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

BUSINESS ADMINISTRATIVE ASSISTANT

I. Program Description

The <u>Business Administrative Assistant</u> program provides students with education and training needed to quality for jobs that require a higher level of education and work experience in an office setting. These types of jobs require good communication and technology skills, and it helps to be someone who works independently, is organized, and take initiative. These individuals provide administrative support to an individual or an office. Job duties may include directing and coordinating administrative services.

A. Degree

Associate in Science, Business Administrative Assistant

B. Certificate

Certificated of Achievement, Business Administrative Assistant

II. Career Opportunities

Administrative Services Managers Managers, All Other Chief Executives (More education is Sales Managers Social and Community Service Managers required.) **Construction Managers** Transportation, Storage, and Distribution Cost Estimators (More technical Managers education, especially math and **Executive Secretaries and Administrative** engineering, is required.) Assistants General and Operations Managers Secretaries, Except Legal, Medical, and Management Analysts Executive

- 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 Administrative Assistant 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
First-Line Sup/Mgrs of Office and Administrative Support Workers	0514.40	431011	620	19*

*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 Administrative Assistant	1/1	100%	98.71%
2012-2013	Business Administrative Assistant	Not listed	Not listed	Not listed
2011-2012	Business Administrative Assistant	1/1	100%	95.91%

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

<u>Core 3:</u> 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 Administrative Assistant	1/1	100%	77.93%
2012-2013	Business Administrative Assistant	Not listed	Not listed	Not listed
2011-2012	Business Administrative Assistant	0/1	0	82.13%

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

<u>Core 4:</u> 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 Administrative Assistant	1/1	100%	83.25%
2012-2013	Business Administrative Assistant	Not listed	Not listed	Not listed
2011-2012	Business Administrative Assistant	1/1	100%	64.90%

PERKINS IV Program Performance Trend Report Core Indicator Four – Employment

https://misweb.cccco.edu/perkins/Core Indicator Reports/Summ coreIndi TOPCode.aspx

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
BUS126	2012-2013	6	30	34	88.73%
BUS126	2011-2012	6	26	32	82.20%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
BUS136	2012-2013	2	18.5	35	52.86%
BUS136	2011-2012	1	21	32	65.63%

36

1

35

102.86%

BUS126 | 2010-2011 | 6 | 28 | 32 | 89%

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
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
BUS176	2012-2013	1	21	28	75.00%
BUS176	2011-2012	1	16	28	57.14%
BUS176	2010-2011	1	10	28	35.71%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
BUS180	2012-2013	1	26	28	92.86%
BUS180	2011-2012	1	21	28	75%
BUS180	2010-2011	1	25	28	89.29%

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%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
BUS260	2012-2013	2	26.5	28	94.64%
BUS260	2011-2012	2	26	31	82.54%
BUS260	2010-2011	2	24.5	28	87.50%

IX. Completions

	2012-2013		2011-2012		2010-2011	
	Degrees	Certificates	Degrees	Certificates	Degrees	Certificates
Business Administrative Assistant	3	0	0	2	0	2

X. FTES/FTEF Analysis

BUS136

2010-2011

Year	FTES	FTEF	FTES/FTEF
2012-2013	132.6	10.07	13.17
2011-2012	127.82	9.93	12.87
2010-2011	130.06	9.47	13.73

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

XII. SWOT Analysis (to be completed by faculty)

Strengths Business administrative assistants are always in demand.	Weaknesses Low FTES/FTEF ratio. We need to ensure that this rises over time.
Opportunities	Threats
This is a small but successful program, we would like to increase our FTES/FTEF ratio over the next few years.	Salaries for office technicians are low compared to other CTE disciplines. Also, local demand is lower than the supply of workers in this field.

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

XIV. Recommendations