restricted (be specific)
Business Faculty	Business, Business Management, Small Business Management, Business Administration	IWV		Goal 1, 2, and 6	

Full-Time Faculty Staffing Justification:



Size of wait list

Department productivity: I don't have the information but there are eight degrees, four of which are Business related. These four would be impacted by having a full time Business faculty person at IWV.

Number of faculty: Three full time faculty in the department with one on medical leave, but only **one of these is truly a Business faculty and that person is at Eastern Sierra**. The other two faculty are primarily hired for Computer Information Systems and Business Office Technology.

Number of adjunct faculty: 22 department wide (12 for primarily BSOT, CSCI, PARA), 10 for Business

Number of certificates of achievement awarded: 6 Certificates of Achievement in May 2011 program

Number of degrees awarded: 77 department wide according to the May 2011 grad program: Business Administration AA (22), Business AS (4), Business Administration AS (8), Business Management (12), Business Office Technology (7), Business (8).

Core curriculum classes: BSAD 19, Department wide: 67

CTE classes with workforce data (wage/high demand): Yes. Who is going to save this state if not the future Business leaders.

Number of students at first day census and number of drops

(Not in any certain order)

[Refer to the separate handout listing criteria for new faculty hiring.]

c. Supplies (per unit cost less than \$1000). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Teaching/Learning supplies	All sites	1	3		400.00	yearly	General

d. Non-Technology Equipment (per unit cost greater than \$1000). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA

e. Technology Equipment (computers, data projectors, document readers, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA

f. Facilities. Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA

g. Travel (inter-campus, intra-district, conferences, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Professional Development for each full	n/a	1	6	Full time faculty to attend pro =d	2000 per	yearly	VTEA



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
time faculty							
				total	8000.		

h. Marketing (brochures, radio spots, promotional travel, etc.). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA

i. Other (institutional fees, library books). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA

STEP 4: ATTACH PRIOR YEAR'S SLO ASSESSMENT DATA (as applicable)

STEP 5: ATTACH PRIOR YEAR'S STUDENT PERFORMANCE DATA (Instructional units only, as provided)