

IMPERIAL VALLEY COLLEGE DISTRICT
REVIEW OF CAREER TECHNICAL EDUCATION TRAINING PROGRAMS
2013

BUSINESS ACCOUNTING TECHNICIAN

I. Program Description

The Business Accounting Technician program provides students with entry level competencies for employment as a bookkeeper or other financial clerk. Accounting technicians can be found in settings such as banks and offices. Students who intend to pursue an accounting degree at a four-year school should follow the Business Administration major.

A. Degree

Associate in Science, Business Accounting Technician

B. Certificate

Certificate of Achievement, Business Accounting Technician

II. Career Opportunities

Accountants and Auditors (Further education is usually needed.)

Budget Analysts (Further education is usually needed.)

Bill and Account Collectors

Loan Interviewers and Clerks

Tellers

Bookkeepers

Financial clerks

Accounts receivable clerks (similar to above "bill and account collectors")

Accounts payable clerks

Payroll processors

III. Industry Certification/Accreditation (to be completed by faculty)

IV. Industry Recognized Credentials (IRC) (to be completed by faculty)

V. Labor Market Demand

The Business Accounting Technician program at Imperial Valley College meets a documented labor market demand. Employment trends for this field are derived from a variety of sources. These are listed below:

A. Employment Trends (Employment Development Department):

Occupation	TOP Code	SOC Code	2008	Average Job Openings per Year
Executive Secretaries and Administrative Assistants	0514.00	436011	470	9
Secretaries, Except Legal, Medical, and Executive	0514.00	436014	580	8
Add employment trend data for career opportunities added above				

Total	17*
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*Same data as 2012. No updates from State Employment Development
Occupational Employment Projections 2008-2018
Imperial County
<http://www.labormarketinfo.edd.ca.gov/CommColleges/>

B. Employment Trends (Faculty Assessment):

VI. Other Regional Programs

There are no other similar training programs in Imperial Valley.

VII. Employment and Completion

(Based on State Core Measures Report, 2011-2012, 2012-2013 & 2013-2014)

Core 2: Completions. Measures completions for Career Technical Education student concentrators. Receipt of a certificate or degree or enrollment in a California four-year public university with or without a degree is considered a completion.

Fiscal Year Planning	Program	Total Completions	IVC Completion Rate	State Avg. Completion Rate
2013-2014	Business Accounting Technician	20/28	71.43%	82.07%
2012-2013	Business Accounting Technician	16/19	84.21%	83.57%
2011-2012	Business Accounting Technician	20/23	86.96%	83.52%

PERKINS IV Program Performance Trend Report
Core Indicator Two – Total Completions – Certifications, Degrees and Transfer
https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIndi_TOPCode.aspx

Core 3: Persistence and Transfer. The percent of Career Technical Education student concentrators (students who have successfully completed a minimum of 12 units of related Career Technical Education coursework) who persist in education at the community college level or transfer to a two or four-year institution.

Fiscal Year Planning	Program	Persistence	IVC Persistence Rate	State Avg. Persistence Rate
2013-2014	Business Accounting Technician	45/57	78.95%	87.65%
2012-2013	Business Accounting Technician	39/44	88.64%	86.79%
2011-2012	Business Accounting Technician	29/36	80.56%	87.19%

PERKINS IV Program Performance Trend Report
Core Indicator Three – Persistence and Transfer
https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIndi_TOPCode.aspx

Core 4: Student Placement. The percent of Career Technical Education students who have earnings the following year (as found in the unemployment insurance base wage file) or are in an apprenticeship program, or the military.

Fiscal Year Planning	Program	Placements	IVC Placement Rate	State Avg. Placement Rate
2013-2014	Business Accounting Technician	19/19	100%	67.04%
2012-2013	Business Accounting Technician	13/13	100%	64.56%
2011-2012	Business Accounting Technician	14/14	100%	62.76%

Pursuant to the FCMAT report, CTE programs are also being evaluated for student demand, certificate and program completion, local labor demand, and ~~a facility~~ facility utilization for CTE programs in the new CTE building.

VIII. Enrollment Trends

Course	Year	Sections	Avg. Class	CAP	Fill Rate
BUS164	2012-2013	2	23.5	28	83.93%
BUS164	2011-2012	2	24.5	29	86%
BUS164	2010-2011	2	29	28	103.57%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
BUS167	2012-2013	1	31	30	103.33%
BUS167	2011-2012	1	28	30	93.33%
BUS167	2010-2011	1	21	30	70%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
BUS169	2012-2013	1	30	28	107.14%
BUS169	2011-2012	1	26	28	92.86%
BUS169	2010-2011	1	25	28	89.29%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
BUS172	2012-2013	1	30	28	107.14%
BUS172	2011-2012	1	19	28	67.86%
BUS172	2010-2011	2	17	29	59.62%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
BUS210	2012-2013	5	33.8	33	1.02
BUS210	2011-2012	7	27	35	77.55%
BUS210	2010-2011	7	31.5	35	90.61%

IX. Completions

	2012-2013		2011-2012		2010-2011	
	Degrees	Certificates	Degrees	Certificates	Degrees	Certificates
Business Accounting Technician	7	6	7	1	5	0

X. FTES/FTEF Analysis

Year	FTES	FTEF	FTES/FTEF
2012-2013	134.11	10.93	12.27
2011-2012	123.29	9.73	12.67
2010-2011	126.38	9.73	12.99

XI. Facility Utilization Plan (to be completed by faculty)

XII. SWOT Analysis (to be completed by faculty)

Strengths <i>Accounting technicians are always in demand.</i>	Weaknesses <i>Relatively low FTES/FTEF is a concern that we are working to address.</i>
Opportunities <i>This remains one of our most popular CTE programs. We need to allow the program to continue to grow and to feed our Business Administration for Transfer Degree.</i>	Threats <i>Salaries for office technicians, in general, are low compared to other CTE fields.</i>

XIII. Program Evaluation (to be completed by EWD office)

XIV. Recommendation (to be completed by EWD office)