

Santa Rosa Junior College

Program Resource Planning Process

Business 2023

1.1a Mission

Mission Statement

To provide courses, certificates and degrees which focus on education, cultural awareness and current technological skills needed to thrive in today's global business environment. Our curriculum is designed to reflect the latest trends, topics, and training needs of business. Our coursework and programs support the needs of the industrial community by preparing well-rounded graduates; students who have acquired the knowledge and skills necessary for transfer and career success in business

Vision Statement

To be recognized as an outstanding business department among California Community Colleges and a school of choice for individuals preparing for careers in business. Focusing on a student-centered learning environment, our programs strive to develop competent, capable, and productive individuals equipped with the tools needed to succeed in the business world.

1.1b Mission Alignment

The department supports the District's mission in providing students with transfer and career and technical education assuring the curriculum and classroom experience reflects current information and skill development through continuous assessment and evaluation of our courses, certificates and degrees. The department's students have the opportunity to continue their education over their lives through pathways that lead to progressively higher skill and educational levels thereby assuring the economic vitality of the business community.

1.1c Description

Majors:

Business Administration Associates of Science for Transfer 2.0

The Associate of Science in Business Administration for Transfer degree will provide students with the lower division course work to successfully prepare for upper division work. This degree is designed to provide a clear and seamless pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This degree was coordinated with Sonoma State University for transfer with a major in Business Administration.

Administrative Office Professional

The Administrative Office Professional major prepares the student to be a member of an organization's business team. This program encompasses the integration of 21st Century workforce skills emphasizing communication, teamwork, project management, problem-solving, and systems development. A unique aspect of the program is the internship which provides the student an opportunity to use their acquired skills in an office environment and gain experience in their profession before completing the program. Opportunities are available in private industry, non-profit organizations, and government offices. With experience and/or additional education, administrative office professionals may be promoted to management positions.

Hospitality Management Associates of Science for Transfer

The Associate in Science for Transfer in Hospitality Management is designed to provide a clear pathway to a CSU major and baccalaureate programs in Hospitality Management. The Hospitality Management major also offers a comprehensive educational approach to a career in the hospitality industry. The curriculum is designed to prepare students with both management theories and occupational job skills required to enter any segment of the industry. Students take classes specific to the industry including introduction to hospitality, introduction to the hotel industry, and hospitality law.

Business: Human Resource Administration

The Human Resource Administration major is designed to prepare students to interpret and apply employment requirements, policies and procedures in a variety of complex human resource situations. At the completion of this major, students will be able to demonstrate competency in specific human resource administrative responsibilities including the areas of hiring, salary administration, employee relations, legal compliance, benefits administration, and records administration. Additionally, students acquire extensive training in business writing, oral presentations, and computer spreadsheets.

Paralegal Studies

The Paralegal Studies major teaches the practical applications of legal theory and advances the paralegal profession by offering a rigorous course of study that develops resourceful legal problem solvers. The program meets the educational requirements for paralegals as stated in

the California Business and Professions Code, commencing with section 6450. Paralegals perform legal work delegated and supervised by an attorney. They may draft, analyze and summarize legal documents, interview and act as liaisons with clients and witnesses, conduct legal and factual research and provide trial assistance. Paralegals may not give legal advice. Paralegals are commonly found in law firms, specializing in such areas as civil litigation, intellectual property law (patent, trademark, copyright), family law, corporate, environmental, probate, estate planning and bankruptcy. They may be employed part-time or full-time as salaried or contract paralegals.

Business: Real Estate

The Real Estate major will provide students the opportunity to obtain entry-level positions and build their career within the area of real estate. This includes, among others, insurance, banking, financial analysis and government services. Students will complete courses that meet the education requirements for the California Bureau of Real Estate for both the Real Estate Salesperson and Real Estate Broker's license. Additionally, the Real Estate courses will provide education hours applied towards the California Bureau of Real Estate appraiser's education requirements. Students will benefit by the additional option of having a real estate major reflected on their Associate Degree.

Certificates:

Accountant Assistant Certificate (17.0 units)

The Accountant Assistant certificate program is designed for students who are currently employed in accounting to enhance existing skills and for those students who wish to enter the field of accounting without a four-year degree. Students in the Accountant Assistant certificate program complete courses in financial accounting, managerial/cost accounting, fund accounting, and taxation and prepares students for positions such as staff accountant, accounting clerk, accounts payable clerk, accounts receivable clerk, and payroll clerk. Demand for professionals at all levels in the accounting field remains strong and is projected to continue due to a shortage of employees. Demand is especially strong for individuals with good computer application skills such as Excel, Access, Word, PowerPoint, QuickBooks, and general ledger software.

Administrative Assistant Certificate (16 units)

The role of office professionals has changed due to layoffs of middle managers and increased use of technology. The administrative assistant has become an integral part of the organization's team with the responsibility to exercise initiative and judgment, train coworkers, use technology to manage the workload of others, think globally, and assume responsibility without direct supervision. Opportunities are available in private industry, non-profit organizations, and government offices. Administrative support staff are required in every industry.

Bookkeeping Discipline

The Bookkeeping program within the Business Administration Department includes two certificate programs:

Bookkeeper Certificate of Achievement (24.5 units)

Account Clerk and Payroll Skills Certificate (16.0 units)

The certificates may be completed in one to three semesters. The certificates and courses are offered so that students may begin with the smaller programs and then progress through to the longer one, if desired. Many students earn more than one certificate.

These certificate programs are designed to prepare students for work in a variety of bookkeeping positions ranging from entry-level to intermediate. The Bookkeeping Certificate is part of the career pathway used for the administrative office professional major and includes an elective internship which provides students an opportunity to use acquired skills in an office environment. Courses offered include instruction in basic and intermediate bookkeeping/accounting, business math, QuickBooks accounting software, and keyboarding. QuickBooks courses are popular with members of the general public, many of whom use it for their own small businesses. Additionally, the course attracts students who are planning to take the CPA (Certified Public Accountant) exam, as the course is listed by the California State Board of Accountancy as one that meets the educational requirements to sit for the exam. With additional education and work experience, individuals may progress from Account Clerk and Payroll, through Bookkeeper, all the way to CPA.

During the 2018/2019 year four bookkeeping related certificates were streamlined and realigned to two more focused certificates. These certificates coincide with other certificates, such as Administrative Assistant, Office Assistant, and others. This is expected to continue the synergistic effect of both increasing enrollments in required courses, and allowing students to earn certificates in more than one sub-discipline. One hundred percent of courses level SLOs within the BBK discipline have been assessed. All Course Outlines of Record (COR) are current.

The Bookkeeping program also maintains an articulation relationship with two local high school business programs (Petaluma, and Rancho Cotati). Students at these schools may take credit-by-exam to earn credit for our first level Bookkeeping/Accounting course, BBK 50. This program was developed and is coordinated by the full-time Bookkeeping instructor/coordinator.

Business Marketing Certificate (12.0 units)

The Business Marketing certificate program prepares students for employment opportunities in sales, public relations, retailing, advertising, product management, distribution management, and direct marketing. Marketing skills are essential for all managers--across all industries. Whether the student is looking to expand a repertoire of current skills or acquire specific expertise that will assist in the pursuit of an educational or career path, a working knowledge of cutting-edge marketing techniques is essential to business success. Successful marketers create and promote products and services while building life-long relationships with their customers. Projected job growth in this region will require employees to possess new skill sets in order to be competitive: creativity, innovation, and strategic and social skills. Well-trained marketers also recognize that social responsibility, a strong ethical base, and sustainable practices will maximize profits. The Business Marketing program at SRJC is designed to prepare the student for further study and creative, challenging careers in any business environment.

Entrepreneurship Certificate (12.0 units)

The Entrepreneurship Certificate program helps individuals who are creating or building new businesses learn the essentials of business and venture initiation. Students will study management essentials and additional coursework in marketing, human resource management, accounting, and finance. Designed for entrepreneurs, small business owners, and professionals who have not formally studied business, this program emphasizes the application of classroom

concepts to practical decision making in the workplace. This program can be completed in one semester of study.

Hospitality Management: Meeting and Event Planning Certificate (16.5 unit):

The Hospitality Management: Meeting and Event Planning Certificate offers students the opportunity to expand their skills and knowledge in a growing industry that includes meeting, wedding, and conference planning, in addition to hosting and organizing various special events.

Hospitality, Event and Tourism Management Certificate (16 unit):

The Hospitality, Event and Tourism Management certificate of achievement provides a solid base of world-class customer service training, supervisory skills and industry-specific topics. The classes are tailored to meet the needs of enrolled students while teaching the latest trends in the hospitality industry. In addition to the skills and knowledge of working in a hotel, this program provides the student with the expertise to guide tourists to the many tourist attractions including restaurants, wineries, historical sites, arts, culture, events and activities of Sonoma County.

Human Resource Administration Certificate (26.5 units)

The Human Resource Administration certificate program provides the opportunity to gain human resource administration skills necessary to effectively handle the human resource function within the organization. The certificate provides students with the knowledge to work closely with management on confidential matters such as recruitment, hiring, salary administration, legal compliance, benefits administration, and human resource recordkeeping. The Human Resource Administration Certificate now serves as the base for the SRJC Associate of Arts Degree with a Human Resource Administration Major.

Real Estate Sales Certificate (9.0 units)

Real Estate Certificate (18.0 units)

The Real Estate Sales Certificate and the Real Estate Certificate offers those interested in real estate the opportunity to complete the necessary education requirements as defined by the California Bureau of Real Estate. The series of courses satisfy the educational requirements for obtaining the State Real Estate Salesperson and Brokers Licenses. The program is endorsed and coordinated through the college's Business advisory committee which includes prominent local real estate people. Upon completion of the certificate, students will have completed the educational requirements for the California Real Estate Salesperson and Brokers Licenses. Many of the courses meet the qualifying education hour requirements for the California Bureau of Real Estate Appraisers. Courses may also apply to continuing educational requirements for practicing appraisers. It is anticipated that with the new Nationwide Mortgage Licensing System (NMLS) requirements placed into law January 1, 2010, that there will be an increased demand for all Real Estate courses within the Real Estate program as licensing may include others in the real estate business that were not required to be previously licensed.

Business: Banking and Lending (22.5 units)

The Business Banking and Lending certificate launched effective spring 2019 after several years of development at the request and with guidance by industry professionals. The Certificate of Achievement qualifies students for employment as Loan Processor, Loan Analyst, Credit Analyst, Loan Underwriter, Commercial Servicing Specialist, Commercial Operations Specialist, and related occupations in both the consumer and commercial banking and lending fields. The

certificate also serves as a pathway to employment as a loan officer, with additional education/training and work experience.

Business: Enrolled Agent (12 units)

The Business: Enrolled Agent (Tax) Certificate of Achievement is designed to provide students with a solid base of knowledge and skills to allow them to work in the field of taxation. The classes are tailored to meet the exam requirements to be licensed as an Enrolled Agent. In addition to the specific knowledge and skills needed to understand and apply the tax code to different entities, students will also gain an understanding about the responsibilities of an Enrolled Agent.

1.1d Hours of Office Operation and Service by Location

The department on the Santa Rosa campus encompasses two floors in Maggini Hall and operates on an 7:00 a.m. to 3:30 p.m. schedule, Monday-Friday, except for the months of June and July when the campus closes on Friday. The Business Department is staffed by a classified AAll at 40 hours a week and student assistants working a combined 14 hours per week. Six full-time instructors and one 60% instructor.

There is one full-time instructor located at the Petaluma campus.

1.2 Program/Unit Context and Environmental Scan

The Business Department is comprised of 11 sub-disciplines currently offering a total of 13 certificates. There are currently 6 majors in the department. Four of the majors are intended to be in conjunction with industry certification. Enrollments are currently limited due to reduced class offerings; however there is significant demand for transfer curriculum as well as skill based classes. There are more transfers to Sonoma State University from Business Administration than any other discipline. The department is compliant with industry requirements from the State Department of Real Estate (DRE), and the Office of Real Estate Appraisers (OREA). The department has developed a new Hospitality, Event, and Tourism Management certificate and is updating classes in the marketing program to reflect current trends in industry.

Business Transfer

The Business Transfer major and all related transfer coursework continue to be in high demand. This discipline represents a majority of the department's offerings and classes are continuously impacted. Class efficiency and instructional productivity also continue to be very strong -- among the highest in our department. With the increased need for additional online transfer classes our department anticipates growth in this area in order to satisfy student needs. Furthermore, as more international students come to our college to study business, in addition to, the increase in Business majors at the university level, demand for business transfer courses will rise.

Globalization and technology have significantly changed the way businesses operate. It is essential students completing Business Department courses and programs are skilled and knowledgeable in both of these areas. The department will be examining curriculum to identify how best to incorporate technology and global issues throughout the curriculum and making changes as necessary.

2.1a Budget Needs

Student workers - Due to the change in minimum wage from 7.00 to 15.50/hr, we would request that both the Federal Work Study (0503-2360) and Student employment (0503-2361) be augmented to maintain the current level of student assistance. Since District Student Employment funds are more versatile, augmenting that fund would be preferred.

Restore 2360 to \$7,000.00
Increase 2361 by \$5,400.00

All Federal Workstudy funds were removed from the Business Department. We could not fully staff due to construction related issues and had to give up the FWS student. This resulted in FWS funding being removed.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	08	03	\$7,000.00	Funding removed and needs to be restored/augmented. Due to construction issues we were unable to have adequate student support and all FWS funding was swept.
0002	ALL	08	02	\$5,400.00	Due to the change in minimum wage from 7.00 to 15.50hr, we would request that Student employment (0503-2361) be augmented to maintain the current level of student assistance.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
AA II	40.00	12.00	The Maggini Service center not only provides support to the Business Department, but to users from all areas of the campus who use our facilities and equipment. Manage all aspects of department operations including collaboration with chair and faculty on schedule development, curriculum development and tracking; order/track graphics, supplies, budget management, transfers, and tracking; trouble-shoot office equipment problems; hire, train, supervise student employees, reception duties in a high traffic front office, home to 7 fulltime faculty and 60+ adjunct on the first two floors of Maggini. Coordinate activities, communications with all disciplines; verify textbooks orders for all course sections; PRPP input; provide orientations to new adjunct faculty; set up and take minutes at department meetings and 9 advisory committees; coordinate all aspects of year-end ceremony for graduating students; communicate with students regarding class/instructor issues and assist students with proper paperwork and process to ensure successful completion. Heavy communications daily with various full-time and adjunct faculty via email, phone, and in person.

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean, Workforce Development & Career Education	10.00	12.00	General oversight of department including tenure review, faculty evaluations, Cluster Tech, and regular consultations with Dept. Chair and Dept. Administrative Assistant.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Assistants	8.00	10.00	The Student Clerical Asst. is an essential support staff member to the AAIL, faculty and students. The Business department is located on two floors. The Student assists AAIL in ordering and tracking textbooks, co-staffs the very busy, high traffic front reception desk; runs errands, answers basic and technical questions by phone/in-person, which allows the AA to produce schedule development, on-going curriculum development, meeting minutes, processing student forms, assisting a large staff of 60+ adjunct instructors and 7 fulltime faculty. Without the Student Assist. for 25 hours week the AAIL would achieve very little due to the disruptive nature of a very busy front office. Whenever possible, the Department does hire FWS students to help defray costs. This practice is no longer effective as our FWS funds were removed.

2.2d Adequacy and Effectiveness of Staffing

The Maggini Service Center is located on the first floor of a three story building, and is staffed by one classified AAIL, 40 hrs/wk and part-time student employees (8 hrs./wk total). The first floor of Maggini is also the entryway to the copy machine used by faculty and staff from many departments. The second floor is also frequented by conference room attendees using the internal stairwell to gain access, again via the department's front door. With entrances on both the first and second floor, having adequate student coverage is needed to ensure that student and faculty needs are met.

The Administrative Assistant is responsible for a large CE and Transfer department. The AA is responsible for support of PRPPs, two advisory committees, scheduling, completion ceremony, curriculum support to include finding comps, tracking of and assisting faculty with SLO assessments.

The student population in the Business department attends both day and evening classes. Having an half-time Administrative Assisant in the late afternoon/early evening would provide support to not only our daytime students and faculty, but also our evening students and faculty. The evening student population is a large and under served demographic of our students.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	08	02	none	Administrative Assistant I - 50%	Classified

2.3a Current Contract Faculty Positions

Position	Description
Business Marketing	Marketing anchor instructor and coordinator Business Marketing certificate programs; currently serving as chairperson with reassign time.
Business Real Estate - 60% Pro Rata Adjunct	Real estate instructor and coordinator of real estate certificate and major; permanent 60% pro rata faculty.
Business Accounting	Accounting instructor and coordinator of the accounting programs.
Business Hospitality Management	Instructor in hospitality and transfer curriculum. Coordinates the Hospitality management program. Anchor for Petaluma
Business CTE Instructor	Business Office and business transfer courses. Coordinates Business Office Technology certificate and major.
Business Transfer Instructor	Business law and business transfer courses. Coordinates the Banking and Lending program.
Business Generalist	2 tenure track faculty members

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Business Administration	2.1300	38.0000	3.5100	62.0000	Currently the majority of the classes in this discipline are taught by associate instructors. The TMC is being coordinated by a tenure track faculty.
Business Bookkeeping	0.0000	0.0000	1.2800	100.0000	Currently all the classes in this discipline are taught by associate instructors.
Business General	0.4400	26.0000	1.3600	74.0000	Currently the majority classes in this discipline are taught by associate instructors. Full-time faculty member coordinates the certificate, SLO assessments, and curriculum for this area.
Business Management	0.4000	70.0000	0.1700	29.0000	Currently the majority of the classes in this discipline are taught by associate instructors. All certificate coordination, SLO assessments, curriculum and student contact/counseling is done by associates faculty.
Business Marketing	0.7000	71.0000	0.2900	29.0000	Majority of classes in this discipline are taught by full-time contract faculty as either contract or overload. The certificate program is coordinated by a full time faculty.
Entrepreneurship	0.3000	38.0000	0.5000	63.0000	New and fast growing disipline coordinated and taught entirely by adjunct faculty.
Hospitality	0.0000	0.0000	0.7000	95.0000	This semester is an anomaly. Majority of classes in this discipline are taught by full-time contract faculty as either contract or overload and the certificate program is coordinated by a full time faculty.
Human Resources	0.0000	0.0000	0.6000	99.0000	Currently all the classes in this discipline are taught by 3 adjunct instructors. All certificate coordination, SLO assessments, curriculum, and student contact/counseling is done by adjunct faculty. The HR coordinator recently retired a replacement has not been identified.
Paralegal Studies	0.2000	20.0000	0.8000	80.0000	The majority of the classes in this discipline are taught by part-time faculty and the certificate program is coordinated by an associate faculty.
Real Estate	0.6000	27.0000	1.2000	73.0000	Load classed as FT, is a pro-rata faculty member, not a full-time contract faculty member.

2.3c Faculty Within Retirement Range

There are currently six (7) full-time contract faculty. Three (3) existing faculty members will be above the age of 55. Three (3) faculty members retired in the last four (4) years-- two (2) were replaced.

There have been twelve (12) contract faculty retirements in the last fifteen (15) years. There have been eight(8) full-time contract retirements in the past ten (10) years.

The department has replaced only five (5) full time faculty in the last ten (10) years.

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	ALL	00	00		

2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

1. Media-enhanced classroom upgrades. Rooms 2711 and 2714 need upgrading and/or computers and projectors to SRJC regulation standards.

2. Speaker upgrades - 2701. Currently there is just one set of speakers at the front of the classroom and students in the back cannot hear well. These speakers are used to access current videos and other multi-media audio clips to enhance instruction

3. Replacement desks and chairs The classrooms on the first floor (2705-2714) have 20-year-old tablet armchairs. Replacement with modern dorsal student desks or tables and chairs would provide better working space for each student, and would not decrease the number of student desks in each classroom.

4. Screen - 2701. This tool is needed to enhance visual instruction and allow teachers to have more than one screen to display examples and relevant topics during instructions (presentation slides, chapter outline, practice problems)

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	01	01	Media upgrade 2711 and 2714	2	\$10,000.00	\$20,000.00	R. Gattinella	2711, 2714	R. Gattinella / A. Yu
0002	Santa Rosa	01	01	Screen in front of classroom - 2701	1	\$0.00	\$2,701.00	G. Lord	2701	R. Gattinella / G. Lord
0003	Santa Rosa	01	01	Speakers	1	\$0.00	\$0.00	R. Gattinella	2801, 2701	R. Gattinella
0004	Santa Rosa	01	01	Replacement Chairs and desks	160	\$800.00	\$128,000.00	G. Lord	2707, 2708, 2714, 2802	R. Gattinella / A. Yu

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	02	01	Stock market investment software for BAD 10-\$6000	1	\$6,000.00	\$6,000.00	Steve		
0001	ALL	01	01	IELMSSoftware for HR - \$1,000	1	\$1,000.00	\$1,000.00	Elenore		
0001	ALL	00	00	Lexis Nexis Software	0	\$1,500.00	\$0.00	Steve		

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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2.5b Analysis of Existing Facilities

With the exception of the aging furniture, the existing Maggini Hall classrooms are by and large adequate.

3.1 Academic Quality

We received grant money through CE (Career Education), SWP(Strong Workforce Program), and the Foundation for various projects including curriculum development, faculty training, and program revisions.

3.2 Student Success and Support

The Business department adheres to and closely follows the Human Resource Department's policies and practices in attracting a diverse and qualified employment pool.

3.3 Responsiveness to Our Community

The department supports the classified staff by providing release time for training. Most of our programs have an advisory committee with community members helping us keep our curriculum current and responsive.

Faculty members are encouraged to continue professional development.

3.4 Campus Climate and Culture

Maggini Service Center's Administrative Assistant II is the area safety coordinator for the first floor of Maggini. She dedicates herself to creating and maintaining an environment that achieves the highest levels of safety, OSHA approved work conditions, and a pleasant experience for all peoples -- with or without disabilities.

4.1a Course Student Learning Outcomes Assessment

SLO Assessments

The department has an established rotation plan that will ensure all course SLOs are assessed on a regular cycle. There are over 100 courses, with less than 25% ever taught by full-time faculty. Adjuncts are offered compensation to assess course SLOs.

SLO Assessment results are discussed at department meetings, and with faculty who teach in the various programs to ensure implementation of best practices.

4.1b Program Student Learning Outcomes Assessment

All courses and programs in the department are in the process of being reviewed and updated through the curriculum process. All course and programs have SLOs which are reviewed as part of the SLO assessment process and while updating the course outlines.

The coordinators for each of the disciplines have responsibility for identifying and evaluating the effectiveness of their student learning outcomes for any certificates and courses that fall under those areas.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	*BAD 54 -Micro Comp App Acct'g	N/A	N/A	N/A
Course	*BAD 64 - Computer Tax Acct'g	N/A	N/A	N/A
Course	*BAD 67- Finance Plan & Invest	N/A	N/A	N/A
Course	*BMG105 - Ethics, Responsibi	N/A	N/A	N/A
Course	*BMG66.1 - Decision Making	N/A	N/A	N/A
Course	*BMG78.127 - Body Language	N/A	N/A	N/A
Course	*BMG85.1 - Pre-Bus. Fund	N/A	N/A	N/A
Course	*BMG85.10 - Ethical Issues S	N/A	N/A	N/A
Course	*BMG85.12 - Sm. Bus. Entrepre	N/A	N/A	N/A
Course	*BMG85.13 - Starting an E-Bus	N/A	N/A	N/A
Course	*BMG85.2 - Start Small Bus.	N/A	N/A	N/A
Course	*BMG85.3 - Bus Record & Cash	N/A	N/A	N/A
Course	*BMG85.5 - Business Plan	N/A	N/A	N/A
Course	*BMG85.6 - Sm Bus Promo, Ads	N/A	N/A	N/A
Course	*BMG85.8 - Tax & Sm. Bus	N/A	N/A	N/A
Course	*BOT 156-Legal Ofc Procedures	N/A	N/A	N/A
Course	*BOT 85.3 -Family Law Procedur	N/A	N/A	N/A

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	*BOT 85.6 - Legal Doc Process	N/A	N/A	N/A
Course	*HOSP 52 - World Class Cust Srv	N/A	N/A	N/A
Course	*HR 74 - HR Payroll Adminis	N/A	N/A	N/A
Course	*PLS61 - Intellectual Prop	N/A	N/A	N/A
Course	*PLS65 - Tech in Law Pract	N/A	N/A	N/A
Course	*RE 54 - Commerical RE Apprais	N/A	N/A	N/A
Course	*RE 59 - Adv. Residential Appr	N/A	N/A	N/A
Course	BAD 1 - Financial Accounting	Fall 2011	Fall 2013	N/A
Course	BAD 10 - American Bus. Global	Fall 2013	Fall 2013	N/A
Course	BAD 18 - Legal Environment Bus	Fall 2014	Fall 2014	N/A
Course	BAD 2 - Managerial Accounting	Spring 2012	Fall 2013	Fall 2015
Course	BAD 52 - Human Relations	Spring 2012	Spring 2012	N/A
Course	BAD 53 - Solve Bus. Prob.	Spring 2013	Fall 2013	N/A
Course	BAD 55 - Intermed Accounting	Spring 2011	Fall 2014	N/A
Course	BAD 56 - Fund Accounting	Fall 2014	Fall 2014	N/A
Course	BAD 57 - Cost Accounting	Spring 2014	Spring 2014	N/A
Course	BAD 59 - Fed Income Tax Law	Fall 2014	Fall 2014	N/A

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	BAD 98- Independent Study BAD	Fall 2014	Fall 2014	Spring 2015
Course	BBK 50 - Comp Bookkeeping 1	Spring 2012	Spring 2012	Fall 2012
Course	BBK 51 - Comp Bookkeeping 2	Spring 2013	Fall 2013	N/A
Course	BBK 52.1 - Payroll Record, Rpt	Fall 2014	Fall 2014	N/A
Course	BBK 53.1 - Quickbooks 1	Fall 2013	Fall 2013	N/A
Course	BBK 53.2 Quickbooks 2	Spring 2013	Spring 2013	N/A
Course	BGN 101 - Typing	Fall 2011	Spring 2012	N/A
Course	BGN 102 - Typing Skill Build	Fall 2011	Spring 2012	N/A
Course	BGN 110 - Exploring Bus. Caree	Fall 2011	Fall 2011	N/A
Course	BGN 111 - Soft Skills for Bus.	Fall 2011	Fall 2011	N/A
Course	BGN 112 Marketing Your Skill	Fall 2011	Fall 2011	N/A
Course	BGN 201 - Typing Self-Paced	Spring 2012	Spring 2012	N/A
Course	BGN 203 - Self-Paced 10-Key	Spring 2012	Spring 2012	N/A
Course	BGN 204 - Electronic Calculato	Spring 2012	Spring 2012	N/A
Course	BGN 205 - Basic Filing	Spring 2012	Spring 2012	N/A
Course	BGN 71 - Bus. English Grammar	Spring 2010	Fall 2010	N/A
Course	BGN 81 - Practical Bus. Math	Fall 2011	Spring 2012	Spring 2014

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	BMG 100 - Entrep. Bus. Plan	Fall 2013	Fall 2013	N/A
Course	BMG 103 - Comm. for Start-ups	Fall 2013	Fall 2013	N/A
Course	BMG 104 - Innovation, Creativ	Fall 2014	Fall 2014	N/A
Course	BMG 50 - Intro Mgmt & Super	Spring 2014	Fall 2014	N/A
Course	BMG 52 - Written Comm in Orgs	Fall 2014	Fall 2014	N/A
Course	BMG 53 - Oral Comm in Orgs	Fall 2013	Fall 2013	N/A
Course	BMG 54 - Quantative Skills	Spring 2012	Spring 2012	Spring 2013
Course	BMG 55 - Bus. Mgmt Accounting	Spring 2014	Spring 2014	N/A
Course	BMG 61 - Skills for Managers	Fall 2013	Fall 2013	N/A
Course	BMG 62.1 - 1 on 1 Mgmt Comm	Fall 2013	Fall 2013	N/A
Course	BMG 62.4 - Managing Workgroups	Spring 2014	Fall 2014	N/A
Course	BMG 63.1 - Motivation & Empowr	Fall 2010	Fall 2012	Spring 2013
Course	BMG 63.4 - Managerial Leadersh	Spring 2014	Fall 2014	N/A
Course	BMG 66.3 - Financial Basics	Fall 2014	Fall 2014	N/A
Course	BMG 66.4 - Project Management	Fall 2014	Fall 2014	N/A
Course	BMG 67.4 - Conflict Management	Spring 2014	Fall 2014	N/A
Course	BMK 50 - Marketing	Fall 2013	Fall 2013	N/A

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	BMK 51 - Principles of Selling	Fall 2013	Fall 2013	N/A
Course	BMK 54 - Advertising	Spring 2014	Spring 2014	N/A
Course	BMK 57 - Intro to PR	Spring 2014	Spring 2014	N/A
Course	BMK 59 - Consumer Behavior	Spring 2013	Spring 2013	N/A
Course	BMK 60 - Retail Merch Mgmt	Fall 2014	Fall 2014	N/A
Course	BOT 154 - Off. Proced 21st Cen	Spring 2013	Fall 2013	N/A
Course	BOT 154.1 - Writing Strategies	Spring 2013	Fall 2013	N/A
Course	BOT 770 - Business Skills Lab	Fall 2013	Fall 2013	N/A
Course	BOT 85.1 - Legal Professions	Fall 2014	Fall 2014	N/A
Course	BOT 85.4 - Civil Lit. Practic	Fall 2014	Fall 2014	N/A
Course	BOT 85.5 - Discovery Practice	Fall 2014	Fall 2014	N/A
Course	HOSP 103 - Customer Relations	Spring 2014	Spring 2014	N/A
Course	HOSP 50 - Intro Tourism So Co	Spring 2012	Spring 2012	N/A
Course	HOSP 51 - Intro Customer Srvc	Spring 2012	Spring 2012	N/A
Course	HOSP 53 - Customer Services	Fall 2014	Fall 2014	N/A
Course	HOSP 54 Cust. Relations HOSP	Fall 2014	Fall 2014	N/A
Course	HOSP 63 - Hotel Operations	Fall 2013	Fall 2013	N/A

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	HOSP 80 - Intro to Hospitality	Fall 2014	Fall 2014	Spring 2015
Course	HR 60 - HR Administration	Spring 2014	Spring 2014	N/A
Course	HR 61 HR Law	Fall 2013	Fall 2013	N/A
Course	HR 62 - HR Record Administrati	Spring 2014	Spring 2014	N/A
Course	HR 63 - HR Hiring Process	Spring 2012	Spring 2012	N/A
Course	HR 64 - HR Salary Administrati	Fall 2014	Fall 2014	N/A
Course	HR 65 - Benefits Administratio	Spring 2014	Spring 2014	N/A
Course	HR 66 - HR Current Application	Spring 2014	Spring 2014	N/A
Course	PLS50 - Intro to Law	Fall 2013	Fall 2013	N/A
Course	PLS51 - Legal Research	Fall 2013	Fall 2013	N/A
Course	PLS52 - Legal Writing	Spring 2014	Spring 2014	N/A
Course	PLS53 - Civil Procead: Pleadin	Fall 2013	Spring 2015	N/A
Course	PLS54 - Civil Procead. Discove	Spring 2014	Spring 2015	N/A
Course	PLS55 - Legal Ethics	Fall 2013	Spring 2015	N/A
Course	PLS60 - Legal Calendaring	Spring 2012	Spring 2012	N/A
Course	PLS62 - Torts	Spring 2014	Spring 2014	N/A
Course	PLS63 - Contracts	Spring 2011	Spring 2011	N/A

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	PLS64 - American Jury System	Spring 2012	Spring 2012	N/A
Course	PLS66 - Wills & Trusts	Fall 2013	Fall 2013	N/A
Course	PLS67- Family Law	Fall 2014	Fall 2014	N/A
Course	RE 50 - Real Estate Principles	Fall 2010	Fall 2010	N/A
Course	RE 51 - Real Estate Practices	Summer 2010	Summer 2010	N/A
Course	RE 52 - Real Estate Finance	Fall 2010	Fall 2010	N/A
Course	RE 53 - Residential RE Apprais	Fall 2010	Fall 2010	N/A
Course	RE 55 - Legal Aspects of RE	Spring 2014	Spring 2014	N/A
Course	RE 56 - Real Estate Economics	Fall 2010	Fall 2010	N/A
Course	RE 57 - Property Mgmt in CA	Spring 2011	Spring 2011	N/A
Course	RE 58 - Real Estate Escrow	Fall 2010	Fall 2010	N/A
Certificate/Major	Account Clerk Certificate	Fall 2014	Fall 2014	N/A
Certificate/Major	Accountant Asst. Certificate	Fall 2014	Fall 2014	N/A
Certificate/Major	Administrative Asst. Certifica	Fall 2014	Fall 2014	N/A
Certificate/Major	Administrative Ofc Prof	Fall 2014	Fall 2014	N/A
Certificate/Major	Bookkeeper Asst. Certificate	Fall 2014	Fall 2014	N/A
Certificate/Major	Bookkeeper Certificate	Spring 2015	Spring 2015	N/A

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Certificate/Major	Business Admin for Trans	Fall 2014	Fall 2014	N/A
Certificate/Major	Business Admin major	Fall 2014	Fall 2014	N/A
Certificate/Major	Business Marketing Cert	Spring 2015	Spring 2015	N/A
Certificate/Major	Business Mgmt Certificate	Fall 2014	Fall 2014	N/A
Certificate/Major	Business:Entrepreneurship Cert	Spring 2015	Spring 2015	N/A
Certificate/Major	Hosp: Wine Tasting Services	Fall 2014	Fall 2014	N/A
Certificate/Major	Hospitality: GSA	Fall 2014	Fall 2014	N/A
Certificate/Major	Human Resources	Fall 2014	Fall 2014	N/A
Certificate/Major	Human Resources Certificate	Fall 2014	Fall 2014	N/A
Certificate/Major	Legal Office Certificate	Spring 2015	Spring 2015	N/A
Certificate/Major	Legal Secretary Certificate	Spring 2015	Spring 2015	N/A
Certificate/Major	Office Asst. Certificate	Fall 2014	Fall 2014	N/A
Certificate/Major	Paralegal Studies Major	Fall 2014	Fall 2014	N/A
Certificate/Major	Payroll Certificate	Spring 2015	Spring 2015	N/A
Certificate/Major	Real Estate Certificate	Fall 2014	Fall 2014	N/A
Certificate/Major	Real Estate Certificate Sales	Fall 2014	Fall 2014	N/A
Certificate/Major	Real Estate Major	Fall 2014	Fall 2014	N/A

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Certificate/Major	Retail Management Cert	Spring 2015	Spring 2015	N/A
Certificate/Major	Tax Asst. Clerk Certificate	Spring 2015	Spring 2015	N/A

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
BGN 111 Softskills for Business	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
BGN 112 Marketing Your Skills	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
BGN 154 Office Tech and Procedures	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
BGN 71 Business English		X	X	X	X		X	X	X	X	X	X	X	X		X
BGN 81 Business Math Skills	X	X	X	X	X		X	X	X	X	X	X	X	X		X
BMG 52 Business Communication		X	X	X	X	X		X	X	X	X	X	X	X		X
BMG 53 Oral Communication		X	X	X	X	X		X	X	X	X	X	X	X		X
HR 60 Human Resource		X	X	X				X	X	X	X	X	X	X		X

4.2b Narrative (Optional)

5.0 Performance Measures

Not Applicable

5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

When constructing the schedules for each semester, the department carefully considers the most current information regarding:

- enrollment trends
- industry data
- economic outlook reports

The department also carefully considers the following current information regarding:

- students needs
- delivery modes: day/night/location/online/face-to-face demand

5.2a Enrollment Efficiency

Enrollment efficiency numbers indicate a consistent pattern over the last four years. Efficiency is strong during the normal academic year, but does drop over the summer. The department has added sections that are more efficient, and adjusted dates/times of other sections in an attempt to better serve students.

The Business Department consistently maintains enrollment efficiencies above 85% on the Santa Rosa campus. Programs such as Paralegal have gained efficiency by being offered in a fully online format.

Petaluma efficiencies can dip below 80% for certain classes. The department is committed to strategies that will address this and increase Petaluma enrollments.

Santa Rosa Junior College - Program Unit Review Business Administration - FY 2021-22 (plus current FY Summer and Fall)

5.2a Enrollment Efficiency The percentage of seats filled in each Discipline at first census based on class limit (not room size).

Santa Rosa Campus

Discipline	X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Business Administration	90.7%	94.4%	87.3%	99.3%	89.3%	86.5%	80.4%	90.3%	89.0%	85.5%	88.7%	
Business Bookkeeping	93.3%	101.7%	96.2%	126.7%	111.1%	113.2%	91.7%	99.2%	94.5%	100.0%	91.9%	
Business General	72.9%	90.5%	81.3%	89.1%	87.1%	102.9%	0.0%	94.8%	88.6%	0.0%	92.3%	
Business Management	0.0%	84.2%	76.7%	0.0%	90.0%	105.0%	0.0%	85.2%	81.0%	0.0%	107.3%	
Business Marketing	0.0%	103.7%	99.4%	0.0%	97.2%	102.4%	0.0%	90.0%	80.5%	0.0%	77.2%	
Business Office Technology	0.0%	126.7%	113.3%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Hospitality	0.0%	83.7%	86.0%	0.0%	60.0%	0.0%	0.0%	0.0%	40.0%	0.0%	52.2%	
Human Resources	100.0%	96.2%	85.5%	107.5%	105.0%	103.4%	75.0%	99.5%	97.0%	93.3%	95.1%	
Paralegal Studies	60.0%	72.8%	82.7%	0.0%	73.3%	84.0%	73.3%	89.4%	74.0%	63.3%	88.3%	
Real Estate	108.2%	101.7%	86.4%	134.5%	114.2%	103.6%	115.5%	129.7%	113.3%	101.4%	103.2%	
ALL Disciplines	90.8%	93.9%	87.4%	108.1%	92.7%	96.3%	88.8%	95.7%	90.2%	91.0%	91.6%	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Business Administration	0.0%	79.5%	53.4%	0.0%	96.3%	88.4%	84.3%	82.2%	96.8%	90.0%	86.7%	
Business Bookkeeping	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business General	0.0%	94.4%	70.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	
Business Management	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	80.0%	0.0%	0.0%	
Business Marketing	0.0%	0.0%	0.0%	0.0%	93.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Office Technology	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Hospitality	0.0%	0.0%	0.0%	0.0%	65.0%	68.0%	0.0%	40.0%	73.3%	0.0%	55.0%	
Human Resources	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Paralegal Studies	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Real Estate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
ALL Disciplines	0.0%	83.9%	58.6%	0.0%	83.9%	81.4%	84.3%	67.2%	93.1%	90.0%	75.4%	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Business Administration	0.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Bookkeeping	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business General	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Management	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Marketing	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Office Technology	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Hospitality	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Human Resources	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Paralegal Studies	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Real Estate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
ALL Disciplines	0.0%	100.0%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Business Administration	90.7%	91.8%	82.4%	99.3%	90.4%	86.8%	81.3%	89.0%	90.7%	86.6%	88.4%	
Business Bookkeeping	93.3%	101.7%	94.0%	126.7%	111.1%	113.2%	91.7%	99.2%	94.5%	100.0%	91.9%	
Business General	72.9%	91.3%	80.5%	89.1%	87.1%	102.9%	0.0%	95.3%	88.6%	0.0%	92.3%	
Business Management	0.0%	84.2%	76.7%	0.0%	90.0%	105.0%	0.0%	85.2%	80.9%	0.0%	107.3%	
Business Marketing	0.0%	103.7%	99.4%	0.0%	96.7%	102.4%	0.0%	90.0%	80.5%	0.0%	77.2%	
Business Office Technology	0.0%	126.7%	113.3%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Hospitality	0.0%	84.3%	86.0%	0.0%	64.1%	68.0%	0.0%	38.6%	60.0%	0.0%	54.5%	
Human Resources	100.0%	96.2%	85.5%	107.5%	105.0%	103.4%	75.0%	99.5%	97.0%	93.3%	95.1%	
Paralegal Studies	60.0%	72.8%	82.7%	0.0%	73.3%	84.0%	73.3%	89.4%	74.0%	63.3%	88.3%	
Real Estate	108.2%	101.7%	86.4%	134.5%	114.2%	103.6%	115.5%	129.7%	113.3%	101.4%	103.2%	
ALL Disciplines	90.8%	92.9%	85.0%	108.1%	91.7%	94.9%	88.2%	91.9%	90.5%	90.9%	90.0%	

Business Office Technology	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Hospitality	0.0	0.0	0.0	0.0	22.8	22.7	0.0	13.5	22.0	0.0	18.3	
Human Resources	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Paralegal Studies	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Real Estate	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
ALL Disciplines	0.0	28.9	19.8	0.0	30.2	29.5	29.5	23.2	31.6	31.5	26.4	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Business Administration	0.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Business Bookkeeping	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Business General	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Business Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Business Marketing	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Business Office Technology	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Hospitality	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Human Resources	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Paralegal Studies	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Real Estate	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
ALL Disciplines	0.0	5.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Business Administration	35.0	34.6	32.2	38.3	35.4	33.9	28.9	35.0	34.8	31.4	32.3	
Business Bookkeeping	28.0	30.5	27.6	38.0	33.3	33.3	27.5	29.8	27.8	30.0	27.6	
Business General	20.7	27.4	23.6	24.5	26.1	30.1	0.0	28.6	25.7	0.0	27.7	
Business Management	0.0	23.2	23.0	0.0	25.5	31.5	0.0	23.0	23.3	0.0	29.5	
Business Marketing	0.0	31.8	29.8	0.0	29.6	30.7	0.0	27.0	24.1	0.0	23.2	
Business Office Technology	0.0	38.0	28.3	0.0	0.0	19.0	0.0	0.0	0.0	0.0	0.0	
Hospitality	0.0	23.6	28.7	0.0	21.8	22.7	0.0	10.8	15.0	0.0	16.8	
Human Resources	40.0	29.7	28.7	43.0	31.5	34.7	30.0	30.3	32.3	28.0	29.0	
Paralegal Studies	18.0	21.8	24.8	0.0	22.0	24.0	22.0	26.8	21.1	19.0	26.5	
Real Estate	39.7	40.7	34.6	49.3	45.7	41.4	42.3	48.0	35.8	35.5	34.9	
ALL Disciplines	31.8	30.8	29.1	39.0	31.2	32.2	30.9	30.8	29.6	31.3	29.6	

5.3 Instructional Productivity

The data below shows a general incremental increase in productivity. The disciplines that consist of primarily less than semester-length courses would seem to be underreported, raising questions about when the figures are tabulated.

We have a blend of program productivity ratios and seek to achieve efficiencies throughout all programs. The department has implemented programs to improve productivity across all areas that do not achieve acceptable ratios.

Santa Rosa Junior College - Program Unit Review

Business Administration - FY 2021-22 (plus current FY Summer and Fall)

5.3 Instructional Productivity The ratio of Full-Time Equivalent Students (FTES) to Full-Time Equivalent Faculty (FTEF) in each Discipline at first census.

Santa Rosa Campus

Business Administration		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FTES	26.55	106.24	118.64	29.38	99.07	99.51	21.00	92.88	87.88	20.10	95.19	
	FIEF	1.59	5.70	6.78	1.59	6.34	6.15	1.53	5.25	5.11	1.32	5.64	
	Ratio	16.71	18.65	17.50	18.50	15.63	16.17	13.76	17.69	17.21	15.23	16.88	

Business Bookkeeping		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FTES	5.89	24.84	21.32	5.07	19.30	28.00	5.85	24.01	23.50	6.52	19.73	
	FIEF	0.39	1.40	1.37	0.25	1.03	1.53	0.39	1.43	1.53	0.39	1.28	
	Ratio	15.25	17.72	15.60	20.49	18.71	18.26	14.90	16.81	15.33	16.60	15.38	

Business General		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FTES	6.20	29.42	24.52	4.90	32.70	33.72	0.00	20.23	20.48	0.00	22.88	
	FIEF	0.62	2.50	1.87	0.41	2.99	3.47	0.00	1.78	1.68	0.00	1.67	
	Ratio	10.05	11.78	13.09	11.91	10.94	9.71	0.00	11.37	12.23	0.00	13.67	

Business Management		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FTES	0.00	8.82	10.51	0.00	11.68	13.37	0.00	8.67	11.43	0.00	8.27	

	FIEF	0.00	1.13	0.87	0.00	1.27	0.87	0.00	0.86	0.97	0.00	0.57	
	Ratio	0.00	7.77	12.12	0.00	9.20	15.38	0.00	10.03	11.82	0.00	14.58	

Business Marketing		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	21.95	15.83	0.00	17.41	17.24	0.00	15.78	13.72	0.00	12.99	
	FIEF	0.00	1.29	0.99	0.00	1.09	1.10	0.00	1.09	1.10	0.00	0.99	
	Ratio	0.00	17.07	15.93	0.00	15.98	15.67	0.00	14.41	12.47	0.00	13.08	

Business Office Technology		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.37	1.50	6.03	0.17	0.27	2.23	0.20	0.20	0.10	0.10	0.00	
	FIEF	0.00	0.07	0.40	0.00	0.00	0.20	0.00	0.00	0.00	0.00	0.00	
	Ratio	0.00	22.73	15.07	0.00	0.00	11.17	0.00	0.00	0.00	0.00	0.00	

Hospitality		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	7.09	5.55	0.00	0.60	0.00	0.00	0.00	0.40	0.00	0.41	
	FIEF	0.00	0.47	0.40	0.00	0.07	0.00	0.00	0.00	0.10	0.00	0.07	
	Ratio	0.00	15.09	13.77	0.00	9.00	0.00	0.00	0.00	3.94	0.00	6.17	

Human Resources		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	1.43	8.85	9.45	2.25	9.45	11.62	1.50	9.08	9.83	1.03	8.42	
	FIEF	0.07	0.60	0.67	0.10	0.59	0.67	0.10	0.59	0.60	0.07	0.60	
	Ratio	21.48	14.75	14.17	21.88	15.93	17.41	14.58	15.45	16.38	15.50	14.14	

Paralegal Studies		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Real Estate		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Petaluma Campus (Includes Rehman, Book at)	FIES	11.90	24.40	24.29	24.80	27.90	29.80	12.70	28.80	35.80	24.20	38.90	
	FIEF	0.62	1.20	1.40	0.00	1.05	1.47	0.62	1.20	2.00	0.60	1.58	
Business Administration	Ratio	19.28	20.35	17.32	23.08	22.82020	20.72	20.58	24.02	17.92	17.52022	17.12022	S2023
	FIES	0.00	17.23	0.22	0.00	19.57	16.55	0.00	19.72	19.70	0.50	17.00	
	FIEF	0.00	1.23	0.78	0.00	1.14	0.97	0.41	1.14	1.31	0.41	1.03	
	Ratio	0.00	15.63	10.61	0.00	17.04	17.08	14.34	14.68	15.07	15.31	16.43	

Business Bookkeeping		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	0.00	1.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	FIEF	0.00	0.00	0.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Ratio	0.00	0.00	11.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Business General		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	8.50	2.10	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	
	FIEF	0.00	0.60	0.20	0.00	0.00	0.00	0.00	0.20	0.00	0.00	0.00	
	Ratio	0.00	14.17	10.50	0.00	0.00	0.00	0.00	15.00	0.00	0.00	0.00	

Business Management		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	
	FIEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.00	0.00	

Business Marketing		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	FIEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Business Office Technology		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	FIEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Hospitality		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	FIEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Human Resources		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Paralegal Studies		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Real Estate		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ALL Locations (Combined totals from ALL Ls)		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	FIEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Business Administration		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	20.55	125.47	126.97	29.58	118.43	116.05	20.90	109.00	107.50	26.40	112.19	
	FIEF	1.59	6.93	7.82	1.59	7.48	7.12	1.94	6.39	6.41	1.73	6.67	
	Ratio	16.71	18.11	16.49	18.50	15.84	16.30	13.89	17.16	16.77	15.25	16.81	

Business Bookkeeping		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	5.89	24.84	22.93	5.07	19.30	28.00	5.85	24.01	23.50	6.52	19.73	
	FIEF	0.39	1.40	1.51	0.25	1.03	1.53	0.39	1.43	1.53	0.39	1.28	
	Ratio	15.25	17.72	15.22	20.49	18.71	18.26	14.90	16.81	15.33	16.60	15.38	

Business General		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	6.20	37.92	26.62	4.90	32.70	33.72	0.00	23.23	20.48	0.00	22.88	
	FIEF	0.62	3.10	2.07	0.41	2.99	3.47	0.00	1.98	1.68	0.00	1.67	
	Ratio	10.05	12.24	12.84	11.91	10.94	9.71	0.00	11.73	12.23	0.00	13.67	

Business Management		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	8.82	10.51	0.00	11.68	13.37	0.00	8.67	13.43	0.00	8.27	
	FIEF	0.00	1.13	0.87	0.00	1.27	0.87	0.00	0.86	1.17	0.00	0.57	
	Ratio	0.00	7.77	12.12	0.00	9.20	15.38	0.00	10.03	11.51	0.00	14.58	

Business Marketing		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	21.95	15.83	0.00	20.21	17.24	0.00	15.78	13.72	0.00	12.99	

	FIEF	0.00	1.29	0.99	0.00	1.29	1.10	0.00	1.09	1.10	0.00	0.99	
	Ratio	0.00	17.07	15.93	0.00	15.67	15.67	0.00	14.41	12.47	0.00	13.08	

Business Office Technology		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.37	1.50	6.03	0.17	0.27	2.23	0.20	0.20	0.10	0.10	0.00	
	FIEF	0.00	0.07	0.40	0.00	0.00	0.20	0.00	0.00	0.00	0.00	0.00	
	Ratio	0.00	22.73	15.07	0.00	0.00	11.17	0.00	0.00	0.00	0.00	0.00	

Hospitality		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	0.00	7.09	5.55	0.00	7.95	4.45	0.00	4.35	2.60	0.00	4.86	
	FIEF	0.00	0.47	0.40	0.00	0.67	0.40	0.00	0.60	0.30	0.00	0.57	
	Ratio	0.00	15.09	13.77	0.00	11.87	11.04	0.00	7.21	8.62	0.00	8.56	
Human Resources		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	1.43	8.85	9.45	2.25	9.45	11.62	1.50	9.08	9.83	1.03	8.42	
	FIEF	0.07	0.60	0.67	0.10	0.59	0.67	0.10	0.59	0.60	0.07	0.60	
	Ratio	21.48	14.75	14.17	21.88	15.93	17.41	14.58	15.45	16.38	15.50	14.14	

Paralegal Studies		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	2.07	12.30	12.53	0.27	13.17	14.85	0.83	13.40	12.95	0.63	13.17	
	FIEF	0.21	1.14	1.00	0.00	1.20	1.20	0.07	1.00	1.20	0.07	1.00	
	Ratio	10.05	10.83	12.53	0.00	10.95	12.37	12.63	13.37	10.77	9.60	13.18	

Real Estate		X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
	FIES	11.90	24.40	24.29	14.80	27.40	29.00	12.70	28.80	35.80	14.20	38.40	
	FIEF	0.62	1.20	1.40	0.62	1.20	1.40	0.62	1.20	2.00	0.82	2.20	
	Ratio	19.28	20.35	17.32	23.98	22.85	20.72	20.58	24.02	17.92	17.26	17.44	

5.4 Curriculum Currency

There are currently 100+ active courses in the Business Department. All curriculum is current.

Paralegal Studies	AA-O	38	15	17	10	14	8	12	2	10	7	7
Administrative Assistant	AS-O	18	4	1	5	7	11	9	11	7	10	3
Administrative Assistant	Cert	43	12	9	11	7	10	2	6	4	17	3
Hospitality Management (AS-T)	AS-T	18	0	0	0	0	0	0	0	3	4	0
Business: Entrepreneurship	Cert	12	8	5	19	12	7	11	14	9	7	1
Business: Accountant Assistant	Cert	30.5	9	8	7	11	6	2	15	8	2	4
Business: Bookkeeper	Cert	36	6	9	11	2	5	11	26	28	32	16
Business: Marketing	Cert	12	7	9	8	5	9	25	25	18	15	3

Business: Account Clerk and Payroll	Cert	16	13	17	7	11	14	21	20	19	32	15
Hospitality, Event and Tourism Management	Cert	16	0	1	6	8	10	12	14	7	3	1
Business: Enrolled Agent (Tax)	Cert	12	0	0	0	0	0	0	0	2	2	0
Business: Banking and Lending	Cert	22.5	0	0	0	0	0	0	1	3	2	0

Inactive

Business Management	Cert	29	1	3	1	5	6	7	2	2	2	0
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Retail Management	Cert	31	1	1	0	1	0	0	0	0	0	0
Customer Service Skills	Cert	5.5	6	0	0	0	0	0	0	0	0	0
Virtual Assistant: Administrative Assistant	Cert	17.5	0	1	0	0	0	0	0	0	0	0
Virtual Assistant: Bookkeeping	Cert	17.5	0	1	0	0	0	0	0	0	0	0
Virtual Assistant: Promotional/Marketing	Cert	17.5	0	1	0	0	0	0	0	0	0	0
Business: Payroll	Cert	12.5	11	7	10	9	10	9	14	5	0	0
Client Services Specialist	Cert	27	1	3	0	0	0	0	0	0	0	0
Office Assistant	Cert	16	38	15	24	13	20	18	10	7	3	0
Business: Bookkeeper Assistant	Cert	22.5	6	8	9	4	7	9	2	1	0	0
Tax Assistant Clerk	Cert	16.5	3	1	2	0	0	0	0	0	0	0
Hospitality	Cert	28	3	1	0	0	0	0	0	0	0	0
Legal Office Support	Cert	17.5	6	2	1	4	3	1	0	0	0	0
Legal Secretary	Cert	46.5	3	2	2	2	0	1	1	0	0	0
Administrative Support 1	Cert	12.3	1	0	0	0	0	0	0	0	0	0
Administrative Support 2	Cert	23.25	1	0	0	0	0	0	0	0	0	0
Hospitality: Wine Tasting Service	Cert	8.5	6	7	1	1	4	1	0	0	1	0
Hospitality: Guest Services Agent	Cert	10	16	9	4	2	2	0	0	0	0	0

5.6 Student Success

Retention figures for all locations combined range from a low of 74.9% to a high of 82.2%. The disciplines with the lowest retention are also those with the highest percentage of online courses.

Paralegal Studies	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Real Estate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
ALL Disciplines	0.0%	76.9%	73.8%	0.0%	65.5%	67.1%	0.0%	73.8%	73.8%	78.6%	72.5%	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Business Administration	0.0%	0.0%	37.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Bookkeeping	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business General	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Management	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Marketing	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Office Technology	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Hospitality	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Human Resources	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Paralegal Studies	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Real Estate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
ALL Disciplines	0.0%	100.0%	64.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Business Administration	80.2%	77.4%	72.8%	86.8%	73.5%	75.3%	0.0%	76.4%	73.6%	74.8%	72.5%	
Business Bookkeeping	66.1%	72.0%	69.8%	84.2%	68.0%	82.5%	0.0%	73.1%	75.0%	84.5%	67.4%	
Business General	62.3%	68.8%	68.5%	66.7%	74.9%	79.0%	0.0%	77.8%	71.4%	0.0%	73.0%	
Business Management	0.0%	70.3%	64.1%	0.0%	76.3%	61.7%	0.0%	70.1%	71.8%	0.0%	58.6%	
Business Marketing	0.0%	83.4%	83.2%	0.0%	78.1%	77.6%	0.0%	77.7%	70.1%	0.0%	63.3%	
Business Office Technology	100.0%	87.5%	80.0%	100.0%	66.7%	75.0%	0.0%	100.0%	100.0%	100.0%	0.0%	
Hospitality	0.0%	76.3%	81.4%	0.0%	79.4%	75.9%	0.0%	88.2%	78.4%	0.0%	78.9%	
Human Resources	92.7%	86.0%	82.8%	87.5%	91.1%	89.8%	0.0%	80.0%	85.9%	82.1%	87.1%	
Paralegal Studies	85.7%	82.0%	68.8%	100.0%	75.8%	81.6%	0.0%	79.5%	87.9%	100.0%	79.3%	
Real Estate	87.4%	70.0%	67.2%	76.5%	69.2%	70.0%	0.0%	65.4%	75.8%	80.6%	71.5%	
ALL Disciplines	79.6%	76.0%	72.8%	82.2%	74.9%	77.0%	0.0%	75.6%	75.2%	79.1%	72.5%	

5.7 Student Access

Business offers a diversity of program offerings. Students are encouraged to explore differing aspects of business to find the program of study that is the best fit.

Santa Rosa Junior College - Program Unit Review

Business Administration - FY 2021-22 (plus current FY Summer and Fall)

5.6a Retention The percentage of students receiving a grade of A,B,C,D,CR, or I in each Discipline (duplicated headcount).

Santa Rosa Campus

Discipline	X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Business Administration	80.2%	78.2%	72.3%	86.8%	76.9%	77.2%	0.0%	77.9%	73.5%	73.6%	72.5%	
Business Bookkeeping	66.1%	72.0%	72.6%	84.2%	68.0%	82.5%	0.0%	73.1%	75.0%	84.5%	67.4%	
Business General	62.3%	65.3%	69.1%	66.7%	74.9%	79.0%	0.0%	77.6%	71.4%	0.0%	73.0%	
Business Management	0.0%	70.3%	64.1%	0.0%	76.3%	61.7%	0.0%	70.1%	70.8%	0.0%	58.6%	
Business Marketing	0.0%	83.4%	83.2%	0.0%	78.5%	77.6%	0.0%	77.7%	70.1%	0.0%	63.3%	
Business Office Technology	100.0%	87.5%	80.0%	100.0%	66.7%	75.0%	0.0%	100.0%	100.0%	100.0%	0.0%	
Hospitality	0.0%	75.2%	78.9%	0.0%	68.8%	0.0%	0.0%	0.0%	88.9%	0.0%	91.7%	
Human Resources	92.7%	86.0%	82.8%	87.5%	91.1%	89.8%	0.0%	80.0%	85.9%	82.1%	87.1%	
Paralegal Studies	85.7%	82.0%	68.8%	100.0%	75.8%	81.6%	0.0%	79.5%	87.9%	100.0%	79.3%	
Real Estate	87.4%	70.0%	67.2%	76.5%	69.2%	70.0%	0.0%	65.4%	75.8%	80.6%	71.5%	
ALL Disciplines	79.6%	75.8%	72.8%	82.2%	76.1%	77.8%	0.0%	75.8%	75.3%	79.2%	72.5%	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Business Administration	0.0%	73.1%	86.1%	0.0%	56.2%	64.1%	0.0%	67.1%	73.7%	78.6%	72.4%	
Business Bookkeeping	0.0%	0.0%	42.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business General	0.0%	84.7%	59.1%	0.0%	0.0%	0.0%	0.0%	80.0%	0.0%	0.0%	0.0%	
Business Management	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	80.0%	0.0%	0.0%	
Business Marketing	0.0%	0.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Office Technology	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Hospitality	0.0%	0.0%	0.0%	0.0%	81.3%	75.9%	0.0%	88.2%	68.4%	0.0%	73.1%	

Human Resources	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Paralegal Studies	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Real Estate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
ALL Disciplines	0.0%	76.9%	73.8%	0.0%	65.5%	67.1%	0.0%	73.8%	73.8%	78.6%	72.5%	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Business Administration	0.0%	0.0%	37.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Bookkeeping	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business General	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Management	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Marketing	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Business Office Technology	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Hospitality	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Human Resources	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Paralegal Studies	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Real Estate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
ALL Disciplines	0.0%	100.0%	64.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2019	F2019	S2020	X2020	F2020	S2021	X2021	F2021	S2022	X2022	F2022	S2023
Business Administration	80.2%	77.4%	72.8%	86.8%	73.5%	75.3%	0.0%	76.4%	73.6%	74.8%	72.5%	
Business Bookkeeping	66.1%	72.0%	69.8%	84.2%	68.0%	82.5%	0.0%	73.1%	75.0%	84.5%	67.4%	
Business General	62.3%	68.8%	68.5%	66.7%	74.9%	79.0%	0.0%	77.8%	71.4%	0.0%	73.0%	
Business Management	0.0%	70.3%	64.1%	0.0%	76.3%	61.7%	0.0%	70.1%	71.8%	0.0%	58.6%	
Business Marketing	0.0%	83.4%	83.2%	0.0%	78.1%	77.6%	0.0%	77.7%	70.1%	0.0%	63.3%	
Business Office Technology	100.0%	87.5%	80.0%	100.0%	66.7%	75.0%	0.0%	100.0%	100.0%	100.0%	0.0%	
Hospitality	0.0%	76.3%	81.4%	0.0%	79.4%	75.9%	0.0%	88.2%	78.4%	0.0%	78.9%	
Human Resources	92.7%	86.0%	82.8%	87.5%	91.1%	89.8%	0.0%	80.0%	85.9%	82.1%	87.1%	
Paralegal Studies	85.7%	82.0%	68.8%	100.0%	75.8%	81.6%	0.0%	79.5%	87.9%	100.0%	79.3%	
Real Estate	87.4%	70.0%	67.2%	76.5%	69.2%	70.0%	0.0%	65.4%	75.8%	80.6%	71.5%	
ALL Disciplines	79.6%	76.0%	72.8%	82.2%	74.9%	77.0%	0.0%	75.6%	75.2%	79.1%	72.5%	

5.8 Curriculum Offered Within Reasonable Time Frame

All lower division courses required for university transfer or an AA in Business Administration are offered each semester at both the Santa Rosa and Petaluma campuses.

In Santa Rosa, these courses are offered in multiple day sections, evening sections, online, and a rotation of Friday, Saturday, and hybrid sections. For the last three years, courses have been primarily offered online, in both synchronous and asynchronous formats due to COVID issues. We are transitioning back to pre-pandemic course rotations.

A student seeking a certificate can complete all program requirements and electives in either one or two years depending on the certificate. For the larger unit programs, such as Real Estate and Accounting, some advanced courses are in a predictable rotation pattern.

All foundation certificate courses are offered each semester during the day and/or evening in Santa Rosa. Fewer are offered in Petaluma. Advanced courses are currently being offered in rotation due to budget considerations. This pattern was not achieved during COVID, the department is transitioning back to this practice.

5.9a Curriculum Responsiveness

The Business Department has fully complied with the State requirement that every general education course that transfers to a CSU or UC campus must include objectives (content) related to gender, global perspectives, and American cultural diversity.

The Business Department recently combined our nine discipline specific advisory committees into two committees. Paralegal Studies, due to the very specific nature of the program has its own advisory committee. The other eight former committees merged into one. This allows for more synergy due to the overlapping nature of the various disciplines. There are currently twenty one advisory members on this committee, one is a current associate professor. The Paralegal Advisory will meet once a semester, curriculum and program currency are reviewed. The Business Advisory will meet once a year, curriculum and program currency will be reviewed by the members. Both committees are doing active outreach to the community to insure diversity of membership.

5.9b Alignment with High Schools (Tech-Prep ONLY)

Most high schools have either eliminated their business classes or have reduced their offerings significantly over the last two decades. So at this time the best high school preparation would be for the students to become proficient in English and math. The one exception is in the Hospitality area. Work continues with two high schools in the county regarding articulation of their Hospitality courses and credit by exam tests are administered at the local high schools.

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

The department offers all lower division requirements for transfer in Business Administration at all CSU and UC campuses offering the BS in the major.

BAD courses typically required for transfer:

BAD 1 - Financial Accounting

BAD 2 - Managerial Accounting

BAD 10 - American Business in its Global Context (UC)

BAD 18 - Legal Environment of Business

HOSP 80 - Intro to Hospitality

BAD 53 - Solving Business Problems with Spreadsheets (recommended at some CSU campuses)

BMG 55 - Financial Analysis (satisfies Financial prereq for MBA program at SSU)

Below are articulation agreements from several of the most common transfer destinations of SRJC Business Administration students:

Effective during the 2021-2022 Academic Year

To: Sonoma State University

2021-2022 General Catalog, Semester

From: Santa Rosa Junior College

2021-2022 General Catalog, Semester

Computer Competency Requirement ← BAD 53 - Introduction to Solving Business Problems with Spreadsheets (1.50)

BUS 225 - Legal Environment of Business (4.00) ← BAD 18 - The Legal Environment of Business (3.00)

BUS 230A - Financial Accounting (4.00) ← BAD 1 - Financial Accounting (4.00)

BUS 230B - Managerial Accounting (4.00) ← BAD 2 - Managerial Accounting (4.00)

Effective during the 2021-2022 Academic Year

To: San Jose State University

2021-2022 General Catalog, Semester

From: Santa Rosa Junior College

2021-2022 General Catalog, Semester

HSPM 1 - Introduction to Hospitality Management (3.00) ← HOSP 80 - Introduction to Hospitality (3.00)

BUS1 21 - Managerial Accounting (3.00) ← BAD 2 - Managerial Accounting (4.00)

BUS1 20 - Financial Accounting (3.00) ← BAD 1 - Financial Accounting (4.00)

BUS3 80 - Legal Environment of Business (3.00) ← BAD 18 - The Legal Environment of Business (3.00)

Effective during the 2021-2022 Academic Year

To: University of California, Irvine

2021-2022 General Catalog, Quarter

From: Santa Rosa Junior College

2021-2022 General Catalog, Semester

MGMT 30A - Principles of Accounting I (4.00) ← BAD 1 - Financial Accounting (4.00)

MGMT 30B - Principles of Accounting II (4.00) ← BAD 2 - Managerial Accounting (4.00)

MGMT 1 - Introduction to Business and Management (4.00) ← BAD 10 - American Business in its Global Context (3.00)

5.11a Labor Market Demand(Occupational Programs ONLY)

The Business Administration Department is comprised of 11 course discipline designations, 6 majors, and 12 certificate programs. Below are the statistics from the EDD regarding annual job growth in industries that our majors and certificates feed into.

2021-2023 Occupational Employment Projections California Statewide														
SOC Level ^[1]	SOC Code ^[2]	Occupational Title ^[3]	Second Quarter Estimated Employment 2021 ^{[4][5]}	Second Quarter Projected Employment 2023	Numeric Change 2021-2023 ^[6]	Percentage Change 2021-2023	Exits ^[7]	Transfers ^[8]	Total Job Openings ^[9]	Median Hourly Wages ^[10]	Median Annual Wages ^[10]	Entry Level Education ^{[11][12]}	Work Experience ^{[11][12]}	On-the-Job Training ^{[11][12]}
3	11-2000	Advertising, Marketing, Promotions, Public Relations, and Sales Managers	132,600	140,800	8,200	6.2%	5,570	17,170	30,940	\$0.00	\$0	N/A	N/A	N/A
4	11-2011	Advertising and Promotions Managers	2,300	2,600	300	13.0%	90	370	760	\$69.50	\$144,551	Bachelor's degree	<5 years	None

4	11-2022	Sales Managers	75,500	79,500	4,000	5.3%	3,100	9,770	16,870	\$66.54	\$138,392	Bachelor's degree	<5 years	None
4	11-3061	Purchasing Managers	7,600	8,000	400	5.3%	340	840	1,580	\$68.15	\$141,759	Bachelor's degree	≥5 years	None
3	11-9000	Other Management Occupations	524,100	559,900	35,800	6.8%	34,920	53,220	123,940	\$0.00	\$0	N/A	N/A	N/A
4	11-9081	Lodging Managers	4,700	5,900	1,200	25.5%	410	740	2,350	\$31.10	\$64,695	High school diploma or equivalent	<5 years	None
3	13-1000	Business Operations Specialists	822,600	871,200	48,600	5.9%	44,740	99,330	192,670	\$0.00	\$0	N/A	N/A	N/A
4	13-1020	Buyers and Purchasing Agents*	45,500	46,700	1,200	2.6%	3,130	5,910	10,240	\$34.92	\$72,634	Bachelor's degree	None	Moderate-term on-the-job training
4	13-1071	Human Resources Specialists	77,900	83,100	5,200	6.7%	4,360	10,700	20,260	\$35.39	\$73,605	Bachelor's degree	None	None
4	13-1161	Market Research Analysts and Marketing Specialists	100,500	109,800	9,300	9.3%	4,990	15,370	29,660	\$35.79	\$74,445	Bachelor's degree	None	None
4	13-2011	Accountants and Auditors	161,000	169,300	8,300	5.2%	9,210	19,570	37,080	\$38.42	\$79,926	Bachelor's degree	None	None
4	13-2031	Budget Analysts	5,700	6,000	300	5.3%	280	610	1,190	\$43.43	\$90,323	Bachelor's degree	None	None
4	13-2041	Credit Analysts	7,300	7,300	0	0.0%	250	980	1,230	\$40.04	\$83,284	Bachelor's degree	None	None
4	13-2072	Loan Officers	36,000	36,400	400	1.1%	1,550	3,940	5,890	\$30.93	\$64,321	Bachelor's degree	<5 years	Moderate-term on-the-job training
4	13-2081	Tax Examiners and Collectors, and Revenue Agents	8,800	8,900	100	1.1%	690	790	1,580	\$31.09	\$64,665	Bachelor's degree	None	Moderate-term on-the-job training
4	13-2082	Tax Preparers	9,900	10,300	400	4.0%	1,110	1,110	2,620	\$26.13	\$54,370	High school diploma or	None	Moderate-term on-the-job training

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3	23-2000	Legal Support Workers	48,700	50,900	2,200	4.5%	3,780	6,480	12,460	\$0.00	\$0	N/A	N/A	N/A
4	23-2011	Paralegals and Legal Assistants	34,900	36,800	1,900	5.4%	2,780	4,840	9,520	\$30.18	\$62,768	Associate's degree	None	None
4	23-2099	Legal Support Workers, All Other	9,300	9,600	300	3.2%	680	1,110	2,090	\$26.99	\$56,136	Associate's degree	None	None
2	41-0000	Sales and Related Occupations	1,591,500	1,653,600	62,100	3.9%	169,990	257,390	489,480	\$18.07	\$37,577	N/A	N/A	N/A
3	41-1000	Supervisors of Sales Workers	172,500	176,100	3,600	2.1%	11,890	23,480	38,970	\$0.00	\$0	N/A	N/A	N/A
3	41-3000	Sales Representatives, Services	245,300	256,400	11,100	4.5%	13,330	38,070	62,500	\$0.00	\$0	N/A	N/A	N/A
4	41-3011	Advertising Sales Agents	10,700	11,400	700	6.5%	670	2,050	3,420	\$30.25	\$62,927	High school diploma or equivalent	None	Moderate-term on-the-job training
4	41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	124,000	132,400	8,400	6.8%	6,440	22,550	37,390	\$31.99	\$66,531	High school diploma or equivalent	None	Moderate-term on-the-job training
3	41-4000	Sales Representatives, Wholesale and Manufacturing	184,000	191,700	7,700	4.2%	11,110	25,390	44,200	\$0.00	\$0	N/A	N/A	N/A
4	41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	41,400	43,400	2,000	4.8%	2,510	5,730	10,240	\$53.39	\$111,039	Bachelor's degree	None	Moderate-term on-the-job training
4	41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	142,600	148,300	5,700	4.0%	8,600	19,660	33,960	\$32.63	\$67,862	High school diploma or equivalent	None	Moderate-term on-the-job training
3	41-9000	Other Sales and Related Workers	134,500	141,500	7,000	5.2%	15,050	18,260	40,310	\$0.00	\$0	N/A	N/A	N/A

4	41-9021	Real Estate Brokers	18,400	19,600	1,200	6.5%	1,580	1,670	4,450	\$32.25	\$67,080	High school diploma or equivalent	<5 years	None
4	41-9022	Real Estate Sales Agents	26,300	27,800	1,500	5.7%	2,250	2,380	6,130	\$30.74	\$63,942	High school diploma or equivalent	None	Moderate-term on-the-job training
4	41-9099	Sales and Related Workers, All Other	34,000	35,900	1,900	5.6%	3,180	5,720	10,800	\$20.77	\$43,209	High school diploma or equivalent	None	None
2	43-0000	Office and Administrative Support Occupations	2,087,400	2,157,600	70,200	3.4%	201,980	258,600	530,780	\$21.61	\$44,956	N/A	N/A	N/A
3	43-1000	Supervisors of Office and Administrative Support Workers	166,900	173,200	6,300	3.8%	12,620	20,790	39,710	\$0.00	\$0	N/A	N/A	N/A
3	43-3000	Financial Clerks	322,200	330,200	8,000	2.5%	33,120	36,540	77,660	\$0.00	\$0	N/A	N/A	N/A
4	43-3011	Bill and Account Collectors	18,400	18,400	0	0.0%	1,350	2,610	3,960	\$22.71	\$47,238	High school diploma or equivalent	None	Moderate-term on-the-job training
4	43-3021	Billing and Posting Clerks	48,200	49,800	1,600	3.3%	4,020	6,010	11,630	\$21.89	\$45,549	High school diploma or equivalent	None	Moderate-term on-the-job training
4	43-3031	Bookkeeping, Accounting, and Auditing Clerks	183,400	190,000	6,600	3.6%	21,880	19,070	47,550	\$24.07	\$50,073	Some college, no degree	None	Moderate-term on-

4	43-3051	Payroll and Timekeeping Clerks	19,500	19,800	300	1.5%	1,860	2,150	4,310	\$26.98	\$56,113	High school diploma or equivalent	None	Moderate-term on-the-job training
4	43-3099	Financial Clerks, All Other	4,200	4,400	200	4.8%	290	600	1,090	\$24.00	\$49,930	High school diploma or equivalent	None	Short-term on-the-job training
4	43-4011	Brokerage Clerks	3,900	3,800	-100	-2.6%	320	510	730	\$29.33	\$60,995	High school diploma or equivalent	None	Moderate-term on-the-job training
4	43-4021	Correspondence Clerks	1,700	1,700	0	0.0%	150	220	370	\$19.91	\$41,414	High school diploma or equivalent	None	Short-term on-the-job training
4	43-4071	File Clerks	12,400	12,600	200	1.6%	1,350	1,550	3,100	\$17.66	\$36,726	High school diploma or equivalent	None	Short-term on-the-job training
4	43-4081	Hotel, Motel, and Resort Desk Clerks	20,900	26,200	5,300	25.4%	2,730	4,990	13,020	\$15.20	\$31,618	High school diploma or equivalent	None	Short-term on-the-job training

4	43-4131	Loan Interviewers and Clerks	18,900	19,000	100	0.5%	1,090	2,220	3,410	\$22.74	\$47,300	High school diploma or equivalent	None	Short-term on-the-job training
4	43-4141	New Accounts Clerks	3,100	3,000	-100	-3.2%	190	380	470	\$0.00	\$0	High school diploma or equivalent	None	Moderate-term on-the-job training
4	43-4151	Order Clerks	28,200	28,300	100	0.4%	2,400	3,540	6,040	\$19.17	\$39,868	Some college, no degree	None	Short-term on-the-job training
4	43-4161	Human Resources Assistants, Except Payroll and Timekeeping	12,400	12,900	500	4.0%	970	1,540	3,010	\$22.84	\$47,504	Associate's degree	None	None
3	43-6000	Secretaries and Administrative Assistants	403,900	416,500	12,600	3.1%	41,750	45,820	100,170	\$0.00	\$0	N/A	N/A	N/A
4	43-6012	Legal Secretaries	25,800	25,400	-400	-1.6%	2,610	2,860	5,070	\$29.04	\$60,401	High school diploma or equivalent	None	Moderate-term on-the-job training
4	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	212,600	219,700	7,100	3.3%	21,990	24,140	53,230	\$22.02	\$45,805	High school diploma or equivalent	None	Short-term on-the-job training
3	43-9000	Other Office and Administrative Support Workers	430,400	444,700	14,300	3.3%	44,960	52,920	112,180	\$0.00	\$0	N/A	N/A	N/A
4	43-9022	Word Processors and Typists	7,800	7,500	-300	-3.8%	920	830	1,450	\$22.48	\$46,757	High school diploma or	None	Short-term on-the-job training

4	43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	4,800	4,900	100	2.1%	490	610	1,200	\$16.52	\$34,372	High school diploma or equivalent	None	Short-term on-the-job training
4	43-9061	Office Clerks, General	319,900	331,600	11,700	3.7%	35,560	38,640	85,900	\$19.08	\$39,684	High school diploma or equivalent	None	Short-term on-the-job training
4	43-9199	Office and Administrative Support Workers, All Other	42,600	44,900	2,300	5.4%	3,610	6,050	11,960	\$18.32	\$38,098	High school diploma or equivalent	None	Short-term on-the-job training

5.11b Academic Standards

Through regular Department meetings, face-to-face meetings, and email discussions, faculty regularly discuss all aspects of Academic Standards as they apply to courses in the Department. These discussions have resulted in course revisions, SLO'S, assessment standards, grading standards etc. These discussions have also been important in determining certificate and degree revisions and expansion.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	01	01	Hospitality - program goals/objects	<ul style="list-style-type: none"> -Partnership with Sonoma State for 4 year degree. (Business with Hospitality concentration) -Create resource for Hospitality Scholarships and 4 year transfer programs -Partnership with Forbes Travel Guide for online luxury service training 		
0002	ALL	01	01	Management Program	<ul style="list-style-type: none"> - Work on new management program - Done - Effective Fall 23 Curriculum updates in progress 		
0004	ALL	01	01	Marketing/EP	<ul style="list-style-type: none"> - Update BMG51 Sales to Cloud Sales class - Done - Revitalize BMK54 Advertising, possibly intragrating it into the Digital Tools class. 		
0005	ALL	01	01	Paralegal Studies	<ul style="list-style-type: none"> -Increase enrollment through advertizing 		
0006	ALL	01	01	Human Resources	New Coordinator identified		
0007	ALL	01	01	Real Estate	Continue to refresh adjunct pool.		
0008	ALL	01	01	Accounting	- Develop Accounting Degree		

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	01	01	Hospitality - program goals/objects	<ul style="list-style-type: none"> -Partnership with Sonoma State for 4 year degree. (Business with Hospitality concentration) -Create resource for Hospitality Scholarships and 4 year transfer programs -Partnership with Forbes Travel Guide for online luxury service training 		
0002	ALL	01	01	Management Program	<ul style="list-style-type: none"> - Work on new management program - Update curriculum 		
0004	ALL	01	01	Marketing/EP	<ul style="list-style-type: none"> - Update BMG51 Sales to Cloud Sales class - Revitalize BMK54 Advertising, possibly intragrating it into the Digital Tools class. 		
0005	ALL	01	01	Paralegal Studies	<ul style="list-style-type: none"> -Increase enrollment through advertizing 		
0006	ALL	01	01	Human Resources - goal achieved	Identify new program coordinator		
0007	ALL	01	01	Real Estate	Continue to refresh adjunct pool.		
0008	ALL	01	01	Accounting	- Develop Accounting Degree		

