

Office Administration

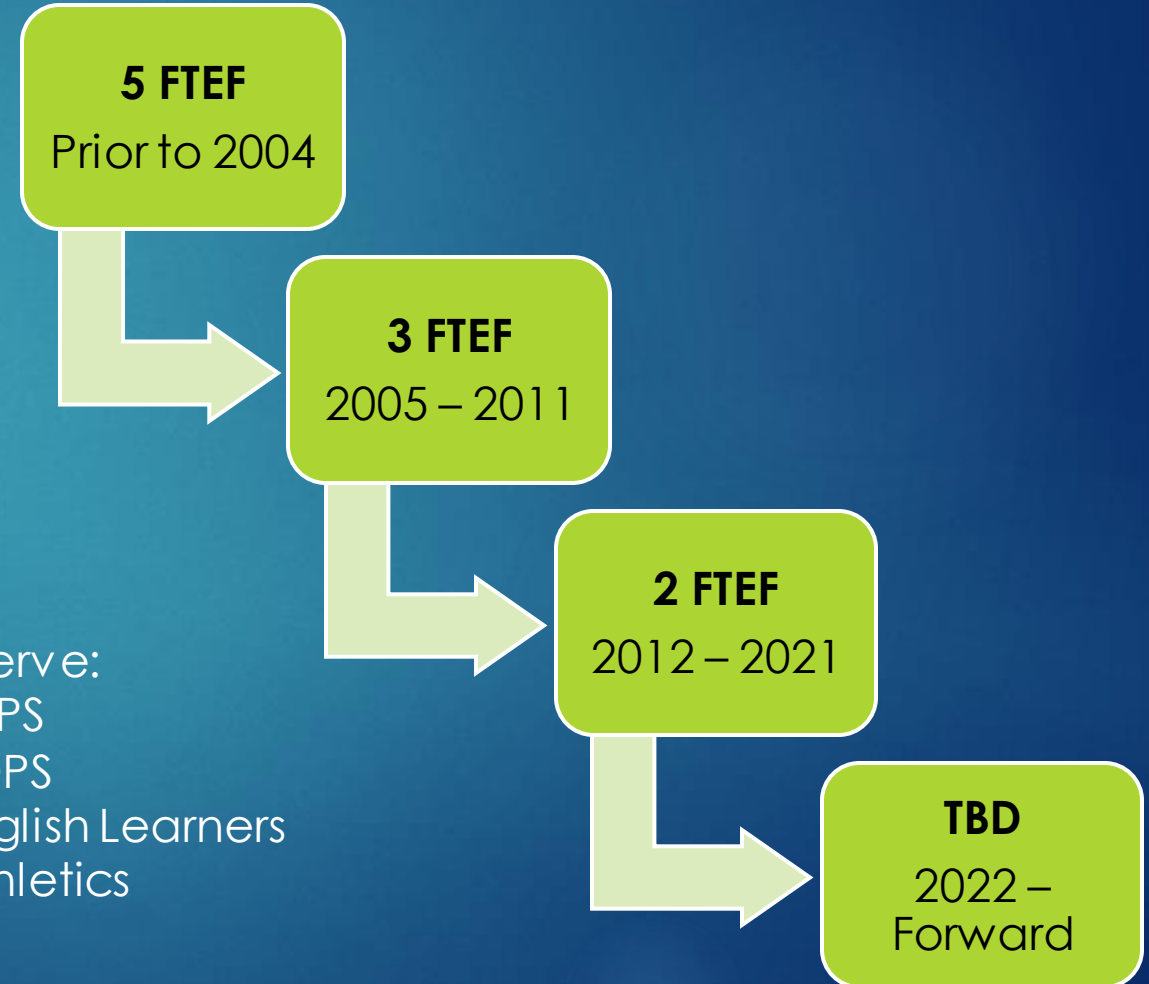
KEVIN ALAVEZOS AND NANCY BACKLUND

Office Administration History/Overview

- ▶ Offers 22 different courses:
 - ▶ Utilizing 4.1865 FTEF
 - ▶ 11 sections loaded at .1133 FTEF
- ▶ Serves over 1 600 students per year
- ▶ Supports the following programs:
 - ▶ Business
 - ▶ Logistics
 - ▶ Computer Science
- ▶ Major program participants:
 - ▶ Hispanic 45.8%
 - ▶ White 34.8%
 - ▶ African-American 7.9%

We also serve:

- DSPS
- EOPS
- English Learners
- Athletics



Institutional Effectiveness

- ▶ Enrollment ↑ **15%** over last year ↑ **9%** since the last PR Cycle
- ▶ Awards ↑ **142%** in the last year ↑ **52%** since the last PR Cycle
- ▶ 2019-2020 Faculty-CSRs average **87%**
- ▶ 2019-2020 Course Retention Rate **73%**
- ▶ Fall 2021 FT/PT ratio is 64/36 and Spring 2022 FT/FT ratio is 52/48
- ▶ Current in the following areas:
 - ✓ Curriculum
 - ✓ Program Review
 - ✓ Assessments
 - ✓ CTE Update

Community Connection

- ▶ According to the Central Valley Mother Lode Center of Excellence for Business Information Technology August 2020 Labor Market Analysis:

Occupational demand:

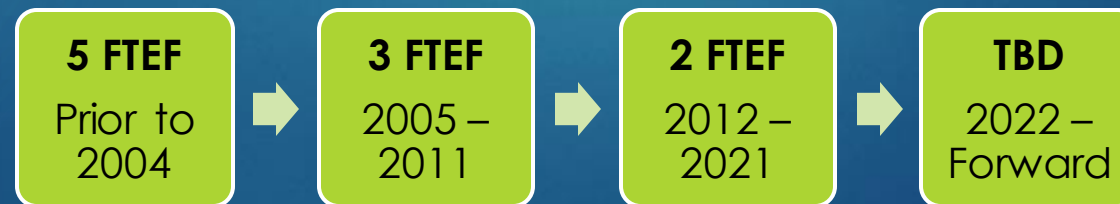
- ▶ Nearly 23,000 workers were employed in jobs related to business information technology in 2019
 - ▶ Largest occupation is office clerks, general, with 12,129 workers in 2019
 - ▶ Projected growth rate of 3% over the next five years, and 1,564 annual openings
 - ▶ An **undersupply** of 2,685 trained workers in the subregion and 6,742 workers in the region
- ▶ Ongoing partnerships with local businesses as internship sites
 - ✓ Advisory Committee meets on an Annual basis

Instructional/Program/Department Outlook

- ▶ Enrollment ↑ **15%** over last year ↑ **9%** since the last PR Cycle
- ▶ Awards ↑ **142%** in the last year ↑ **52%** since the last PR Cycle
- ▶ Since 2019 over 150 OFADM students have successfully completed Microsoft Office Specialist (MOS) Certification
- ▶ The 2020 Center of Excellence Labor Market Analysis report states:
 - ▶ Top baseline skill is Microsoft Excel
 - ▶ Top specialized skill is administrative support
 - ▶ Top software skill is Microsoft Excel
- ▶ Work-based learning (internships) for all program candidates
- ▶ MJC Benefits/Outcomes:
 - ▶ Student assistants on campus
 - ▶ Full-time administrative employees

Additional Program Review Elements/Instructional Outlook Report Priorities

- ▶ Redesign of (OFADM) to the Business Information Technology (BIT) with a specific focus on:
 - ▶ Supporting all Special Populations with:
 - ▶ Soft skills and technical skills to enter the workforce
 - ▶ Internships and cooperative work experience opportunities
 - ▶ Utilizing appropriate teaching strategies to engage nontraditional students
 - ▶ Developing appropriate outreach materials
 - ▶ Drawing more males into the program area
 - ▶ Reaching a broader student population
 - ▶ Advising activities/"check-points" incorporated in each OFADM course to encourage one-on-one faculty/student communication



Thank You!