



Annual Unit Plan Template 2013-2014 Academic Year

Business And Information Technology Department (CIS/BSAD/BSOT/PARA)

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 and Bishop, 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 and is supported by career pathway planning documents for all areas.

Business: This program is completely available online over a two year fall and spring cycle. Courses also rotate on campus at IWV in order to allow the program to be taken on campus over a two year period. The occasional offering at KRV will be discontinued, but BSAD C100 may be offered at MAM/BIS by ITV once a year.

Business Administration: This program is completely available online over a two year fall and spring cycle. Courses also rotate on campus at IWV in order to allow the program to be taken on campus over a two year period. The occasional offering at KRV will be discontinued, but BSAD C100 may be offered at MAM/BIS by ITV once a year.

Management: This program is completely available online over a two year fall and spring cycle. Courses that overlap with other degrees or certificates are offered on ground at IWV or BIS/MAM campuses.

Small Business Management/Entrepreneurship: This program is being deactivated in 2012-2013.

Business Office Technology: This program is completely available online over a two year fall and spring cycle. Some classes are offered on campus at IWV or BIS, the latter as part of the Owen's Valley Career Development Center partnership. Offerings at KRV are in discussion phase for future planning.



Computer Information Systems: This program is completely available online over a two year fall and spring cycle. The new full time faculty hire in 2012 is allowing for more on campus classes and more day classes.

- 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 once a year.
- Selected courses are offered on campus on a rotating basis.

Computer Science: Some elements of this program are available online but other courses must be offered on campus at IWV over a two year fall and spring cycle.

Paralegal Studies: This program is completely available online over a two year fall and spring cycle. The Program Review has just been completed.

- BSAD C131 Business Law has been 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)

Goal 1 for all Department Programs 2012-2013:

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. Notes: As of October 2012, the BSOT 12 and 18 unit certificates have been to first reading at CIC to update for inclusion of the BSOT C100 course to replace BSAD C100 in the required courses. BSAD C145 has also been to first reading. The remaining applications courses are slated for revisions throughout the rest of this school year as planned.*

Goal 2 for Business Office Technology 2012-2013:

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.*

Notes: As of October 2012 this goal has been met and resulted in the offering of a summer cohort group of courses including the BSOT 12 unit certificate in Bishop. This is an ongoing goal to continue the planning for future semesters.



Goal 3 for all Department Programs 2012-2013

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.*

Note: As of October all areas have a career pathways document. The goal is to continue to update these documents as programs are updated.

Goal 4 for Paralegal Studies program 2012-2013

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 changed 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.*

Note: As of October, recent approval was given to go ahead with this process.

Goal 5 for Computer Science program 2012-2013

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.*

Note: A full time Computer Science faculty was hired at the beginning of 2012 spring semester.



b. Review of Overall Department/Unit

Business Office Technology area: The BSOT program review indicated that there was a need for some curriculum updates beginning with the creation of the Introduction to Business Office Technology BSOT C100 which was created and is now being offered.

- Application course updates are in process for currency and to correct the discipline from CSCI to BSOT, since the applications are not part of any Computer Science Degree, but rather the Business Office Technology degree and in some cases Industrial Technology.
- Pre-requisites have been reviewed and are under revision as courses are updated this year.

Business area: The Business degrees and certificates have been reviewed in Fall 2012 and the following actions have been initiated:

- The Small Business/Entrepreneurship program will be deactivated due to low demand from entrepreneurs to complete degrees.
- The Business and Business Administration program are currently in revision to add and delete courses in accordance with updated curriculum requirements and alignment with program outcomes. Each of those two degrees will require slightly fewer units to complete. With the hire of a full time Business faculty, the department wishes to firm up the offering of these two degrees on campus at IWV over a spring and fall two year period.
- After much discussion the department has decided not to change the Business Administration program to align with the transfer model curriculum because it would require additional courses that are needed by very few universities and make it more difficult for students to achieve our degree.
- Student learning outcomes have been assessed in most courses that have been offered. Courses that have not been assessed are a result of either not being offered, or having been offered by an adjunct who may no longer be in the hire of the college or was not trained in SLO assessment at the time of the most recent course offering. All courses that have not been assessed will be assessed at the next available opportunity. Outcomes were successfully met in all Business courses to date. The target for success is: (Matt?)

Computer Science area: The Computer Science degree is slated for completion by Spring 2013. With the hire of a full time computer science faculty, more courses are now taught on site at IWV campus. The Computer Science degree has been discussed at the department level as a good candidate for alignment with transfer model curriculum. This will require development of further curriculum but the Calculus Three course will be eliminated. It is believed that the new design will be more relevant and more achievable to a greater number of students.

Computer Information Systems area: The Computer Information Systems program was in need of revision and has now been revised to eliminate numerous electives and to focus on two streams of elective after the core: Programming, and IT Technology.

Paralegal Studies area: The completion of the Paralegal Studies Program Review in Fall 2012 there are several actions that will be taken to expand and update the Paralegal program certificate and degree. The fine details are recorded in the recent Program Review for the following:



- A new certificate will also be created that is specific to Legal Document Preparation.
- Marketing to employers will be expanded
- Marketing to students will be expanded
- The advisory committee will be expanded
- Certain curriculum will be revised; in particular the PARA C112 and 112 Legal Research and Writing courses will be combined.
- The department will apply for American Bar Association certification for students completing the certificate.
- The PARA C290 Internship course will be eliminated and elements will be included in PARA C101.
- Student learning outcomes assessment will continue for courses that were not offered in the current cycle of assessment as the course is offered.
- A full time faculty in this area would be of great benefit to student success.

c. Goals for Upcoming Year (next academic year).

Goal 1 Business Office Technology

- 1. Connection to College Strategic Goals: Strengthen Instructional Programs Goal 1*
- 2. Specific internal or external condition(s) the goal is a response to:*
- 3. Action Plan: Update Curriculum for Computer Information Systems to Business Office Technology discipline areas where needed.*
- 4. Measure of Success: By Spring of 2014 curriculum in Computer Information Systems and Business Office Technology applications courses will be updated where impacted by technology and other changes in the environment or program needs.*

Goal 2: Paralegal Studies

- 1. Connection to College Strategic Goals: Strengthen Instructional Programs Goal 1*
- 2. Specific internal or external condition(s) the goal is a response to: This goal is expected to increase student success and retention and employability for students in our service area.*



3. Action Plan: Apply for American Bar Association Certification for Paralegal graduates

4. Measure of Success: The measure of success will be the granting of ABA certification for graduates of the Paralegal Studies certificate or degree.

Goal 3 Paralegal Studies

1. Connection to College Strategic Goals: Strengthen Instructional Programs Goal 1

2. Specific internal or external condition(s) the goal is a response to: This goal is a response to advisory meeting recommendations.

3. Action Plan: Create the Legal Document Assistant Certificate within the Paralegal Studies Program and update curriculum accordingly'

4. Measure of Success: The program and curriculum will be updated by Spring 2014 including application to the state for the new certificate.

Goal 4 Computer Science

1. Connection to College Strategic Goals: Strengthen Instructional Programs Goal 1

2. Specific internal or external condition(s) the goal is a response to: Student success

3. Action Plan: Align the Computer Science A.S. degree with Transfer Model Curriculum

4. Measure of Success: Curriculum will be developed and the program revised by Spring 2014



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

a. **1000 Category.** Please indicate below any requests for temporary or new permanent certificated positions. (Do not request adjunct instructors for normal teaching assignments as this is captured in the Academic Affairs division plan.) *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Description	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	If a full-time faculty member is being requested, use the box below. Use this space to provide a detailed rationale for temporary certificated positions only. 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 (temporary positions only)	Will this be one-time or on- going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O

Full-Time Faculty Staffing Justification: For the Paralegal Studies Program there ARE no full time faculty.

1. Are there too few or too many students enrolling for particular classes or majors?
2. Are there too many courses or programs that are under capacity?
3. Are courses "core mission"?
4. Are courses overscheduled?
5. Is there capacity to offer courses or programs at different times and/or locations?
6. Is there a workforce shortage in the service area or region?
7. What are the costs and/or lost revenue from gaps between student demand and course or program capacity?
8. In support of your proposal, provide the following data:
 - a. Size of wait lists in the discipline
 - b. Department productivity
 - c. Number of faculty currently in the department
 - d. Number of adjunct faculty
 - e. Number of certificates awarded



- f. Number of degrees awarded
- g. Core curriculum classes
- h. CTE classes with workforce data (wage/high demand)
- i. Number of students at first day and census

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	Are alternate funding sources available? G = grant (specify) V = VTEA
Paralegal Full time faculty	IWV		1, 2, and 6					

b. 2000 Category. Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately. If more lines are needed, place cursor in the bottom right box and press [Tab].

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	Are alternate funding sources available? G = grant (specify) V = VTEA

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.

c. 4000 Category. Use the space below to itemize and explain budget requests in the category of supplies and equipment. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

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 (check <u>one</u>): G = General Fund, O = Other	
							G	O
Teaching/Learning Supplies	IWV and BIS	1	3	This request includes office supplies for the entire Business and Information Technology department.	300	yearly	G	

d. 5000 Category. Use the space below to itemize and explain budget requests in the category of service, utilities, and operating expenses. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

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 (check <u>one</u>): G = General Fund, O = Other	
							G	O
American Bar Association	Online	1	1	The Paralegal Studies program is applying for ABA	1500.00	On going	G	



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 (check <u>one</u>): G = General Fund, O = Other G O	
fees				certification for students who complete the certificate or degree.				

e. 6000 Category. Use the space below to itemize and explain budget requests in the category of capital outlay. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

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 (check <u>one</u>): G = General Fund, O = Other G O	

STEP 4: ATTACH NARRATIVE SUMMARY OF PRIOR YEAR'S SLO ASSESSMENTS

STEP 5: ATTACH COMPLETED BUDGET WORKSHEET (provided separately)

STEP 6: ATTACH PRIOR YEAR'S STUDENT PERFORMANCE DATA (as provided)