



**Instructional Program Review – Annual Update
2021**

Date:	April 5, 2021
Program and Department:	Computer Business Office Technology (CBOT)
CTE Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Additional programs included in this review:	None
Date of last comprehensive review:	2015/2016
Submitted By:	Jody Derry
Attachments (* as needed):	<input checked="" type="checkbox"/> 6-year assessment plan – All programs, when applicable <input checked="" type="checkbox"/> 2-year scheduling plan <input checked="" type="checkbox"/> Justification for Resource Requests (if needed)

I. Alignment of the Program with the AHC Mission

AHC Mission: Allan Hancock College fosters an educational culture that values equity and diversity and engages students in an inclusive learning environment. We offer pathways that encourage our student population to achieve personal, academic, and career goals through coursework leading to associate degrees, certificates, transfer, and skills building.

a. Have there been any changes that would require a change to your Program Mission?

No

b. Explain how your program mission aligns with the college mission.

The college mission and values can be found here: <https://www.hancockcollege.edu/about/mission.php>

Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community. The CBOT program supports this mission by providing quality education to all students. The focus of the program is on teaching students to be technically proficient in business and directed towards careers in administrative operations to support organizations. The software application and soft skills needed to be successful are emphasized. This is measured through student learning outcomes, completed degrees and certificates and student surveys at the 6-year program review.

II. Student Success, Program Accessibility and Program Capacity

*NO data analysis required this year.

N/A

- a. Describe how the program works to promote student success (completions job placement, transfer). Include teaching innovations and use of academic and student support.

In Fall of 2020 the CBOT program changed the way the courses were offered from 16 weeks to 8 weeks. A total of 9 courses and 11 sections were offered in an 8-week format. This enables students to complete a beginning course the first 8 weeks (CBOT 131) and then the advanced course (CBOT 132) the second 8 weeks instead of waiting an entire semester. Students can move more quickly through the program and receive a 15-unit certificate in 1 semester (2 classes the first 8 weeks and 3 classes the second 8 weeks).

- b. List any notable accomplishments of the program (student awards, honors, or scholarships can be listed here also)

Each year, the full-time CBOT instructor donates funds to award a CBOT student a \$750 scholarship through the foundation scholarship program.

III. Quality and Innovation in the Program and Curriculum Review

- a. Are you on track in your assessment plan for course and program SLOs? If not, please explain why.

Yes, I have completed the PLO course associations, evaluation cycle, rubrics, and assessment tools. See the end of document for documentation.

- b. Have you shared your assessments or improvement plans with your department, program or advisory committee? If so, what actions resulted? If not, how do you plan to do so in the future?

The course associations, evaluation cycle, rubrics and assessment tools have been shared with the department. Results of assessments have not been completed yet.

- c. Did any of section, course or program improvement plans indicate that your program would benefit from specific resources in order to support student learning and/or faculty development? If so, please explain.

Yes, new computer chairs are needed in the classrooms. This request is always in our program review. Budget requests have been asked to provide for funding but unfortunately have not been provided. New classroom chairs are needed because the current ones have some that are not stable, stained and in poor condition.

Additional needs are more copies of textbooks for Books for Bulldog program, laptop PC's with 2019 version of Office pre-downloaded with the ability to save directly to the laptop, and advertising videos for CBOT.

- d. In reviewing your outcomes and assessments have you identified any and all that indicate a modification should be made to the course outline, the student learning outcomes or the program outcomes? Please state what modifications you will be making.

No, but course outlines will be completed next semester and changes will be made.

- e. Have all course outlines been reviewed within the last 5 years? If not, please explain the plan to bring course outlines up to date and include timelines for the review and submission to AP&P.

6 year program review is coming up and course outlines will be reviewed in the fall 2021

- f. For **CTE courses/programs only**, as per §55003, have prerequisites, corequisites and advisories (PCAs) for courses and/or programs been reviewed within the last 2 years?

6 year program review is coming up and course outlines will be reviewed in the fall 2021 and the prerequisites, corequisites and advisories (PCAs) for courses and/or programs will be reviewed.

IV. Focus and Engagement of the Program

- a. Summarize major trends and opportunities as well as challenges that have emerged in the program

In Fall of 2020 the CBOT program changed the way the courses were offered from 16 weeks to 8 weeks. A total of 9 courses and 11 sections were offered in an 8-week format. This enables students to complete a beginning course the first 8 weeks (CBOT 131) and then the advanced course (CBOT 132) the second 8 weeks instead of waiting an entire semester. Students can move more quickly through the program and receive a 15-unit certificate in 1 semester (2 classes the first 8 weeks and 3 classes the second 8 weeks).

Three CBOT A.S. degrees were approved through the county's Employer Training Provider List so that students can now choose Allan Hancock College CBOT program for their educational needs at no cost for tuition and books through the County Education program.

- b. List any (internal or external) conditions that have influenced the program in the past year.

COVID 19 has impacted students that want to have in person instruction and office hours with their instructor. We do use zoom however, but many students still want the face to face contact and assistance

Data for Program with Vocational TOP Codes (CTE):

<https://misweb.cccco.edu/perkins/main.aspx>

Please review the data and comment on any trends.

- c. Current industry employment and wage data (please cite sources)

According to the US Department of Labor, office managers, administrative services managers, and office support staff are all considered Bright Outlook careers meaning significant job growth in these fields is expected. Administrative Services managers wages are \$104,670, Legal Secretaries are \$55,170 and information and records clerks salary is \$46,750.

- d. Industry employment and wage trends

According to the US Department of Labor, office managers, administrative services managers, and office support staff are all considered Bright Outlook careers meaning significant job growth in these fields is expected. Administrative Services managers wages are \$104,670, Legal Secretaries are \$55,170 and information and records clerks salary is \$46,750.

- e. TOP code employment CORE indicator report

Performance Trend By Core Indicator - Report

PERKINS IV Program Performance Trend Report
 Core Indicator Two - Total Completions - Certifications, Degrees and Transfer
 2020-2021 Fiscal Year Planning

4- and 6-Digit Top Codes available on Sheets 2 and 3 when exported to Excel (tabs at bottom of worksheet window).

DISTRICT: ALLAN HANCOCK COLLEGE: ALLAN HANCOCK
 07 Information Technology


	Percent			Count			Total		
	2015-2016	2016-2017	2017-2018	2015-2016	2016-2017	2017-2018	2015-2016	2016-2017	2017-2018
Program Area Total	100.00	100.00	100.00	10	9	16	10	9	16
Female	100.00	100.00	100.00	3	3	3	3	3	3
Male	100.00	100.00	100.00	7	6	13	7	6	13
Non-traditional	100.00	100.00	100.00	3	3	3	3	3	3
Displaced Homemaker	100.00	100.00		1	1	0	1	1	0
Economically Disadvantaged	100.00	100.00	100.00	6	7	11	6	7	11
Limited English Proficiency				0	0	0	0	0	0
Single Parent	100.00		100.00	1	0	1	1	0	1
Students with Disabilities	100.00	100.00	100.00	1	1	1	1	1	1
Technical Preparation				0	0	0	0	0	0
Migrant				0	0	0	0	0	0
District	100.00	100.00	100.00	10	9	16	10	9	16
State	89.95	92.68	91.99	51,088	55,664	62,826	56,794	60,060	68,294

4- and 6-Digit Top Codes on following pages.
 Success rate less than 89.00% is shaded
 Indicator Two: Total Completions - 89.00% Performance Goal

Indicator Two uses 2017-2018 enrollments in Apprenticeship, Advanced Occupational or Clearly Occupational courses (coded with SAM Priority codes A-C). Students may be enrolled in more than one program area and may be included in more than one population grouping.

Core indicators for Allan Hancock College are higher than the state numbers for all years listed.

Centers of Excellence Labor Market Research is below:



October 2019

Prepared by the South Central Coast Center of Excellence for Labor Market Research

Program Recommendation

This report was compiled by the South Central Coast Center of Excellence to provide regional labor market data for the program recommendation – Office Technology/Office Computer Applications. This report can help determine whether there is demand in the local labor market that is not being met by the supply from programs of study (CCC and non-CCC) that align with this occupation group.

Key Findings

- In the South Central Coast region, the number of jobs for Office Clerks, General, are projected to **remain steady** over the next five years, while an **increase** is projected in the number of jobs for Administrative Services Managers. A **decline** is expected, over the next five years, in the number of jobs for Executive Secretaries and Executive Administrative Assistants, and Secretaries and Administrative Assistant, Except Legal, Medical, and Executive.
- Administrative Services Managers, Executive Secretaries and Executive Administrative Assistants, and Secretaries and Administrative Assistant, Except Legal, Medical, and Executive are expected to experience a **low risk of automation**, while Office Clerks are at a **medium risk of automation**.
- In 2018 there were 2,870 regional completions in programs related to the occupations identified as related to Office Technology/Office Computer Applications and 4,371 openings, indicating an **undersupply**.
- Typical entry-level education ranges from a **high school diploma or equivalent** for Executive Secretaries and Executive Administrative Assistants, and Secretaries and Administrative Assistant, Except Legal, Medical, and Executive, and Office Clerks, General to a **bachelor's degree** for Administrative Services Managers.
- Completers of Office Technology/Office Computer Applications programs from the 2015-2016 academic year had a **median annual wage** upon completion of \$21,923.
- 69% of students are **employed within a year** after completing a program.
- 45% of students are **earning a living wage**.

f. Advisory committee recommendations

- Continue to update curriculum to respond to the change in business needs, job requirements and technology requirements.
- Ensure students have the resources to be successful in the program.

V. Continuous Improvement of the Program

a. Status of Final Plan of Action – Post Validation

Summarize the progress made on the recommendations from your last comprehensive program review plan of action

PLAN OF ACTION	ACTION TAKEN/RESULT AND STATUS
In order to ensure more students complete the final project used in student learning outcome assessment, have different due dates for each section of the project in order to allow students to complete it in smaller pieces. Each section of the project will be assigned points.	Completed. This was tested in the onsite class of CBOT 132 with success and plans to incorporate this into other classes as needed.
Have more hours the instructor is available for student assistance through the CBOT lab course.	Will not be implemented. Unfortunately, due to enrollment the lab course will be cut so it will not be increased. The course will not be offered until changes are made to the lab to increase enrollment. However, the instructor does hold office hours in a computer classroom so that the instructor can help more students.
Allow students to fix errors on the first module for a sample of classes to evaluate if this increases their success and mastery of the skill and to ensure they are reading the feedback and understanding what their mistakes were and how to correct them for the future.	Completed. This has worked extremely well and was implemented in several classes for the first module and students have been more successful and very appreciative of being able to correct the first assignment.
Continue to monitor classes offered at neighboring colleges and make adjustment based on the needs of the community.	Completed. Changes were made and now must be reflected in the catalog before advertised to students. This is always ongoing because of technology.
Update and recruit new advisory members as needed.	Ongoing. Recruitment of community members is always ongoing for the advisory committee. Mechanics Bank outreach employee has been met with to brainstorm on ways to employ our students and their needs and our student's qualifications. Presentations by Mechanics Bank have been given in several classes and will continue. There were 2 new members added to the committee since last annual update.
Update the CBOT brochures to reflect changes to certificates and degrees with pictures of more males on the brochure and additional pictures of the technology used in the classrooms.	Completed and distributed in Fall 2017 and updated again in September 2020.
Update the CTE Website to advertise the CBOT program & continue to increase enrollment and add pictures of males.	Completed and Ongoing. New posters, brochures and flyers were just completed April 2021.
Add additional courses to selected units to increase options for students and better prepare them for employment.	Completed 2016. Now the push is to be more prescriptive and have less selected units. Changes were made in 2019.
Increase ability for students to access the CBOT software applications.	Completed. The Open Access Lab has the software on all computers needed for the program and students can receive Office 365 for free (the full version of Office is downloaded).
Work with local high schools to promote the CBOT program and articulated courses. Highlight which articulated courses are in the CBOT	Ongoing. The program review team consisted of a high school CBOT instructor that has articulation agreements and the CBOT instructor attended the ROP meeting with Santa Maria, Pioneer Valley and Righetti Business.

program and which degree and certificate they are included in.	Teachers. Handouts were given to all three high schools promoting all business courses for Fall 2018. New materials just came out and will be distributed to high schools.
Research with counseling the orientation folder and add notes about how articulation is completed if it is not already in the orientation folder.	Now concurrent enrollment eliminates this issue. We are currently working with the Career Center to find out if our articulation agreements need to be updated. They are now in charge of this process.
Maintain current facilities, paint building, and remodel bathroom and construct new building.	Partially complete. Building was painted, bathroom still needs remodel, air conditioning still needed in K10 and K11 and CRC classroom. New building still needed.
Maintain and update CRC, K10, K11 and faculty computers with current hardware and software. Replace chairs for students in K10 and K11. Apply for funding sources available for equipment.	Equipment still working properly and able to handle software, chairs need replacing and maintenance or new computers needed within next 3 -5 years.
Develop rationale for hiring new full-time faculty and participate in the faculty prioritization process to increase CBOT/CBIS offerings. New faculty would teach in both programs.	Although a full-time faculty member in CBIS retired they were not replaced. This is a concern due to the amount of work in technology oriented programs.
Attend professional development training to keep current with technology.	Ongoing. Professional development training on Canvas and eLumen were completed and this is ongoing. Zoom training was also completed and meetings with the county on how to add programs to the county's Employer Training Provider List were completed.

b. List any new resources that the program received in the past year and the results

Source	Specific Resource	Est. Amount \$	Impact on program or course outcomes
CTEA	Books for Bulldogs	\$2000	Student textbooks were added for CBOT classes and helps students with resources for courses

c. List any new or modified recommendations below, including rationale for these in the table.

Program Improvement Plan (Program ,Priority Number, year)	Anticipated Outcome (Goal)	Program Goal Status (Indicate if this goal is ongoing from a previous Annual Or Comprehensive Program Review or new this year).	Alignment to Strategic Directions and planning goals (see " Alignment to Strategic Directions" Attached	Activities	Justification (Evidence of need)	Resource Request (From table Below)	Anticipated Completion Date or On-going
N/A							

d. Summary of request for resources. Please list the type of request (facility, technology, staffing, equipment, other) and rank their priority.

Resource Requests (Program, RRX year)	Item	Program Goal	Type	One-time cost	On-going cost (per fiscal year)	Anticipated Completion Date or On-going
CBOT	Chairs for K10 & K11B (\$400 x 61 chairs plus tax) Quote below	Goal SLS5 & Goal IR3	Classroom Furniture	\$27,000		Request has not been approved yet – Can be used as soon as it is received
CBOT	Laptops for Students plus charging station (\$800 each estimated x 15 laptops = \$12,000 charging station	SLS5 & Goal IR3	Student Use - Technology Access	\$12,800		Request has not been approved yet – Can be used as soon as it is received

	\$800 estimate)					
CBOT	Books for Bulldogs (Purchase of additional textbooks)	SLS5 & Goal IR3	Student Use – Textbook for Course	\$3000		Request has not been approved yet – Can be used as soon as it is received

CACHET CHAIRS			
Line	Quantity	Catalog Number / Description	Unit Price
1	74	4871110 STE Cachet: Chair-Pneumatic height adjustable, Non upholstered, Arm PLASTIC :6259 MIDNIGHT(SOLAR BLACK) Line Finish Summary 6259 MIDNIGHT(SOLAR BLACK)	399.43

Justification for items requested:

Chairs are dirty and broken

Students need to be able to check out laptops that can have their work saved to the laptop and the full version of Microsoft Office can be downloaded to the PC. Charging stations are needed to support the laptop use.

Students in the CBOT program are in financial need and textbooks would help students that are financially disadvantaged. NO access codes are needed for courses so students can re-use textbooks and used textbooks can also be used.

CBOT Course Descriptions/PLO Outcomes/Course Associations/Planning Cycle/Assessment Tools/Evaluation Rubrics

Course Descriptions

CBOT 100 Keyboarding

Elementary keyboarding by touch techniques for those who need to develop keyboarding and keypad skills necessary for using computer keyboards.

CBOT 131 Introduction to Word Processing

An introduction to word processing designed to develop skills in formatting and editing documents. Topics include setting tabs, creating headers and footers, inserting tables, creating newsletters, applying styles, using templates and printing envelopes and labels. Time saving tips and techniques will also be discussed.

CBOT 132 Advanced Word Processing

An advanced word processing experience designed to develop industry proficiency in the skills required for processing information in today's electronic office. Includes inserting graphics and WordArt to create flyers and newsletters, creating online forms, inserting a table of contents and index for reports and books, creating hyperlinks, bookmarks, and cross-references, completing a mail merge, recording macros and saving documents using different file formats.

CBOT 189 Independent Projects

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester

CBOT 302 Records Management

A comprehensive course in the principles and practices of records management. The course covers the rules of indexing and alphabetizing and various records management systems including geographic, numeric, subject, microfilming and magnetic-disc and tape storage plus the organization and operation of records management programs.

CBOT 305 Legal Office Procedures

A course in law office secretarial procedures and terminology, covering the field of general civil procedure, unlawful detainer (landlord/tenant), adoption law, family law (dissolution), probate law, corporate law, and miscellaneous non-court documents, such as deeds and notes.

CBOT 312 Keyboarding Speed and Development

Designed to follow the formal computerized keyboarding courses in order to bring up students' speed and accuracy by the touch method before they enter the job market.

CBOT 333 Business Desktop Publishing

Basics of desktop and Internet publishing for business documents. Topics include page layouts using columns and grids, adding multimedia elements, incorporating color, and publishing techniques.

CBOT 334 Administrative Office Procedures

This course focuses on both the computerized and non-computerized administrative tasks performed by secretaries and administrative assistants in today's electronic office. Topics include effective communication in the workplace, records management, customer service and teamwork.

CBOT 337 Presentation Design - PowerPoint

An introduction to computer-based business presentations and their development using PowerPoint. Topics include creating dynamic, non-linear presentations with animation, designing colorful handouts, installing and using templates, inserting sound, action buttons, video and creating slide masters. Time saving tips and techniques will also be discussed.

CBOT 350 Office Tech Procedures Lab

Open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course.

CBOT 351 Office Tech Software Lab

Open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course.

CBOT 360 Word - Basics

An introductory course in the basics of word processing. Learn to create letters, memos, reports, tables and flyers using word processing software.

CBOT 361 Intro to PowerPoint

An introductory course in using presentation design software. Students will learn how to create dynamic presentations, with animation, transitions and graphics. Students will also learn how to use templates and modify design themes.

Computer Business Office Technology (CBOT)

Program Learning Outcomes (PLO)	
Program Learning Outcome 1	Analyze and solve problems related to administrative operations.
Program Learning Outcome 2	Apply proper administrative operations and procedures for business.
Program Learning Outcome 3	Communicate clearly and professionally.
Program Learning Outcome 4	Demonstrate the use of software applications to accomplish appropriate tasks.

Program Learning Outcomes - Course Associations

*Course Association Codes	
N/A	Not Applicable
I	Introduced
D	Developed
M	Mastered

Course Association and PLO Data Table:

Course	PLO Number	Course Association
CBOT100	CBOT1	N/A
CBOT100	CBOT2	N/A
CBOT100	CBOT3	I
CBOT100	CBOT4	I
CBOT131	CBOT1	N/A

CBOT131	CBOT2	ID
CBOT131	CBOT3	ID
CBOT131	CBOT4	ID
CBOT132	CBOT1	N/A
CBOT132	CBOT2	DM
CBOT132	CBOT3	DM
CBOT132	CBOT4	DM
CBOT302	CBOT1	D
CBOT302	CBOT2	D
CBOT302	CBOT3	D
CBOT302	CBOT4	I
CBOT305	CBOT1	D
CBOT305	CBOT2	D
CBOT305	CBOT3	N/A
CBOT305	CBOT4	N/A
CBOT312	CBOT1	N/A

CBOT312	CBOT2	N/A
CBOT312	CBOT3	N/A
CBOT312	CBOT4	D
CBOT333	CBOT1	N/A
CBOT333	CBOT2	IDM
CBOT333	CBOT3	IDM
CBOT333	CBOT4	IDM
CBOT334	CBOT1	DM
CBOT334	CBOT2	DM
CBOT334	CBOT3	DM
CBOT334	CBOT4	DM
CBOT337	CBOT1	N/A
CBOT337	CBOT2	IDM
CBOT337	CBOT3	IDM
CBOT337	CBOT4	IDM

Planning Cycle

	PSLO(s) to Assess (1 row per PSLO)	Courses to Sample
Year 1 2021 - 2022	PSLO 1 - Fall	CBOT 334, CBOT 302
Year 2 2022 - 2023	PSLO 2 - Fall	CBOT 131, CBOT 132, CBOT 333, CBOT 334, CBOT 337
	PSLO 3 - Spring	CBOT 131, CBOT 132, CBOT 333, CBOT 334, CBOT 337
Year 3 2023 - 2024	PSLO 4 - Fall	CBOT 131, CBOT 132, CBOT 333, CBOT 334, CBOT 337

Measuring Tools Defined:

CBOT 131 - Final Project Newsletter

CBOT 132 – Mail Merge Homework Assignment

CBOT 334 – Homework Samples

CBOT 337 – Final Project Presentation

CBOT 333 – Final Project Brochure

CBOT 302 – Homework Samples

PLO Rubric

PLOs	4- Exceeds standards	3- Meets standards	2- Below standards	1 Well below standards
PLO 1: Analyze and solve problems related to administrative operations.	The student demonstrates ability to analyze and solve problems related to administrative operations at the highest level.	The student demonstrates ability to analyze and solve problems related to administrative operations.	The student demonstrates a limited ability to analyze and solve problems related to administrative operations.	The student has difficulty being able to analyze and solve problems related to administrative operations.
PLO 2: Apply proper administrative operations and procedures for business.	The student applies proper administrative operations and procedures for business at the highest level.	The student demonstrates ability to apply proper administrative operations and procedures for business.	The student has limited ability being able to apply proper administrative operations and procedures for business.	The student has difficulty being able to apply proper administrative operations and procedures for business.
PLO 3: Communicate clearly and professionally.	The student is able to communicate clearly and professionally at the highest level.	The student demonstrates ability to communicate clearly and professionally.	The student has limited ability to communicate clearly and professionally.	The student has difficulty being able to communicate clearly and professionally.

<p>PLO 4: Demonstrate the use of software applications to accomplish appropriate tasks.</p>	<p>The student is able to demonstrate the use of software applications to accomplish appropriate tasks at the highest level.</p>	<p>The student demonstrates ability to use software applications to accomplish appropriate tasks.</p>	<p>The student has limited ability to use software applications to accomplish appropriate tasks.</p>	<p>The student has difficulty being able to use software applications to accomplish appropriate tasks.</p>
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CBOT Scheduling and Sequencing Plan

*CBOT Sequencing Plan - 8 Week Format
(2) Certificates and 1 A.S. Degree in 3 Semesters*

Computer Business Office Technology (CBOT)			
Certificate and Degrees Awarded By Semester - A.S. Degree received in Semester 3			
Semester 1 - Receive a Certificate in Administrative Office Skills (15 units)			
Semester 2 - Receive a Certificate in Computer Applications and Office Management (29 Units)			
Semester 3 - Receive an A.S. Degree in Computer Applications and Office Management (60 units)			
Assumptions: Students take 3 classes per 8 week term (15-18 units per semester), 1 class Winter session and 2 classes Summer session			
(Students should consult with a counselor to ensure all requirements are met)			
Fall - Semester 1			
1st 8 weeks (Term 1)	Units	2nd 8 weeks (Term 2)	Units
Course	Units	Course	Units
CBOT 131 Introduction to Word	3	CBOT 132 Advanced Word Processing	3
CBOT 337 PowerPoint Comprehensive	3	CBOT 333 Business Desktop Publishing	3
CBOT 302 Records Management*	2	CBOT 334 Administrative Office Procedures	3
Total Units	8		9
			Total Units Fall (Term 1 & 2)
			17
Semester 1 - Receive a certificate in Administrative Office Skills (15 Units)			
Winter Session			
5 week session	Units		
Course	Units		
BUS 107 Human Relations in Business	3		
CBOT 100 Keyboarding**	1		
Total Units	4		
			Total Units Winter
			4
*Required for the A.S. Degree but not the 15 unit Certificate			
**Not required for the degree or certificate, but may be needed for low keyboarding skills, could also take in Summer session			

*CBOT Sequencing Plan - 8 Week Format
(2) Certificates and 1 A.S. Degree in 3 Semesters*

Spring - Semester 2			
1st 8 weeks (Term 3)		2nd 8 weeks (Term 4)	
Course	Units	Course	Units
BUS 302 Essentials of Management	3	GE	3
CBIS 141 Excel Comprehensive	3	GE	3
BUS 160 Business Communications	3	GE	3
Total Units	9		9
			Total Units Spring (Term 3 & 4)
18			
Semester 2 (after 1st 8 weeks) - Receive a certificate in Computer Applications and Office Management (29 units)			
Summer Session			
Course	Units		
GE	3		
GE	3		
Units	6		
			Total Units Summer
6			
Fall - Semester 3			
1st 8 weeks (Term 1)		2nd 8 weeks (Term 2)	
Course	Units	Course	Units
GE	3	GE	3
GE	3	GE	3
GE	3		
Total Units	9		6
			Total Units Fall (Term 1 & 2)
15			
			Total Units (3 Semesters plus Winter and Summer)
60			
Semester 3 Receive an A.S. Degree in Computer Applications and Office Management (60 units)			

Note: This is a plan to complete within 3 semesters. This sequencing and scheduling for CBOT is repeated every Fall and Spring to ensure students can complete the certificates and degrees.