Accounting, Business & Management Program Review Fall 2007 – Fall 2012

Submitted February 28, 2013

EXECUTIVE SUMMARY

1. Support of the College Mission: Program offers degrees and certificates in business and management to help students upgrade skills, enhance opportunities for successful employment and apply toward transfer to four-year colleges, consistent with the College Mission and Strategic Plan elements.

2. Accomplishments in Achieving Goals Outlined in the Previous Program Review: Program achieved all 2008 goals with these modifications: greater use of business simulations in courses, and discontinuance of accounting degree and certificates in favor of applying accounting as foundation courses for other business degrees and certificates.

3. Populations Served: Program serves a broad spectrum of students comparable to the students served by the College as a whole. Faculty seeks to expand number of students served through more online courses and degrees.

4. Curriculum History: As shown in Section 9, all business and management course have been offered successfully at least once during the preceding six semesters.

5. Course Scheduling and Availability: . Because incarcerated students represent substantial enrollment numbers in business and management courses, a preponderance of sections is offered in correspondence mode; however, community students are given enrollment priority in correspondence sections, and will enroll in business courses offered in all delivery modes.

6. Student Learning Outcomes: Program faculty has identified SLOs in all courses, degrees and certificates, and regularly assesses SLOs.

7. Program and Course Coverage: Coverage of courses with full-time and adjunct faculty is adequate.

8. Professional Development: Full-time business and management faculty stay current in their field through professional development activities.

9. Student Performance and Completion: Degrees and certificate programs show consistently strong completion rates over the past several years. There is some variation of successful completions among courses; program faculty will examine more closely these variations (see Section 14).

10. Enrollments and Financial Trends: Course history shows class sections are full (20+ students) consistently. Program expenses are principally faculty salaries and benefits; there are no unusual or extraordinary expenses.

11. Facilities and Equipment: Facilities at the Blythe main campus and Needles campus are excellent in terms of adequate space, cleanliness, lighting and equipment.

12. Strengths and Weaknesses: Strengths: Strong enrollment and degree/certificate completions; skilled and experienced faculty. Weaknesses: Reliance on incarcerated students for majority of enrollments.

13. Plans to Remedy Weaknesses: Expand student base with online courses; explore opportunities for offering degrees and certificates outside of California.

14. Plans to Advance the Program: Continue ongoing assessments of courses, degrees and certificates for quality, rigor and currency; continue assessments of SLOs; build stronger relationships with adjunct faculty; examine variations in successful course completions among class sections.

PROGRAM EVALUATION SUMMARY

1. Program Strengths
   a. Strong enrollments in courses, and in completion of certificates and associate degrees
   b. Strong faculty are highly skilled professionals, with business backgrounds

2. Program Weaknesses
   a. Overreliance on enrollments of a segment of the population, namely, incarcerated students
   b. Wide variations in student completion rates of certain business courses

3. Recommendations for Program Improvement
   a. Work to implement an online degree, with major in business or management
   b. Investigate why there are wide variations in student completion rates of certain courses

4. Committee Determination: Report is accepted and may proceed to the next step in the process.

PART 1: Support of the College Mission

State the purpose of the program

The College offers courses in business and management that support an AS degree in Business Management, an AA degree in Business and Technology and certificates in business management, business studies, and business literacy.

Describe how the program supports the overall mission of the College as adopted by the Board of Trustees.

The degree and certificate programs provide business and managerial training that students may use to upgrade existing skills, to enhance opportunities for successful employment, and to apply toward transfer to four-year colleges.

We recognize the tremendous challenges in preparing students for the workplace of the 21st Century. We are meeting those challenges by offering comprehensive business programs that will help our students acquire vital knowledge and skills in marketing, finance, accounting, computer information science, organizational development, management, leadership and office administration, as well as critical thinking skills in problem-solving, team-based project completion and persuasive oral and written communication.

Our programs are designed to meet the needs of students seeking vocational degrees and certificates as well as students seeking to continue their education at four-year institutions. Through an ongoing process of self-examination and continuous improvement in our teaching, our scheduling, and our course sequencing and delivery, we shall achieve one of the College's key Strategic Plan goals reflecting student success, namely, *"to increase the rate of student graduation, program completion, transfer and employment."*

Describe the unique institutional goal the program

The programs support the College's mission by helping students create better futures for themselves and for their communities.

We, the faculty of the Business Division, are dedicated to the development of high quality programs in business education for the students of Palo Verde College. We provide exemplary learning environments and experiences in our classrooms, workstations, offices and off-campus settings, which, in keeping with the College's Mission, *"promote student success, lifelong learning, and community development."*

PART 2: Accomplishments in Achieving Goals Outlined In the Previous Program Review

Describe progress in achieving goals outlined in the previous program review, providing evidence documenting such achievements.

Goal: Business and management faculty need to be more proactive in advertising and promoting their programs in the local communities, schools, and other organizations

Action: Division faculty have participated each year in Career Day and other college functions such as College Night (May 2012) making presentations on careers in business, and discussing the courses and programs PVC offers in this area.

Division faculty hosts meetings every two years for its Business Advisory Group, consisting of other PVC faculty and staff, as well as business owners and managers in the Blythe community. The purpose of the advisory meetings is to exchange ideas and suggestions with practitioners in the field, and to improve programs to attract students and build support among local business for business programs.

Goal: Business and management faculty need to establish relationships with local businesses and organizations and develop course assignments that take students into the community to work to resolve real-world business and organizational problems

Action: Except for work with the Business Advisory Group, the business faculty has not taken the opportunity to send students out into the community to resolve "real-world" business and organizational problems. Instead, many faculty members employ simulations and the case-study method to analyze business problems and derive solutions to them. Many of the exercises are conducted by students working in teams, affording the opportunity to learn from other students as they examine and solve business problems.

Goal: Division faculty need to work with the Office of Instruction and other divisions in working up a two-year course template

Action: With cooperation and support from the Office of Instruction, the Business division offers business, management and accounting courses consistently each semester sufficient to enable students making normal progress to completed either of the associate degree in a two-year period.

Goal: Conduct division evaluation of the viability of all courses and programs

Action: The Business division faculty holds meetings at least once each month to review, among other matters, the content and viability of its courses and programs. In its commitment to student learning, division faculty keep current in their fields, are timely in keeping course outlines updated, review textbooks periodically to ensure their currency, and assess SLOs of its courses and programs.

Goal: Implement the AA degree in business studies in Fall 2009

Action: Instead of implementing the AA degree in business studies, the division, in response to the College's need for associate degrees with areas of emphasis, created the AA degree in business and technology. The degree has proven to be important because of its transferability, and has proven to be popular with students.

Explain modifications of goals outlined in the previous program review, providing evidence documenting such modifications.

Due to lack of student demand the Associate degrees and Certificates in the area of Accounting have been placed on inactive status. Accounting courses are now service courses for the Business and Management programs and their enrollments have strengthened with the growth in the Division.

PART 3: Populations Served

Describe the populations served by the program, including special populations.

The Business Division serves a diverse population of students with various career, degree, certificate and transfer objectives. Students may be enrolled in only a few courses to brush up on existing skills needed on their current job, or to satisfy professional development for step and column advancement, or they may seek an A.A. or A.S. degree or certificate in business management with the aim of immediate employment upon completion.

Others may not have any particular career goal except to stay in college and eventually find the right major and to pursue an A.S. or A.A. degree. These students may enroll in one or two Business Division courses to satisfy elective requirements without committing to a business career.

Still others are students incarcerated at Ironwood, Chuckawalla or several other state prisons. For these students participation in the college program serves a rehabilitative purpose. Business courses provide them with the training needed to compete successfully for jobs upon release.

Describe other populations that should be served by the program, and describe plans to serve them in the future.

The challenge facing the Business Division is to design and deliver programs that will meet the broad spectrum of needs of all our students. To date, our efforts have had considerable success: accounting, business and management, and computer information system courses have contributed to the increasing numbers of associate degrees awarded.

While there are jobs in accounting, business and management, and computer information systems for persons with associate degrees and certificates, we should not overlook those students who want to keep all their options open—students who are not yet ready to commit to a major or to a terminal degree. They would be A.A. degree students who may transfer to a four-year institution and who are undecided as to a career objective.

Increasing efforts have been devoted to reaching out to online students with course offerings. While the online program is still in its early stages, it seems promising. The development of online certificates and degrees will greatly enhance our ability to access these students.

PART 4: Curriculum History

List the courses constituting the program. Of the courses constituting the program, list those courses that have not been successfully offered at least once during the preceding six semesters. Explain why such courses were not successfully offered. Provide a strategy for improving their success, or explain why they should not be removed from the program.

As shown in Part 9, all program courses have been successfully offered at least once during the preceding six semesters.

Degree/Cert	Course
AA, Liberal Arts, Business & Technology	ACC 101, 102
	ART 120, 125
	BIO 100, 101, 110
	BUS 101, 105, 135, 201, 202, 206, 221
	CIS 101, 102, 123, 124, 130, 248, 260, 265
	ECO 105, 106

	MAN 105, 106, 107, 145
	MAT 106, 110, 210, *220, *224
AS, Business Management	ACC 101, 102
	BUS 115, 105, 206
	ECO 105, 106
	MAN 105, 106, 107, 145
Certificate of Achievement, Business Management	ACC 101, 102
	BUS 101, 105, 115, 135, 201, 202
	CIS 120
	ECO 105, 106
	MAN 105, 107, MAN 145
	PSY 145
Certificate of Career Prep, Business Literacy	ACC 100
	BUS 101, BUS 105
	CIS 101
	MAT 082

**MAT 220 and 224 have not been offered in the past six semesters. The Science Department is not planning to offer these subject areas due to low enrollment and to the lack of interest. The courses may be offered in the near future, if enrollment numbers increase in demand.*

PART 5: Course Scheduling and Availability

Describe how effectively the scheduling process of classes in the program optimizes class availability for day students, evening students and distance education students.

Business, management and accounting courses are offered in all modes: face-to-face, ITV, correspondence and online to suit the evolving needs of students taking these courses. Because incarcerated students represent substantial enrollment numbers in our courses, a preponderance of sections are offered in correspondence mode; however, community students are given enrollment priority in correspondence sections, and will enroll in business courses offered in all delivery modes. Day and evening face-to-face classes have been offered in the past but without much success. Online sections are also offered. The preponderance of business classes are offered in correspondence due to the significant proportion of incarcerated students seeking degrees in business.

Describe how effectively the scheduling process of classes in the program optimizes student learning.

Business division instructors teaching business, accounting and management courses are highly qualified as to their educational qualifications and backgrounds in business. They bring significant background in the field to students, and utilize diverse technologies and approaches in their teaching, thereby helping to optimize student

learning. Such approaches include focus on case studies and classroom simulations of real-world business problems.

PART 6: Student Learning Outcomes

Describe the process by which the program identifies measures and evaluates student learning outcomes at the course, program and degree levels, and provide evidence that this process is being followed.

The Business division has established SLOs for each of its associate degrees and certificates through a process of dialogue among division faculty at division meetings. The division developed program SLOs for the 2008 Program Review report, and recently refined the process by creating SLOs for each degree and certificate offered by the division. The main process of assessment is handled through discussion at division meetings and advisory committee meetings.

AA Liberal Arts, Business and Technology
Sponsoring Division: Business

SLO #1: See SLO for CSU-GE and IGETC
SLO #2: Acquire fundamental knowledge of the operations and technical support requirements of a business organization.

Program assessment based on outcomes and assessments of these courses:

BUS 101: Identify management functions, styles, processes and the role of organized labor.
ACC 102: Demonstrate knowledge of accounting for corporations, limited liability corporations and partnerships.
CIS 101: Describe a real-world outlook on computers and information systems and their effects on society.

Action Plan: Encourage more writing exercises and opportunities for verbal expression on topics dealing with business organizations, practices and functions.

AS Business Management
Sponsoring Division: Business

SLO #1: See SLO for AS General Education
SLO # 2: Acquire fundamental knowledge of the operations of business organizations.

Program assessment based on assessments of this course: BUS 101

Assessment results of SLO #2 indicated that 75% of students were able to express themselves verbally and in writing, at the college level, the key functions and responsibilities of a business manager.

Action Plan: Encourage more writing exercises and opportunities for verbal expression on topics dealing with business organizations, practices and functions.

Certificate of Career Preparation, Business Literacy

Sponsoring Division: Business

SLO: Acquire fundamental understanding of the principles and practices of business.

Program assessment based on assessments of this course: BUS 101

Action Plan: Identify management functions, styles and processes and the role of organized labor.

Certificate of Achievement, Business Management

Sponsoring Division: Business

SLO: (Global; Community) Acquire fundamental understanding of the principles and practices of business management.

Program assessment based on assessments of this course: BUS 202

Action Plan: Increase number of written assignments.

Describe the process by which program improvements are made, and provide evidence that this process is being followed.

The process by which program improvements are made consists of the following:

- Dialogue at division meetings regarding proposed improvements in degree and certificate requirements
- Timely updates of course outlines-of –record consistent with College policies
- Meetings with the Business Advisory Group every two years
- Preparation of the Program Review update every two years
- Meetings at least once each month of the Business division to discuss programs and courses and how to improve them

PART 7: Program and Course Coverage

Describe how effectively courses in the program are covered by: 1) Full-time faculty; 2) Part-time (adjunct) faculty.

The department is made up of four (4) full time faculty in the Business Division and four additional adjunct faculty who are call on to teach in subject areas needed. The full-time faculty in the Business Division is made up as follows:

1. Michael Gaubeca, Accounting, Economics, Business, and Management
2. Brian Thiebaux, Business, Management, English
3. Peter A. Martinez, Business and Management
4. Sarah Frid, Business and Marketing

Describe ongoing or projected deficiencies in faculty coverage of courses in the program.

The Business Division is interested with keeping its current full-time faculty ratio in order to continue meeting the demand and the level of course offerings for each term. The reduction of teaching faculty in the area could adversely student completion rates if a reduction in personnel occurs. The division proposed acquiring an additional business instructor, as documented in the March 1, 2013 annual program review snapshot.

Describe plans to improve program and course coverage, if applicable.

No changes are needed, full-time faculty are at full capacity. The faculty meets and at times exceeds the needs of the community by offering various subject areas, allowing the student population to achieve their individual goals in a timely manner.

Part 8: Professional Development

Describe specific professional development activities in which faculty members in the program participate, and explain how such activities benefit or enhance the program and support and facilitate student learning outcomes.

Brian Thiebaux, in his capacity as the College's Accreditation Liaison Officer, has provided assistance to the division in ensuring that program review standards are being met and that SLOs are established for all courses and programs and that are being assessed regularly. Brian also has participated on a half-dozen accreditation teams to other colleges on behalf of the ACCJC and has brought back ideas beneficial to the Business division and its programs.

Michael Gaubeca regularly participates in various training and professional development activities, including continuing education to keep his certification in public accounting active.

Peter Martinez recently completed his CPA certificate concentration through the University of Phoenix. His course of study consisted of 18 units in accounting. His certification is now under consideration by the college equivalency committee to determine his qualifications to teach accounting. In addition, Peter serves as an elected officer of the Academic Senate, and regularly participates in campus training functions. He completed

the "Sexual Harassment" and FERPA training as well. Peter is also involved in various professional development activities to enrich his skills set in the college community.

Scott Peterson, full-time CIS instructor, has attended curriculum training as required for all members serving on the Curriculum Committee. The full-time CIS instructor also completed the "Sexual Harassment: Policy and Prevention (Post Secondary AB1825)" and the "FERPA: Confidentiality of Records (Post Secondary Full)". In addition to the many professional development activities conducted in the CIS field during the past three years, the full-time CIS instructor has served as a member of curriculum review for the TMC process relating to SB1440 legislation.

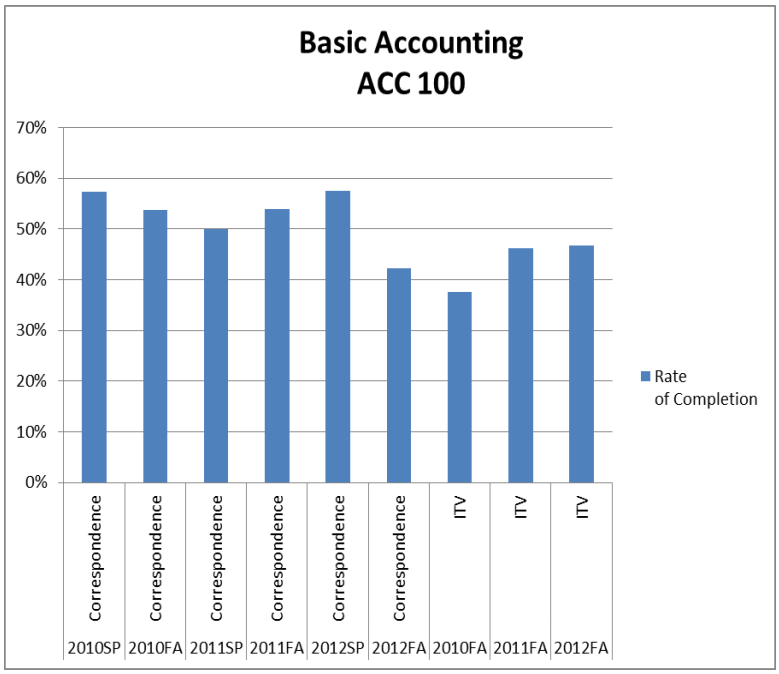
Describe areas of unmet professional development needs among faculty in the program, if applicable, and outline plans to address those needs.

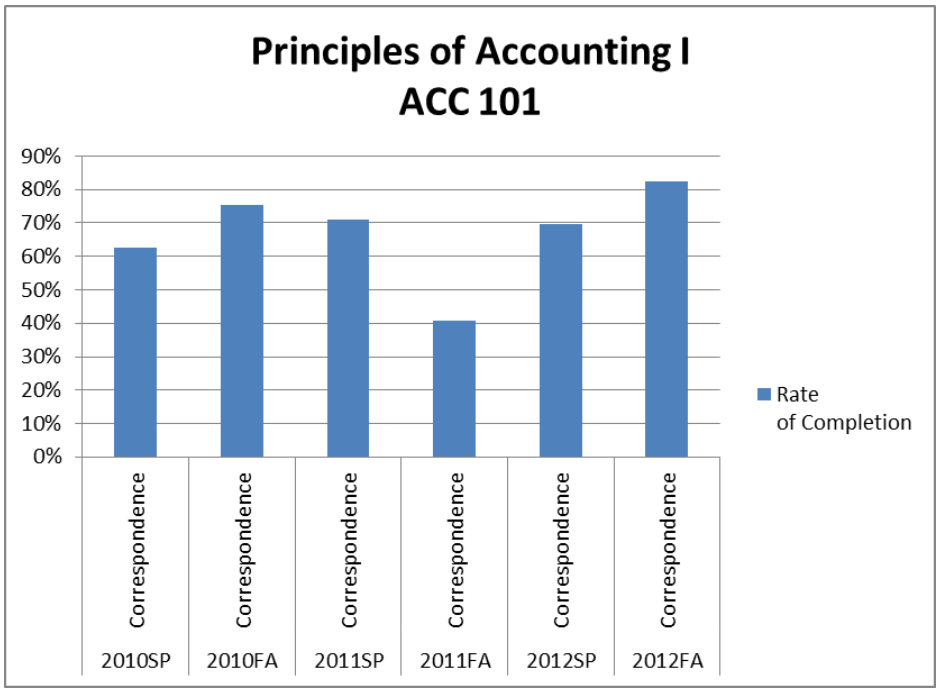
Areas of unmet professional development needs would consist of reviewing other colleges' business programs and developing a set of best practices for teaching business.

PART 9: Student Performance and Completion

Display and comment on semester-by-semester course completions in the program over the preceding six semesters. (Course completion rate = A,B,C, or CR divided by total number attempting the course)

The tables shown in this section show the successful completion trends for each course offered since Fall 2010. The raw data for these tables can be found in Appendix 1.

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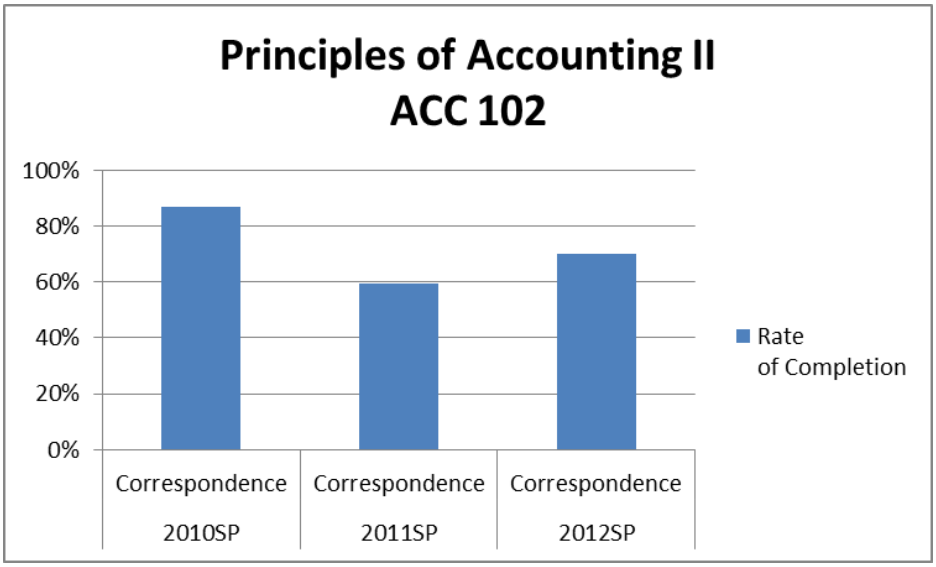
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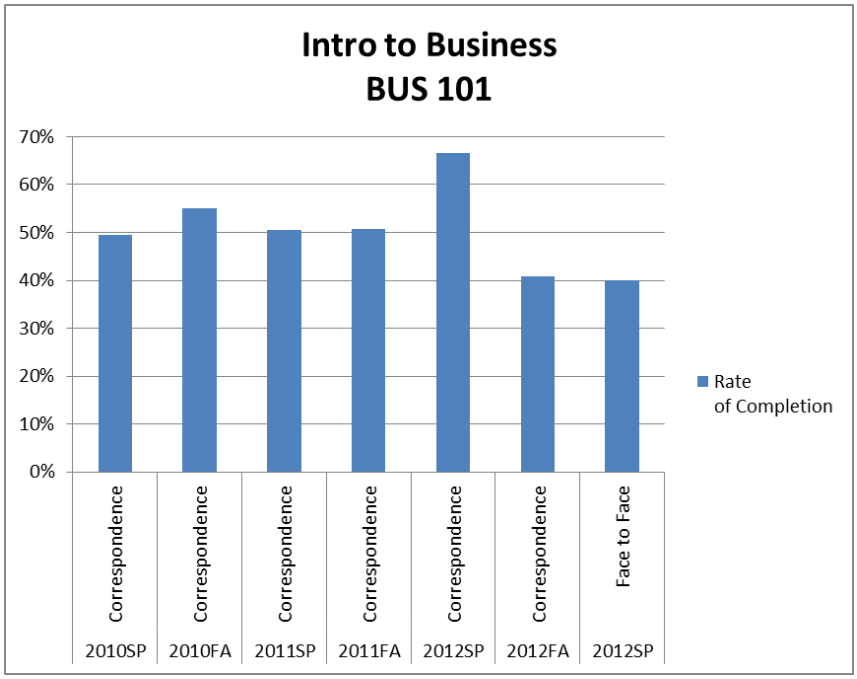
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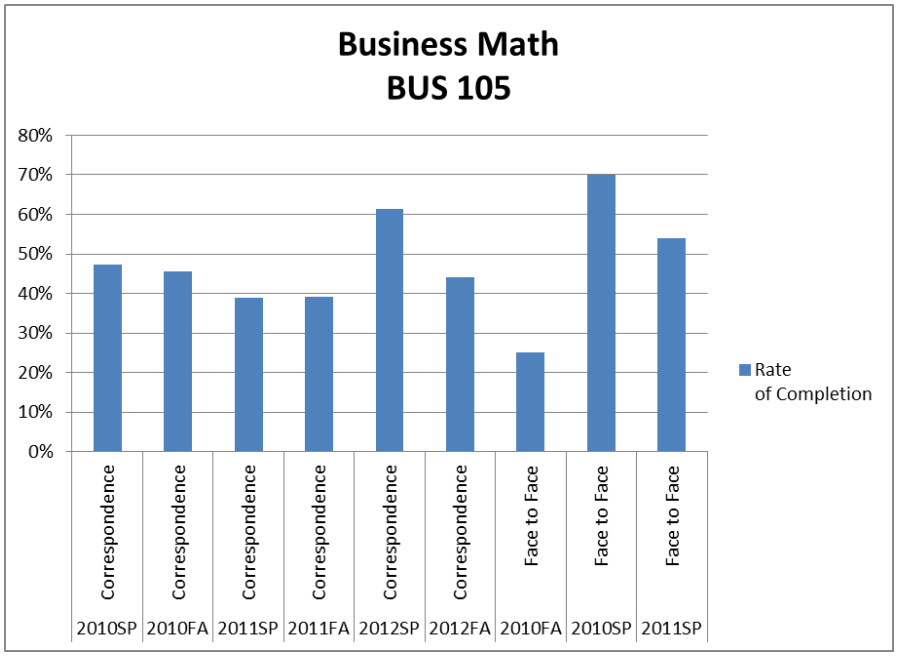
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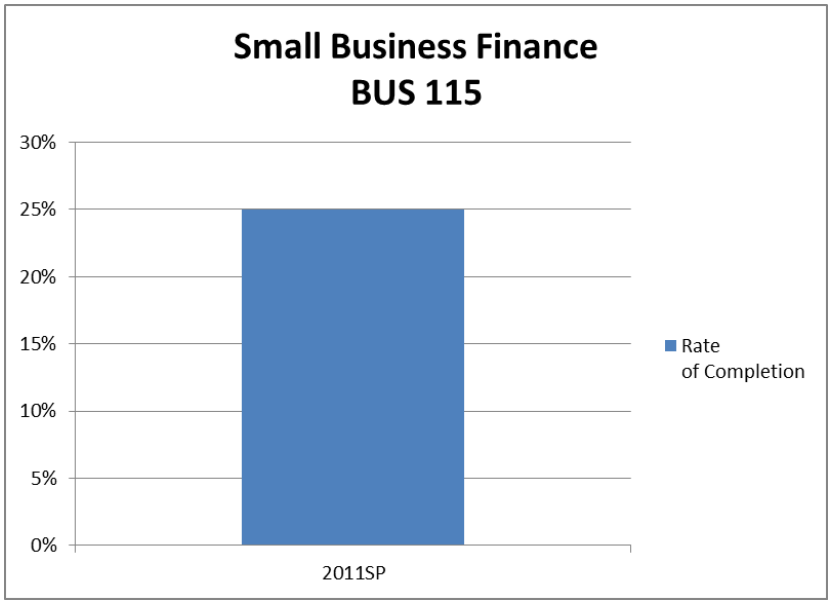
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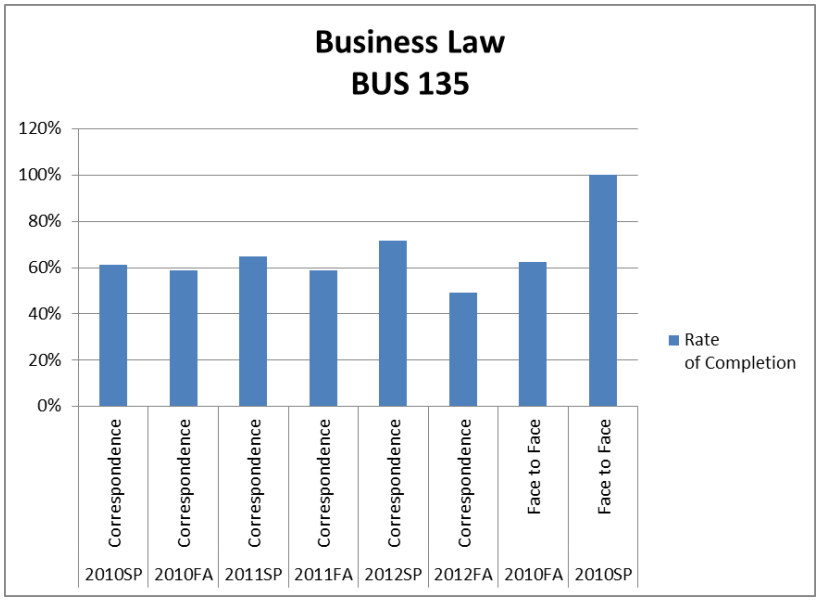
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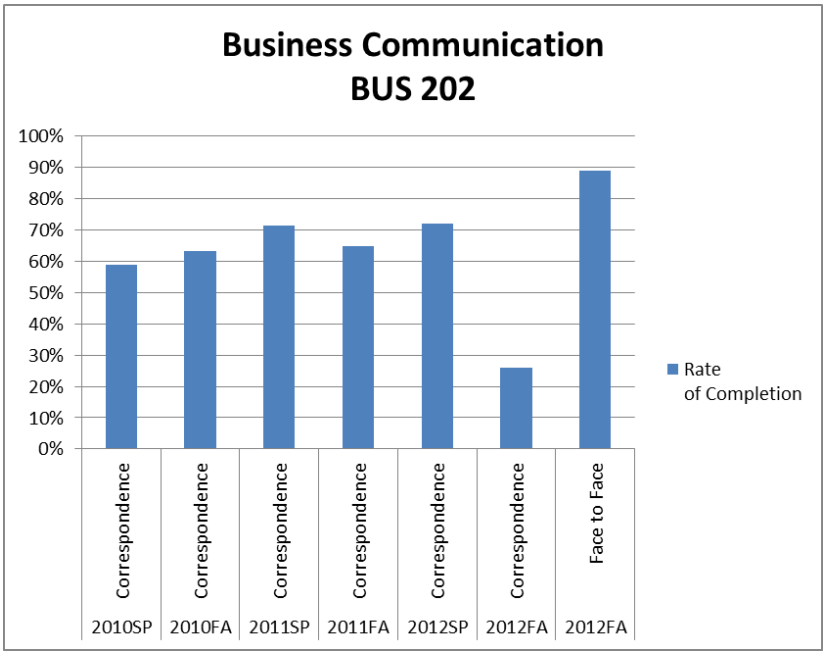
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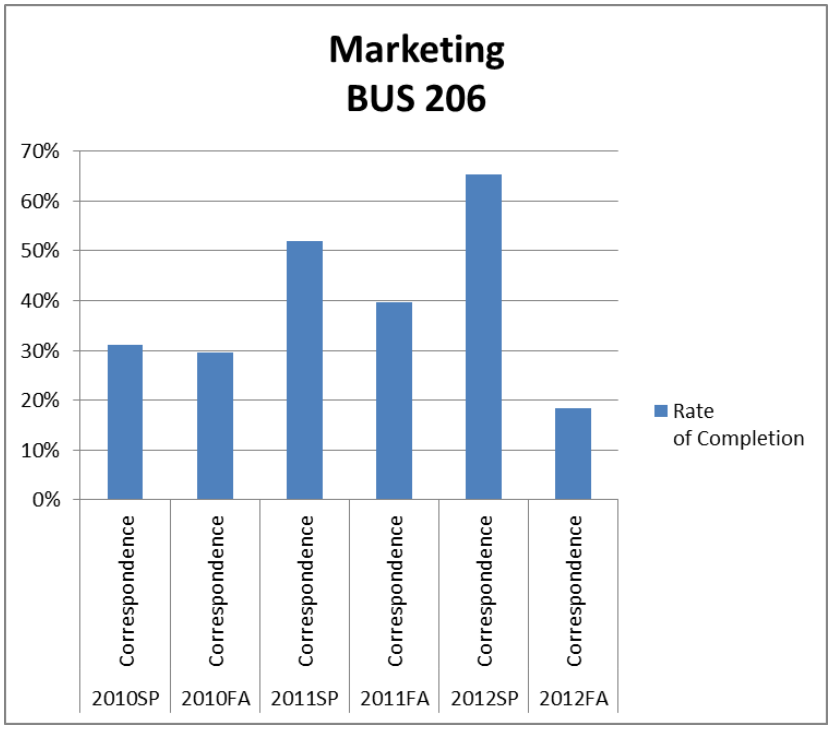
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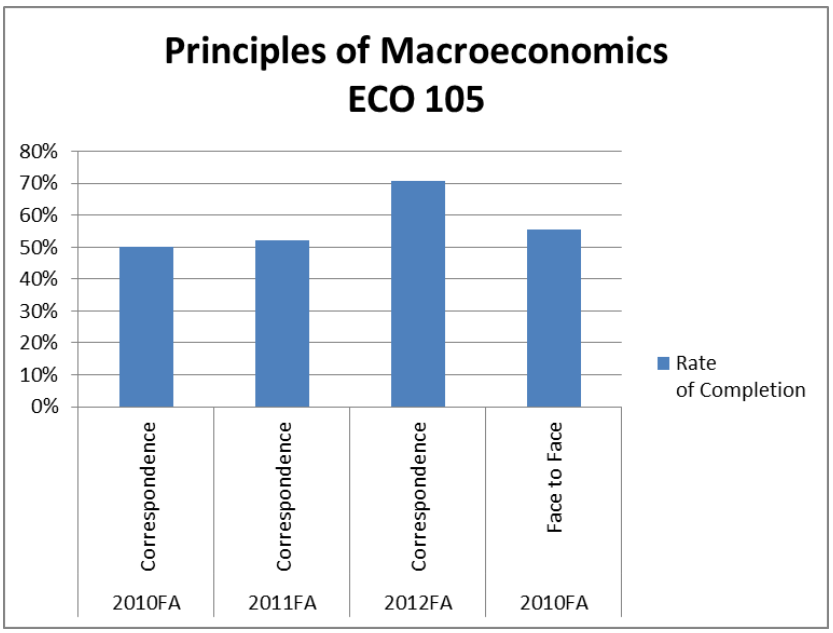
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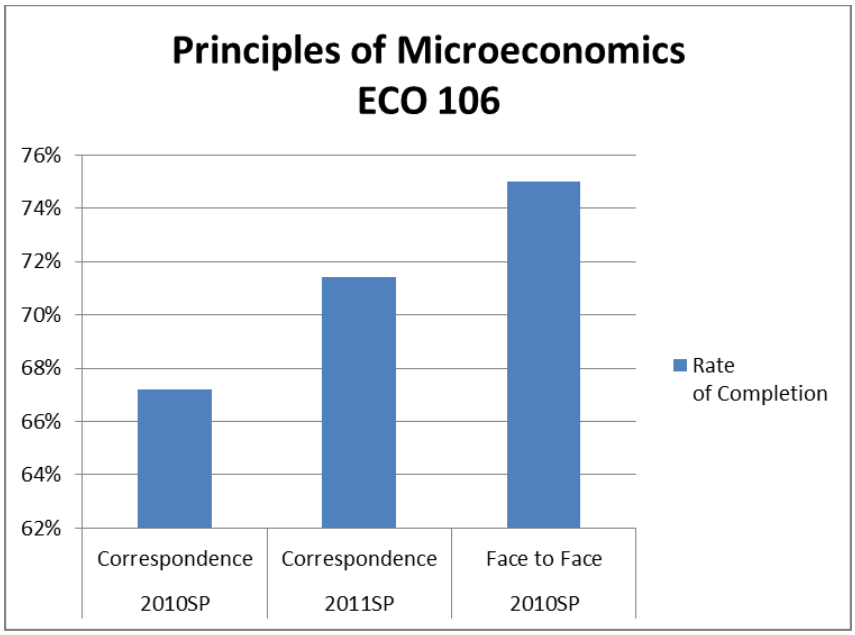
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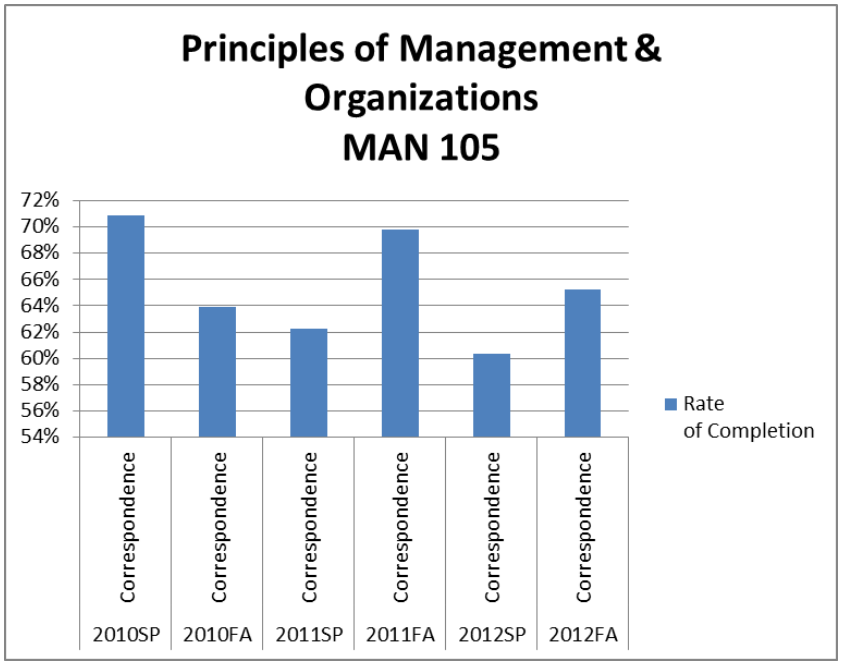
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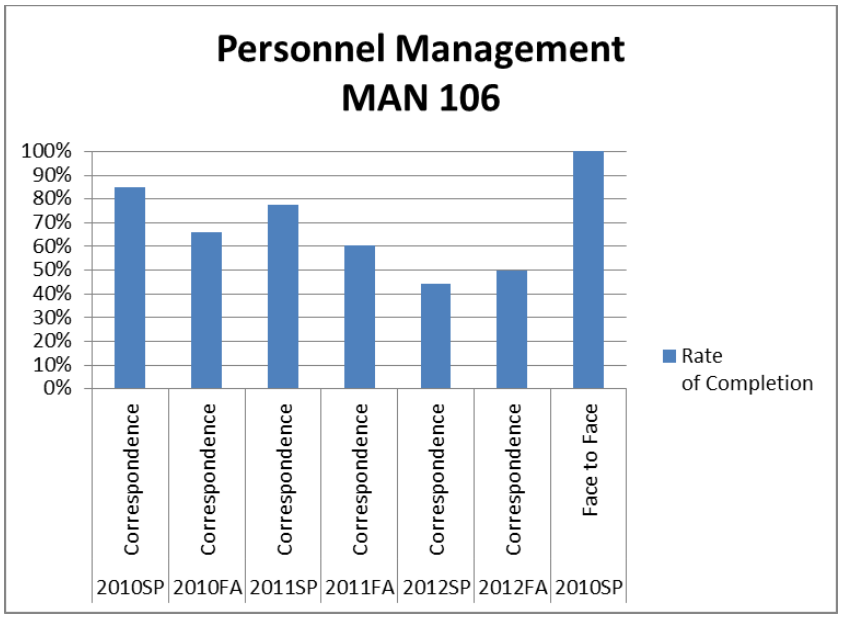
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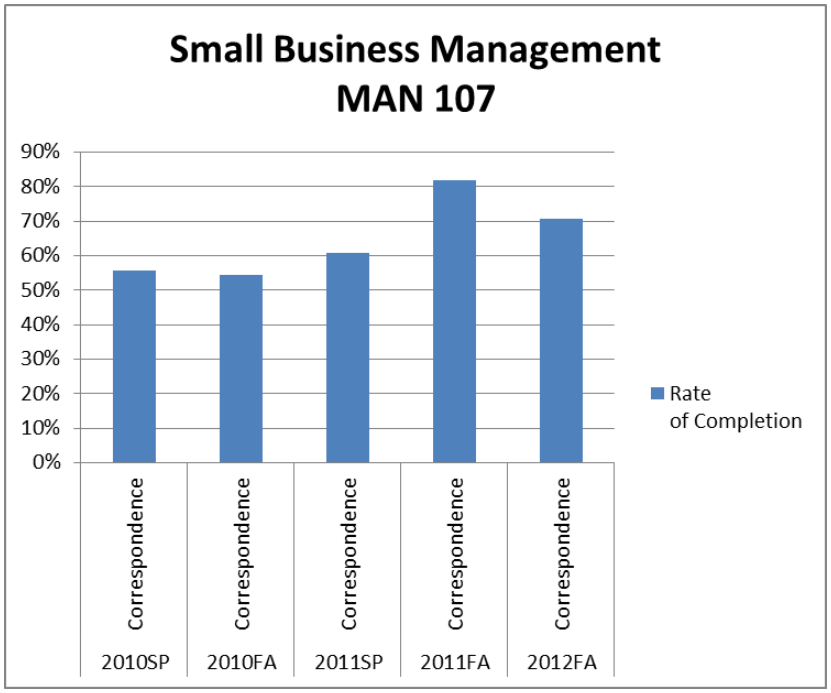
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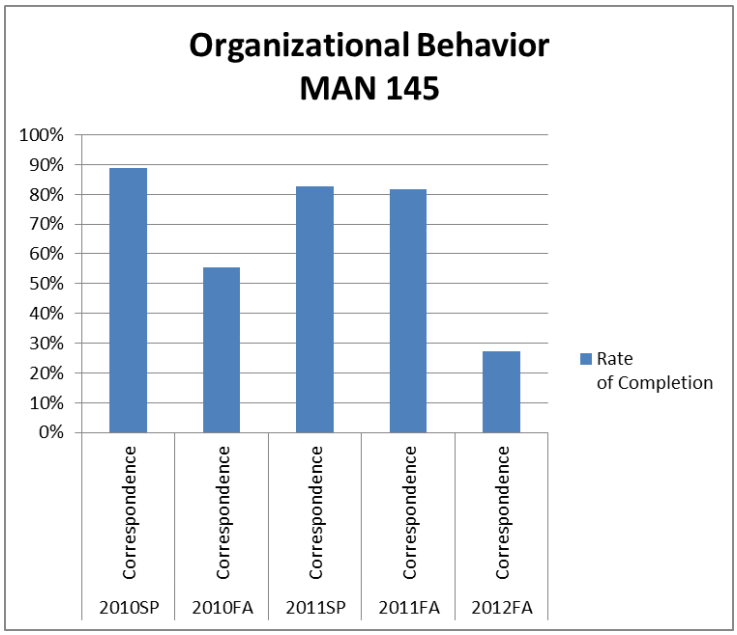

Display and comment on annual degree or certificate completions, if applicable, over the preceding three academic years.

		2010	2011	2012	TOTAL
Associate of Arts	AA Emph Business & Technology	14	13	10	**37**
Certificate of Career Prep	Business Literacy	27	28	31	**86**
Associate of Science	Business Management	30	12	13	**55**
Certificate of Achievement	Business Management	14	7	6	**27**
Certificate of Career Prep	Business Studies	30	23	30	**83**
Totals		115	83	90	**288**

PART 10: Enrollments and Financial Trends

Display and comment on semester-by-semester enrollments in program courses over the preceding six semesters.

See enrollments above.
Classes filled consistently

Display and comment on annual program expenditures over the preceding three years, as to: supplies, contracts, capital outlay and other non-salary expenses.

2009-2010	Salaries	Benefits	Supplies	Contracts	Capital	TOTAL
ACC	$ 86,712.00	$ 20,750.00	$ -	$ -	$ -	$ 107,462.00
BUS	$ 128,423.24	$ 19,231.77	$ 257.25	$ 1,955.52	$ -	$ 149,867.78
CIS	$ 199,507.16	$ 49,606.98	$ 647.76	$ -	$ -	$ 249,761.90
ECO	$ 38,836.38	$ 7,331.14	$ -	$ -	$ -	$ 46,167.52
MAN	$ 41,000.20	$ 5,613.98	$ -	$ -	$ -	$ 46,614.18
						$ -
						$ -
						$ -
	$ 494,478.98	**$ 102,533.87**	**$ 905.01**	**$ 1,955.52**	**$ -**	**$ 599,873.38**

2010-2011	Salaries	Benefits	Supplies	Contracts	Capital	TOTAL
ACC	$ 71,380.00	$ 13,758.00	$ 51.00	$ -	$ -	$ 85,189.00
BUS	$ 97,925.02	$ 17,558.97	$ 34.90	$ -	$ -	$ 115,518.89
CIS	$ 192,089.00	$ 52,355.51	$ 417.98	$ -	$ -	$ 244,862.49
ECO	$ 45,020.00	$ 9,100.32	$ -	$ -	$ -	$ 54,120.32
MAN	$ 56,983.90	$ 7,650.19	$ -	$ -	$ -	$ 64,634.09
						$ -
						$ -
						$ -
	$ 463,397.92	**$ 100,422.99**	**$ 503.88**	**$ -**	**$ -**	**$ 564,324.79**

2011-2012	Salaries	Benefits	Supplies	Contracts	Capital	TOTAL
ACC	$ 54,254.00	$ 12,792.00	$ 126.00	$ -	$ -	$ 67,172.00
BUS	$ 65,321.45	$ 5,691.11	$ 24.49	$ -	$ -	$ 71,037.05
CIS	$ 101,646.34	$ 32,770.74	$ -	$ -	$ -	$ 134,417.08
ECO	$ 30,186.70	$ 8,301.47	$ -	$ -	$ -	$ 38,488.17
MAN	$ 43,174.20	$ 7,254.38	$ -	$ -	$ -	$ 50,428.58
						$ -
						$ -
						$ -
	$ 294,582.69	**$ 66,809.70**	**$ 150.49**	**$ -**	**$ -**	**$ 361,542.88**

PART 11: Facilities and Equipment

Are current facilities, such as classrooms, offices and equipment, adequate to support the program? Explain.

Facilities at the Blythe main campus and Needles campus are excellent in terms of adequate space, cleanliness, lighting and equipment.

Is there available dedicated space adequate to support the program? Explain.

There is adequate space to support the program.

Is available equipment adequate to support the program? Explain.

While the current equipment is adequate to support the program there may be a need for a college-wide policy for equipment replacement – particularly upgrades to computer technology.

Describe plans for future changes in support facilities or equipment.

No plans at this time.

PART 12: Strengths and Weaknesses

List and comment on the major strengths of the program.

The division is experiencing increasing enrollment in business and management courses, attributable to the growth of the number of incarcerated students taking College courses via distance education.

The Business degrees and certificates are proven to be highly desirable by our students, with the AS Business Management the #1 degree awarded in 2010, #4 in 2011, and #3 in 2012. See Appendix 3 for data.

Division faculty in business and management are highly skilled professionals with business backgrounds.

List and comment on the major weaknesses of the program.

The division needs to develop an enrollment base from the communities it serves so it would be less dependent on enrollments of incarcerated students.

PART 13: Plans to Remedy Weaknesses

Identify specific steps to correct identified weaknesses and provide the timeline by which they are to be corrected.

To build enrollments and thereby increase College FTES, the Business division seeks to develop an online degree program, most likely the AA in Business and Technology, within the next two years.

All division faculty members have had experience teaching online courses, and most, if not all degree-applicable courses have been Curriculum Committee-approved for online delivery. The task before the division faculty is to work to ensure that sufficient IGETC and CSU-GE courses are available online to ensure students can earn the online degree.

As part of this effort, division faculty will be investigating, along with the Superintendent/President, Vice President of Instruction and Student Services and the ACCJC, the process for obtaining authorization to offer online courses in other states outside California.

PART 14: Plans to Advance the Program

The Business Division will pursue the plans to remedy the weaknesses identified above.

Describe other plans that will advance the program.

1. Continue division evaluations of the viability of all courses and programs.

2. Update all ACC, BUS, ECO, and MAN course outlines, as needed.

3. Continue to develop online instruction of BUS and MAN courses to expand the reach of the program.

4. Develop stronger contacts with adjunct faculty by publicizing faculty and division meetings, as well as advisory group meetings.

5. Continue and expand student learning outcomes assessments of BUS and MAN courses.

6. Evaluate the continuing need for the AS degree in Business Management, in light of the recently-implemented AA degree in Business and Technology.

7. Evaluate all certificates in terms of need.

8. Ensure consistent quality in course and program delivery by encouraging the participation of full-time faculty in the performance evaluations of part-time faculty teaching BUS and MAN courses.

9. Continue the practice of evaluating course syllabi for quality, consistency and academic rigor.

10. Examine reasons why there are wide variations in student completion rates of certain business courses.

Appendix 1: Raw Course Completion Data

Term	Course	Sect	Title	Mode	Completions	Total Enrollment	Completion Rate
2010SP	ACC-100	02	Basic Acctg	Correspondence	15	27	56%
2010SP	ACC-100	03	Basic Acctg	Correspondence	12	25	48%
2010SP	ACC-100	04	Basic Acctg	Correspondence	15	23	65%
2010SP	ACC-100	05	Basic Acctg	Correspondence	13	21	62%
2010FA	ACC-100	02	Basic Acctg	Correspondence	13	27	48%
2010FA	ACC-100	03	Basic Acctg	Correspondence	17	31	55%
2010FA	ACC-100	04	Basic Acctg	Correspondence	18	31	58%
2010FA	ACC-100	05	Basic Acctg	Correspondence	16	30	53%
2011SP	ACC-100	01	Basic Acctg	Correspondence	8	26	31%
2011SP	ACC-100	02	Basic Acctg	Correspondence	9	24	38%
2011SP	ACC-100	03	Basic Acctg	Correspondence	16	28	57%
2011SP	ACC-100	04	Basic Acctg	Correspondence	19	26	73%
2011FA	ACC-100	02	Basic Acctg	Correspondence	14	22	64%
2011FA	ACC-100	03	Basic Acctg	Correspondence	7	17	41%
2012SP	ACC-100	01	Basic Acctg	Correspondence	23	40	58%
2012FA	ACC-100	02	Basic Acctg	Correspondence	15	32	47%
2012FA	ACC-100	03	Basic Acctg	Correspondence	12	31	39%
2012FA	ACC-100	04	Basic Acctg	Correspondence	12	26	46%
2012FA	ACC-100	05	Basic Acctg	Correspondence	7	20	35%
2010FA	ACC-100	01	Basic Acctg	ITV	6	16	38%
2011FA	ACC-100	01	Basic Acctg	ITV	6	13	46%
2012FA	ACC-100	01	Basic Acctg	ITV	7	15	47%
2010SP	ACC-101	02	Accounting I	Correspondence	15	24	63%
2010FA	ACC-101	02	Accounting I	Correspondence	15	22	68%
2010FA	ACC-101	03	Accounting I	Correspondence	22	27	81%
2011SP	ACC-101	01	Accounting I	Correspondence	17	23	74%
2011SP	ACC-101	02	Accounting I	Correspondence	15	22	68%
2011FA	ACC-101	01	Accounting I	Correspondence	11	27	41%
2012SP	ACC-101	01	Accounting I	Correspondence	16	23	70%
2012FA	ACC-101	01	Accounting I	Correspondence	14	17	82%
2010SP	ACC-102	01	Prin Acctg II	Correspondence	27	31	87%
2011SP	ACC-102	01	Prin Acctg II	Correspondence	16	27	59%
2012SP	ACC-102	01	Prin Acctg II	Correspondence	14	20	70%
2010SP	BUS-101	01	Intro Business	Correspondence	11	28	39%
2010SP	BUS-101	02	Intro Business	Correspondence	15	30	50%
2010SP	BUS-101	03	Intro Business	Correspondence	17	29	59%
2010FA	BUS-101	01	Intro Business	Correspondence	16	27	59%
2010FA	BUS-101	02	Intro Business	Correspondence	16	29	55%

Term	Course	Sect	Title	Mode	Completions	Total Enrollment	Completion Rate
2010FA	BUS-101	03	Intro Business	Correspondence	12	24	50%
2011SP	BUS-101	01	Intro Business	Correspondence	15	33	45%
2011SP	BUS-101	02	Intro Business	Correspondence	17	32	53%
2011SP	BUS-101	03	Intro Business	Correspondence	16	30	53%
2011FA	BUS-101	01	Intro Business	Correspondence	9	18	50%
2011FA	BUS-101	02	Intro Business	Correspondence	22	27	81%
2011FA	BUS-101	03	Intro Business	Correspondence	16	28	57%
2011FA	BUS-101	04	Intro Business	Correspondence	8	27	30%
2011FA	BUS-101	05	Intro Business	Correspondence	13	27	48%
2011FA	BUS-101	06	Intro Business	Correspondence	9	25	36%
2011FA	BUS-101	07	Intro Business	Correspondence	15	29	52%
2012SP	BUS-101	02	Intro Business	Correspondence	18	28	64%
2012SP	BUS-101	03	Intro Business	Correspondence	26	38	68%
2012FA	BUS-101	02	Intro Business	Correspondence	15	29	52%
2012FA	BUS-101	03	Intro Business	Correspondence	11	22	50%
2012FA	BUS-101	04	Intro Business	Correspondence	3	27	11%
2012FA	BUS-101	05	Intro Business	Correspondence	5	25	20%
2012FA	BUS-101	06	Intro Business	Correspondence	4	21	19%
2012FA	BUS-101	07	Intro Business	Correspondence	12	21	57%
2012FA	BUS-101	08	Intro Business	Correspondence	16	29	55%
2012FA	BUS-101	09	Intro Business	Correspondence	16	27	59%
2012SP	BUS-101	01	Intro Business	Face to Face	6	15	40%
2010SP	BUS-105	02	Business Math	Correspondence	14	27	52%
2010SP	BUS-105	03	Business Math	Correspondence	9	19	47%
2010SP	BUS-105	04	Business Math	Correspondence	4	11	36%
2010FA	BUS-105	02	Business Math	Correspondence	12	24	50%
2010FA	BUS-105	03	Business Math	Correspondence	12	26	46%
2010FA	BUS-105	04	Business Math	Correspondence	7	18	39%
2011SP	BUS-105	02	Business Math	Correspondence	9	26	35%
2011SP	BUS-105	03	Business Math	Correspondence	9	22	41%
2011SP	BUS-105	04	Business Math	Correspondence	12	29	41%
2011FA	BUS-105	02	Business Math	Correspondence	15	28	54%
2011FA	BUS-105	03	Business Math	Correspondence	9	28	32%
2011FA	BUS-105	04	Business Math	Correspondence	7	23	30%
2012SP	BUS-105	01	Business Math	Correspondence	20	28	71%
2012SP	BUS-105	02	Business Math	Correspondence	15	29	52%
2012FA	BUS-105	01	Business Math	Correspondence	16	27	59%
2012FA	BUS-105	02	Business Math	Correspondence	7	21	33%
2012FA	BUS-105	03	Business Math	Correspondence	7	20	35%

Term	Course	Sect	Title	Mode	Completions	Total Enrollment	Completion Rate
2010SP	BUS-105	01	Business Math	Face to Face	7	10	70%
2010FA	BUS-105	01	Business Math	Face to Face	2	8	25%
2011SP	BUS-105	01	Business Math	Face to Face	7	13	54%
2011SP	BUS-115	01	Small Bus Fin	Correspondence	7	28	25%
2010SP	BUS-135	02	Business Law	Correspondence	16	28	57%
2010SP	BUS-135	03	Business Law	Correspondence	17	23	74%
2010SP	BUS-135	04	Business Law	Correspondence	14	26	54%
2010FA	BUS-135	02	Business Law	Correspondence	17	24	71%
2010FA	BUS-135	03	Business Law	Correspondence	14	26	54%
2010FA	BUS-135	04	Business Law	Correspondence	13	25	52%
2011SP	BUS-135	01	Business Law	Correspondence	18	29	62%
2011SP	BUS-135	02	Business Law	Correspondence	19	28	68%
2011FA	BUS-135	01	Business Law	Correspondence	16	25	64%
2011FA	BUS-135	02	Business Law	Correspondence	18	27	67%
2011FA	BUS-135	03	Business Law	Correspondence	12	26	46%
2012SP	BUS-135	01	Business Law	Correspondence	24	32	75%
2012SP	BUS-135	02	Business Law	Correspondence	19	28	68%
2012FA	BUS-135	01	Business Law	Correspondence	19	24	79%
2012FA	BUS-135	02	Business Law	Correspondence	11	20	55%
2012FA	BUS-135	03	Business Law	Correspondence	6	29	21%
2010SP	BUS-135	01	Business Law	Face to Face	4	4	100%
2010FA	BUS-135	01	Business Law	Face to Face	5	8	63%
2010SP	BUS-201	01	Prnc. Org. Lead	Correspondence	13	27	48%
2010FA	BUS-201	01	Prnc. Org. Lead	Correspondence	13	22	59%
2011SP	BUS-201	01	Prnc. Org. Lead	Correspondence	8	16	50%
2011FA	BUS-201	01	Prnc. Org. Lead	Correspondence	17	26	65%
2012FA	BUS-201	01	Prnc. Org. Lead	Correspondence	8	11	73%
2012FA	BUS-201	02	Prnc. Org. Lead	Online	7	13	54%
2010SP	BUS-202	01	Business Commun	Correspondence	16	23	70%
2010SP	BUS-202	02	Business Commun	Correspondence	11	23	48%
2010FA	BUS-202	01	Business Commun	Correspondence	17	23	74%
2010FA	BUS-202	02	Business Commun	Correspondence	11	16	69%
2010FA	BUS-202	03	Business Commun	Correspondence	8	18	44%
2011SP	BUS-202	01	Business Commun	Correspondence	24	26	92%
2011SP	BUS-202	02	Business Commun	Correspondence	11	23	48%
2011FA	BUS-202	01	Business Commun	Correspondence	24	30	80%
2011FA	BUS-202	02	Business Commun	Correspondence	13	27	48%
2012SP	BUS-202	01	Business Commun	Correspondence	23	32	72%
2012FA	BUS-202	01	Business Commun	Correspondence	6	23	26%

Term	Course	Sect	Title	Mode	Completions	Total Enroll ment	Completion Rate
2012FA	BUS-202	02	Business Commun	Correspondence	5	21	24%
2012FA	BUS-202	04	Business Commun	Correspondence	4	14	29%
2012FA	BUS-202	03	Business Commun	Face to Face	8	9	89%
2010SP	BUS-206	01	Marketing	Correspondence	9	29	31%
2010FA	BUS-206	01	Marketing	Correspondence	9	28	32%
2010FA	BUS-206	02	Marketing	Correspondence	4	16	25%
2011SP	BUS-206	01	Marketing	Correspondence	14	27	52%
2011FA	BUS-206	01	Marketing	Correspondence	11	24	46%
2011FA	BUS-206	02	Marketing	Correspondence	8	24	33%
2012SP	BUS-206	01	Marketing	Correspondence	17	26	65%
2012FA	BUS-206	01	Marketing	Correspondence	4	21	19%
2012FA	BUS-206	02	Marketing	Correspondence	3	17	18%
2010FA	ECO-105	02	Macroeconomics	Correspondence	8	22	36%
2010FA	ECO-105	03	Macroeconomics	Correspondence	11	21	52%
2010FA	ECO-105	04	Macroeconomics	Correspondence	16	27	59%
2010FA	ECO-105	05	Macroeconomics	Correspondence	8	16	50%
2011FA	ECO-105	02	Macroeconomics	Correspondence	13	25	52%
2012FA	ECO-105	02	Macroeconomics	Correspondence	12	17	71%
2010FA	ECO-105	01	Macroeconomics	Face to Face	5	9	56%
2010SP	ECO-106	02	Microeconomics	Correspondence	19	23	83%
2010SP	ECO-106	03	Microeconomics	Correspondence	10	18	56%
2010SP	ECO-106	04	Microeconomics	Correspondence	12	20	60%
2011SP	ECO-106	02	Microeconomics	Correspondence	15	19	79%
2011SP	ECO-106	03	Microeconomics	Correspondence	8	15	53%
2011SP	ECO-106	04	Microeconomics	Correspondence	11	14	79%
2012SP	ECO-106	01	Microeconomics	Correspondence	11	15	73%
2010SP	ECO-106	01	Microeconomics	Face to Face	9	12	75%
2010SP	MAN-105	01	Prin of Mgnt & Organizations	Correspondence	17	25	68%
2010SP	MAN-105	02	Prin of Mgnt & Organizations	Correspondence	17	23	74%
2010FA	MAN-105	01	Prin of Mgnt & Organizations	Correspondence	19	31	61%
2010FA	MAN-105	02	Prin of Mgnt & Organizations	Correspondence	20	30	67%
2011SP	MAN-105	01	Prin of Mgnt & Organizations	Correspondence	16	26	62%
2011SP	MAN-105	02	Prin of Mgnt & Organizations	Correspondence	17	27	63%
2011FA	MAN-105	01	Prin of Mgnt & Organizations	Correspondence	17	24	71%
2011FA	MAN-105	02	Prin of Mgnt & Organizations	Correspondence	13	19	68%
2012SP	MAN-105	01	Prin of Mgnt & Organizations	Correspondence	20	31	65%
2012SP	MAN-105	02	Prin of Mgnt & Organizations	Correspondence	12	22	55%
2012FA	MAN-105	01	Prin of Mgnt & Organizations	Correspondence	15	23	65%
2010SP	MAN-106	02	Personnel Mgmt	Correspondence	21	25	84%

Term	Course	Sect	Title	Mode	Completions	Total Enrollment	Completion Rate
2010SP	MAN-106	03	Personnel Mgmt	Correspondence	18	21	86%
2010FA	MAN-106	01	Personnel Mgmt	Correspondence	17	22	77%
2010FA	MAN-106	02	Personnel Mgmt	Correspondence	8	11	73%
2010FA	MAN-106	03	Personnel Mgmt	Correspondence	8	17	47%
2011SP	MAN-106	01	Personnel Mgmt	Correspondence	18	23	78%
2011SP	MAN-106	02	Personnel Mgmt	Correspondence	17	22	77%
2011FA	MAN-106	01	Personnel Mgmt	Correspondence	15	22	68%
2011FA	MAN-106	02	Personnel Mgmt	Correspondence	11	21	52%
2012SP	MAN-106	01	Personnel Mgmt	Correspondence	18	31	58%
2012SP	MAN-106	02	Personnel Mgmt	Correspondence	5	21	24%
2012FA	MAN-106	01	Personnel Mgmt	Correspondence	14	22	64%
2012FA	MAN-106	02	Personnel Mgmt	Correspondence	3	12	25%
2010SP	MAN-106	01	Personnel Mgmt	Face to Face	11	11	100%
2010SP	MAN-107	01	Small Bus Mgmt	Correspondence	20	27	74%
2010SP	MAN-107	02	Small Bus Mgmt	Correspondence	10	27	37%
2010FA	MAN-107	01	Small Bus Mgmt	Correspondence	20	29	69%
2010FA	MAN-107	02	Small Bus Mgmt	Correspondence	11	28	39%
2011SP	MAN-107	01	Small Bus Mgmt	Correspondence	16	27	59%
2011SP	MAN-107	02	Small Bus Mgmt	Correspondence	18	29	62%
2011FA	MAN-107	01	Small Bus Mgmt	Correspondence	9	11	82%
2012FA	MAN-107	01	Small Bus Mgmt	Correspondence	12	17	71%
2010SP	MAN-145	01	Org. Behavior	Correspondence	24	27	89%
2010FA	MAN-145	01	Org. Behavior	Correspondence	19	25	76%
2010FA	MAN-145	02	Org. Behavior	Correspondence	2	13	15%
2011SP	MAN-145	01	Org. Behavior	Correspondence	19	23	83%
2011FA	MAN-145	01	Org. Behavior	Correspondence	9	11	82%
2012FA	MAN-145	01	Org. Behavior	Correspondence	6	21	29%
2012FA	MAN-145	02	Org. Behavior	Correspondence	3	12	25%

Appendix 2: Promotional Materials

PALO VERDE COLLEGE

www.paloverde.edu 760.921.5500

Let's get down to Business!

This transfers to the CSU system

ASSOCIATE OF ARTS, LIBERAL STUDIES with an emphasis in

Business & Technology

CSU-GE Breadth (33-39 units)

Communication in the English Language & Critical Thinking	9 units
Scientific Inquiry & Quantative Reasoning	9 units
Arts, Literature, Philosophy & Foreign Language	9 units
Social, Political & Economic Institutions and Behavior, Historical Background	9 units
Life-Long Understanding & Self-Development	3 units
CSU US History, Constitution & American Ideals Courses	6 units

Business & Technology Emphasis (18 units)

Students must complete at least two courses in ACC, BUS or MAN and at least two courses in CIS. At least one business course is required for this emphasis. For depth of study, two or more courses in one discipline is required.

Course	Title	Units	Course	Title	Units
ACC 101	Principles of Accounting I	4	CIS 102	Personal Computer Applications	3
ACC 102	Principles of Accounting II	4	CIS 123	Web Page Design Tools	3
ACC 209	Payroll Accounting	3	CIS 170	Computer Maintenance	2
ACC 216	Intro to Computer Accounting	2	CIS 247	Networking & Telecommuni-cations	3
ART 120	Basic Painting Design & Color	3	CIS 248	Systems Analysis & Design	3
ART 125	Basic Drawing & Composition	3	ECO 105	Principles of Macroeconomics	3
BIO 100	Intro to Biology	4	ECO 106	Principles of Microeconomics	3
BIO 101	Intro to Biology Lab	1	MAN 105	Principles of Management & Organizations	3
BIO 110	Basics of Biology	4	MAN 106	Personnel Management	3
BUS 101	Intro to Business	3	MAN 107	Small Business Management	3
BUS 105	Business Mathematics	3	MAN 145	Organizational Behavior	3
BUS 135	Business Law	3	MAT 106	Intro to Statistics w/ Lab	4
BUS 202	Business Communication	3	MAT 110	College Algebra	4
BUS 206	Marketing	3	MAT 210	Pre-calculus	5
BUS 221	Income Tax Procedures	4	MAT 220	Calculus I	5
CIS 101	Intro to Computers & Information Systems	3	MAT 224	Caculus II	4

Electives (3-9 units)

Electives may be necessary to total 60 overal units required for the Associate Degree.
These units must be transferable to the CSU for appropriate credit.
This is not an Ed Plan. Work with your counselor to create your customized Education Plan.

Every student is different. See a counselor to ensure your academic success!

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This transfers to the UC system

Let's get down to Business!

ASSOCIATE OF ARTS, LIBERAL STUDIES with an emphasis in *Business & Technology*

IGETC (33-39 units)

English Communication	6 units
Mathematical Concepts & Quantitative Reasoning	3 units
Arts & Humanities	9 units
Social & Behavioral Sciences	9 units
Physical & Biological Sciences	7-9 units
Language Other Than English (see counselor)	varies

Business & Technology Emphasis (18 units)

Students must complete at least two courses in ACC, BUS or MAN and at least two courses in CIS. At least one business course is required for this emphasis. For depth of study, two or more courses in one discipline is required.

Course	Title	Units	Course	Title	Units
ACC 101	Principles of Accounting I	4	CIS 102	Personal Computer Applications	3
ACC 102	Principles of Accounting II	4	CIS 123	Web Page Design Tools	3
ACC 209	Payroll Accounting	3	CIS 170	Computer Maintenance	2
ACC 216	Intro to Computer Accounting	2	CIS 247	Networking & Telecommunications	3
ART 120	Basic Painting Design & Color	3	CIS 248	Systems Analysis & Design	3
ART 125	Basic Drawing & Composition	3	ECO 105	Principles of Macroeconomics	3
BIO 100	Intro to Biology	4	ECO 106	Principles of Microeconomics	3
BIO 101	Intro to Biology Lab	1	MAN 105	Principles of Management & Organizations	3
BIO 110	Basics of Biology	4	MAN 106	Personnel Management	3
BUS 101	Intro to Business	3	MAN 107	Small Business Management	3
BUS 105	Business Mathematics	3	MAN 145	Organizational Behavior	3
BUS 135	Business Law	3	MAT 106	Intro to Statistics w/ Lab	4
BUS 202	Business Communication	3	MAT 110	College Algebra	4
BUS 206	Marketing	3	MAT 210	Pre-calculus	5
BUS 221	Income Tax Procedures	4	MAT 220	Calculus I	5
CIS 101	Intro to Computers & Information Systems	3	MAT 224	Caculus II	4

Electives (3-9 units)

Electives may be necessary to total 60 overal units required for the Associate Degree. These units must be transferable to the UC for appropriate credit.

Every student is different. See a counselor to ensure your academic success!

PALO VERDE COLLEGE

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Let's get down to Business!

ASSOCIATE OF SCIENCE in

Business Management

Palo Verde College General Education Requirements (24 units)

Communications	6 units
Natural Sciences	3 units
Mathematics	3 units
Humanities	3 units
Social Sciences	6 units
Life-Long Understanding & Self-Development	3 units

Business & Technology Emphasis (40 units)

Course	Title	Units
ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
BUS 115	Small Business Finance	3
BUS 105	Business Mathematics	3
BUS 135	Business Law	3
ECO 105	Principles of Macroeconomics	3
ECO 106	Principles of Microeconomics	3
MAN 105	Principles of Management & Organizations	3
MAN 106	Personnel Management	3
MAN 107	Small Business Management	3
MAN 145	Organizational Behavior	3
BUS 206	Marketing	3
PSY 145	Human Relations	3
Elective	Business or Management	3

This is not an Education Plan. Please work with a counselor to create your own customized Ed Plan. Every student is different. See a counselor to ensure your academic success!

PALO VERDE COLLEGE

Business & Technology

SPECIAL REPORT

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JANUARY 29, 2013

This is a special report from the faculty of Palo Verde College's Business Division, intended to keep our Business Advisory Committee members, as well as the general public, up to date on the College's education programs in business and management.

You probably have heard recently about some of the College's budget problems. While there are some serious difficulties we are working through, be assured that our accreditation is intact, and that faculty and staff are committed to providing ongoing, quality instructional and support services to our students.

This commitment is clearly evident in the Business and Technology Division, as our report shows.

NEW FACULTY JOIN THE DIVISION

We are pleased to have three new faculty members join our instructional team. They are: Sarah Frid, Peter Martinez and Irma Dagnino. These three are not new to the College, having served many years in such diverse areas as counseling, EOPS and community outreach.

They joined us, temporarily for now, as part of a College-wide effort to restore the legislatively-mandated balance between instructional services and student support services.

Each possesses extensive teaching experience and qualifications to teach business at the college level. They will teach courses in marketing, computer information systems, business law, leadership and introduction to business, among others.

Bill Ponder Retires. Long-time computer instructor Bill Ponder retired in 2011 after twenty years of dedicated service to the College. We wish Bill the best in his retirement.

PALO VERDE COLLEGE

Business & Technology

SPECIAL REPORT

CONTINUED

NEW DEGREES, CERTIFICATES

Scott Peterson, Computer Information Systems instructor, has launched a new certificate program in Computer Applications. The certificate requires fifteen units of course work and can be completed in two semesters. Scott has also revised and brought the Associate in Arts degree in Computer Information Systems back to active status.

Scott also teaches the immensely popular courses in Computer Animation, which draws many of students from the local high school.

CITIZENS GAIN HELP PREPARING TAX RETURNS

Mike Gaubeca, instructor in Accounting and Economics, volunteers his services each year for Volunteers in Tax Assistance, or VITA, a local organization that helps Blythe citizens prepare their federal and state income tax returns. This last tax season, VITA completed some sixty-nine returns at no charge.

Mike also has been working to develop a program in business entrepreneurial program. He asks if you have suggestions or are interested in the program, please contact him.

BUSINESS COURSES NOW OFFERED ONLINE

Just as the College is increasing its online course offerings to serve better the needs of students, so too is the Business and Technology Division. For a complete listing of courses, see the College website, at www.paloverde.edu.

BUSINESS COURSES FEATURE OPEN-SOURCE TEXTBOOKS

To help reduce the cost of textbooks and educational support materials for our students, many of our instructors have adopted "open-source" texts and materials for their courses. Open-source textbooks and materials are written and prepared by highly qualified faculty in their fields, and are provided to the students enrolled in college and university courses via the internet, at very low cost, or no cost. Current Business and Technology Division offerings using open source texts and supplements include introduction to business, computer animation, and accounting.

PALO VERDE COLLEGE

www.paloverde.edu 760.921.5500

2012 Summer & Fall

IMPORTANT COURSES FOR YOUR DEGREE OR CERTIFICATE

Course Name	Course Title	Summer Online	Fall Online	Fall Face to Face	Fall Corres.
ACC 100	Basic Accounting			Blythe	Yes
ACC 101	Principles of Accounting I				Yes
BUS 101	Intro to Business	Yes	Yes		Yes
BUS 105	Business Mathematics	Yes			Yes
BUS 135	Business Law				Yes
BUS 201	Principles of Organizational Leadership		Yes		Yes
BUS 202	Business Communication			Needles	Yes
BUS 206	Marketing				Yes
CIS 101	Intro to Computers & Information Systems	Yes		Blythe	Yes
CIS 102	Personal Computer Applications	Yes			Yes
CIS 123	Web Page Design using HTML			Blythe	
CIS 124	Web Page Design Tools			Blythe	
CIS 130	Intro to 3D Computer Animation			Blythe	
CIS 131	Animation Principles & Production I			Blythe	
CIS 248	Systems Analysis & Design				Yes
ECO 105	Principles of Macroeconomics				Yes
MAN 105	Principles of Management & Organizations				Yes
MAN 106	Personnel Management				Yes
MAN 107	Small Business Management				Yes
MAN 145	Organizational Behavoir				Yes

Courses listed here are accurate as of 5/10/12, but are subject to change.
Please visit PVC-SERVICES tab on www.paloverde.edu for the most up-to-date course offereings.

Please schedule an appointment with a counselor to ensure you are following a customized Education Plan made especially for you.

Appendix 3: Graduates by Degree

Major	Degree	2010	2011	2012	TOTAL
AA Emph Arts & Humanities	Associate of Arts	15	25	29	69
AA Emph Business & Technology	Associate of Arts	14	13	10	37
AA Emph Math & Science	Associate of Arts	2	9	13	24
AA Emph Social & Behav Scienc	Associate of Arts	22	29	33	84
AS General Studies	Associate of Arts	20	1		21
Liberal Arts & Science, Gen	Associate of Arts	10	8	2	20
Admin of Justice/Criminal Just	Associate of Science		2		2
Administrative Office Assist	Associate of Science		1		1
AS General Studies	Associate of Science	29	17	3	49
Bldg Technology	Associate of Science		1		1
Business Management	Associate of Science	30	12	13	55
Child Development	Associate of Science	3	3	3	9
Computer & Information Science	Associate of Science			1	1
Alcohol/Drug Studies Achiev	Certificate - 18.0-29.9 Units	8	1		9
Automotive Technology	Certificate - 18.0-29.9 Units	2	5	6	13
Bldg Technology	Certificate - 18.0-29.9 Units	3	10	4	17
Child Development-Teacher	Certificate - 18.0-29.9 Units	3	1	1	5
General Clerical Assistant	Certificate - 18.0-29.9 Units	1			1
Admin of Justice/Criminal Just	Certificate - 30.0-59.9 Units	1	4	2	7
Automotive Technology	Certificate - 30.0-59.9 Units	7	1		8
Business Management	Certificate - 30.0-59.9 Units	14	7	6	27
Nursing Lvn	Certificate - 30.0-59.9 Units	12	14	14	40
Welding Technology	Certificate - 30.0-59.9 Units	17	15	13	45
Alcohol/Drug Studies Spec I	Certificate - 6.0-17.9 Units	28	40	49	117
Alcohol/Drug Studies Spec II	Certificate - 6.0-17.9 Units	19	29	19	67
Automotive Fabrication	Certificate - 6.0-17.9 Units	5		2	7
Business Literacy	Certificate - 6.0-17.9 Units	27	28	31	86
Business Studies	Certificate - 6.0-17.9 Units	30	23	30	83
Certified Nurse Assistant	Certificate - 6.0-17.9 Units	43	26	9	78
Child Development-Assistant	Certificate - 6.0-17.9 Units	20	35	16	71

Major	Degree	2010	2011	2012	TOTAL
Child Development-Assoc Teach	**Certificate - 6.0-17.9 Units**	7	21	18	46
Computer Animation Ct	**Certificate - 6.0-17.9 Units**	11	15	2	28
Computer Repair	**Certificate - 6.0-17.9 Units**			2	2
Emergency Medical Technology	**Certificate - 6.0-17.9 Units**	68	48	1	117
Graphic Design & Web Content	**Certificate - 6.0-17.9 Units**			9	9
Home Health Aide	**Certificate - 6.0-17.9 Units**	8			8
Info Technology Literacy	**Certificate - 6.0-17.9 Units**	7	13	9	29
Personal Computer Applic Tech	**Certificate - 6.0-17.9 Units**		1	1	2
Phlebotomy	**Certificate - 6.0-17.9 Units**	8	8	1	17
Secretary/Administrative Assis	**Certificate - 6.0-17.9 Units**	2			2
Welding Technology	**Certificate - 6.0-17.9 Units**			1	1
	Associate of Arts	46	43	47	136
	Associate of Science	44	21	13	78
	Certificate - 18.0-29.9 Units	8	1		9
	Certificate - 30.0-59.9 Units	14	6	6	26
	Certificate - 6.0-17.9 Units	73	84	98	255
	Certification		40	33	73
Sum:		684	722	602	2008