

Chapter 0: Alignment with College

➤ Core Values (6)

The Business Technologies Department aligns with the core values by:

▪ Learning

Personnel Efforts:

- Faculty and staff supporting each individual learner
- The whole department collaborating to meet the needs of students and each other
- Faculty and staff continually updating their expertise to give students most recent information

Facilities:

- Using up-to-date software, hardware, and classroom equipment
- Collaborating with the Tutoring Center – Accounting Tutor Coordinator

Curriculum:

- Using up-to-date curriculum
- Developing Experiential learning opportunities
- Creating learning situations that enhance writing skills

▪ Diversity

- Providing computer hardware to support student disabilities
- Providing program availability for women with families

Note: The majority of Business Technologies students are from target populations

▪ Innovation

Facilities:

- Utilizing updated computer software and hardware
- Updating of software with changes in industry standards
- Upgrading to flat panel monitors in all labs

Curriculum:

- Developing new courses for accounting students (Accounting Information Systems, Applied Financial Accounting, and Survey of Accounting Software)
- Changing accounting program to respond to changing needs in job market
- Continually changing curricula to meet changing workforce needs
- Developing programs that implement current technology

▪ Collaboration and Partnership

Within the College:

- Collaborating with students in improving classroom presentations
- Working with Co-op ed
- Forming AIPB Partnership with CE
- Monitoring that courses do not overlap but build on each other

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- Providing service courses for Computer Applications Specialist, Computer Network Operations, Computer Programming, Computer User Support, Flight Technology, Hospitality Management, Medical Office Assistant, and Medical Transcription programs

Outside the College:

- Creating classes where students interact with businesses
- Working closely with accounting firms to ensure our goals and expectations are parallel with business
- Working with Advisory Committee to keep programs relevant to needs
- Partnering with local area high schools through College Now classes to get high school students college credit

▪ Integrity

Professionally:

- Cultivating a collegial working environment, where each of us is able to be true to ourselves in our working relationships
- Maintaining grading standards

With Students:

- Having students and instructors meet standards of integrity/expectations
- Using group assignments with accountability via letter of responsibility

▪ Accessibility

Instructor & Staff Availability:

- Providing significant interaction with students inside and outside of classroom
- Having office hours to meet with students
- Providing an Instructor Assisted Student Lab (IASL) where students can get help directly from an instructor

Program Availability:

- Utilizing textbooks students can purchase with software programs used by classes
- Providing online courses and telecourses
- Scheduling classes for convenience of students

➤ Strategic Directions (4)

The Business Technologies Department aligns with the strategic directions by:

▪ Achieve Financial Stability

- Decreasing our cost per FTE
- Running classes at or over capacity
- Becoming more efficient when budget cuts reduced size
- Doing more with less
- Being cost effective
- Operating within our budget
- Watching Department spending and changing processes to eliminate waste
- Participating in the Insurance consolidation process
- Responding with a Business perspective to budget problems
- The Accounting faculty helping Administration with budgeting

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- Enhance College Climate
 - Maintaining great student relations
 - Contacting students not attending class
 - Creating a supportive environment for students to help retain them
 - Offering a variety of programs
 - Actively participating in Peer-to-Peer group
 - Creating cross departmental collaboration
 - Many faculty members (and staff) participating on campus-wide committees
 - Participating in Department restructuring – developed conceptualizations and provided input
- Build Organizational Infrastructure
 - Participating on committee to evaluate administrative workload and changes relating to Banner implementation (Less with Less)
 - Learning Banner
 - Annie & Kaaren working with payroll design
 - Participating in the day to day work at the Department and College levels
- Implement Business, Workforce Development and Extended Learning Reorganization
 - Collaborating with Continuing Education on “hybrid” classes
 - Creating and maintaining a credit/non-credit connection
 - Coordinating software computer classes with Continuing Education
 - Working with Continuing Education to meet continuing needs of students and business
 - Enhancing communication and input with BWEL by making it part of the Division Chair’s duties

➤ Learning Centered Principles (6)

- The Learning College creates substantive change in individual learners.
- The Learning College engages learners in the learning process as full partners who must assume primary responsibility for their own choices.
- The Learning College creates and offers as many options for learning as possible.
- The Learning College Assists learners to form and participate in collaborative learning activities.
- The Learning College defines the roles of learning facilitators in response to the needs of the learners.
- The Learning College and its learning facilitators succeed only when improved and expanded learning can be documented for learners.

Chapter 1: Unit Description

➤ Unit Mission/Vision

The Business Technologies Department provides professional technical degree programs, certificates of completion, lower division college transfer courses, and service courses to other departments and degrees on campus.

The Business Technologies Department Has A Vision That...

...Our students will be so well prepared when they complete our programs that they will have a competitive advantage over other job applicants.

...Employers will see a Business Technologies Department degree or certificate listed on a graduate's resume and say, "I want that applicant."

...Once on the job our graduates will prove to be highly valued employees.

Our Mission Is...

...To provide program majors with the competencies needed to be successfully employed in the business community.

...To provide the college and greater community with continuing technical skills and life-long learning opportunities.

➤ Catalog Description

ACCOUNTING AAS DEGREE

The Accounting program prepares students to enter the field of accounting as junior accountants, full cycle bookkeepers, accounting clerks, payroll clerks, and accounting office managers.

OFFICE ASSISTANT CERTIFICATE & ADMINISTRATIVE ASSISTANT AAS DEGREE

The Office Assistant Certificate program prepares students to perform a wide variety of office support activities, independently and as part of a team. Students learn to prepare and process correspondence, organize and maintain business files and records both manually and electronically, and produce high-quality documents and correspondence using a variety of computer software. Other skills include representing the organization in customer service activities, managing office finances and accounts, and communicating effectively both orally and in writing.

In addition to the skills learned in the Office Assistant Certificate program, students in the Administrative Assistant AAS Degree program learn to carry out advanced office administration procedures and management support functions, as well as financial and Web support functions using technology. Students learn skills needed to advance to office management level positions. They learn to use advanced features of a variety of computer software to complete complex projects and documents. This program provides much of the course work necessary to prepare for the Certified Professional Secretary examination.

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E-BUSINESS AAS DEGREE

The E-Business program prepares students for successful careers as administrative assistants, in an E-Business environment, who are proficient in the use of advanced computer programs, are capable of assuming some executive decision-making responsibilities, and are qualified to manage a business Web site.

LEGAL ASSISTANT AAS DEGREE

This program prepares students for successful careers as legal administrative assistants or legal secretaries in law offices, courts, insurance companies, human resource departments, and other law-related business and government offices. This program uses the National Association of Legal Secretaries (NALS) text to assist students in preparing for the NALS Accredited Legal Secretary (ALS) certification examination.

➤ History/Significant Program Events

1997 – The Business Department was divided into the Business Administration and Business Technologies Departments.

2001 – The two Business departments were organized under a single Division Chair as the result of a college reorganization process.

2002 – The Business Administration Department was eliminated due to budget cuts. The Business Technologies Department Real Estate degree program and the Business Education Center located at the Downtown Center were also eliminated due to budget cuts.

2003 – The Business Technologies Department and the Computer Information Technology Department were organized under a single Division Chair.

➤ Degrees and Certificates

- Two-Year Associate of Applied Science Degree
 - Accounting
 - Administrative Assistant
 - E-Business
 - Legal Assistant
- One-Year Certificate of Completion
 - Office Assistant
- Cooperative Education
 - Accounting
 - Administrative Assistant
 - E-Business
 - Legal Assistant

➤ Organizational Structure

The Administrative Specialist and Faculty report directly to Division Chair.

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➤ Staff/Faculty

The Business Technologies Department currently has a 1.0 FTE contracted classified position, 7.6 FTE contracted faculty positions, and 10-15 part-time faculty positions.

Chapter 2: Program Outcomes (Curriculum)

What does your program intend to do? What does the learner acquire after completing your program? How does your program contribute to enhancing the core abilities (as defined in the catalogue) of the learner?

➤ Program Level:

▪ Program Outcomes

ACCOUNTING AAS DEGREE

Learning Outcomes - The graduate will:

- Use computerized and manual systems to record data and prepare accounting statements and reports
- Apply accounting theory to analyze accounting information
- Use computerized accounting and spreadsheet software
- Use critical thinking skills to identify and solve problems in the accounting area

OFFICE ASSISTANT CERTIFICATE & ADMINISTRATIVE ASSISTANT AAS DEGREE

Learning Outcomes - The graduate of the first year certificate program will:

- Work independently and in teams
- Provide customer service
- Operate office equipment, including personal computers
- Produce high-quality documents and correspondence using a variety of computer software
- Use critical thinking and analytical skills to solve business problems
- Communicate effectively orally and in writing, including use of electronic methods
- Organize and maintain business files and records both manually and electronically

In addition to the above outcomes, the graduate of the Associate of Applied Science program will:

- Carry out office administration procedures and management, financial, and Web support functions using technology
- Use advanced functions of a variety of computer software to complete complex projects and documents

E-BUSINESS AAS DEGREE

Learning Outcomes - The graduate will:

- Work independently and in teams
- Carry out office administration procedures, management support, and Web support functions using technology
- Produce high-quality documents, correspondence, and Web pages
- Provide customer services.
- Lead or co-facilitate Web production teams

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LEGAL ASSISTANT AAS DEGREE

Learning Outcomes - The graduate will:

- Use and understand basic legal terminology and concepts
 - Customize legal terminology and concepts in written and oral communications for use in the legal environment
 - Be able to prepare legal documents, letters, and pleadings
 - Understand and have basic skills in legal research, interviewing, client relations, billing, legal analysis, and trial preparation
- Program accreditations/national standards if applicable
 - Core Ability Outcomes
 - communicate effectively.
 - think critically and solve problems effectively.
 - increase understanding of the relationship between self and community, including self-awareness, personal responsibility, and the development of cultural competence.
 - explore academic disciplines.

➤ Course Level:

- Course Outcomes
The outcomes for each Business Technologies course are listed on the course outline. The master course outline files are managed by the Administrative Specialist and kept in the department office.
- Instructional Methods
Business Technologies courses are offered in traditional lecture format, lecture/lab format, and in distance learning formats as online or telecourses.
- Instructional Environment (classroom type/technologies)
Business Technologies courses are taught in PC computer lab classrooms, a 10-key calculator classroom, and traditional classrooms.

➤ Faculty/Staff Contributions

Faculty in the Business Technologies Department define the course and degree program outcomes with input from a variety of sources, including: the BT Advisory Committee, faculty within the BT department, faculty from other departments on campus, faculty and administrators from other institutions, and students.

➤ Advisory Committee

The Business Technologies Advisory Committee makes active contributions to our programs, meeting three times each year. The committee is made up of community/industry members, faculty, and staff. The curriculum for each program is reviewed annually and recommendations are made on improvements to the programs. These recommendations are often in the form of the knowledge, skills, and abilities that students will need to be viable candidates for employment.