



## **Business: Business Office Technology Instruction**

### **Vision/Narrative**

The Business program at Gavilan College prepares students to succeed in a diverse global society by offering an education focused on relevant business subjects and current technology. We invite students to envision and achieve their personal educational goals, including employability, transfer to four-year institutions, and life-long learning.

The program offers degrees and certificates in Accounting, Medical Office, General Business, General Office Skills, Economics, and Retail Management.

The BUSINESS OFFICE TECHNOLOGY program offers a degree and a certificate that prepare students to work in a medical front office.

This program has great growth potential. Prior to the fall 2009 section cuts, a thriving program had been piloted in Hollister.

There is strong demand for the Medical Terminology course offered by this program. This course is useful to students who plan to work in a broad range of health-related occupations.

### **Feedback from Supervisor / Dean**



**Program Objective 1: Offer the Medical Coding class at least once every two years, since coding is a valuable job skill.**

**Strategy and Goal(s):**

Not Applicable: RESUBMITTED: Copied from Academic Year 2015-16

**IEC Program Review:**

Yes, this Objective is based from the last IEC Program Review.

**Progress:**

Closed: New part-time instructor finally found.  
RESUBMITTED: See Academic Year 2017-18 Program Plan

**Rankings:**

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		



**Program Objective 2: Hire a full-time faculty member to anchor this program. Part-time faculty are nearly impossible to find, especially those with expertise in the lucrative field of medical coding.**

**Strategy and Goal(s):**

Not Applicable: RESUBMITTED: Copied from Academic Year 2015-16

**IEC Program Review:**

Yes, this Objective is based from the last IEC Program Review.

**Progress:**

Closed: RESUBMITTED: See Academic Year 2017-18 Program Plan

**Activity 1: participate in the five-year hiring plan - hire a full-time faculty member to anchor this program**

**Personnel Request - *none***

**Non-Personnel Request - *none***

**Rankings:**

Ranker	Comments	Rank
Dean	Participate in FT faculty hiring process with DC's	12
Vice-President		
Budget Committee		
President's Council		