



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

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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.- What data is available to support this notion?

What is the labor market demand for this program? If faculty are hard to find, then do we graduate or award many students in this area? If not, then why continue to offer a program we do not have many graduates in and have no faculty to teach?

K Moberg

The program graduates between 7 and 9 students annually, and has about three to four times that many active majors. Neither metric has substantively changed over the last five years. The objectives are difficult to place in context due to a lack of detail. Taking Kathleen's comments into account, what objectives and plans does the program have to move itself forward? It's without a doubt that this program has great gainful employment outcomes, great growth potential, possibility for building demand, and marketability. What plans are being undertaken to harness this opportunity given these facts? -Wruck



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 2016-17

IEC Program Review:

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

Progress:

Yes: New part-time instructor finally found.

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 2016-17

IEC Program Review:

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

Progress:

No- None -

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		
Vice-President		
Budget Committee		
President's Council		