DEPARTMENT: Business Technologies   **PRIORITY:** 4
PROGRAM: Administrative Assistant AAS & Office Assistant Certificate

INITIATIVE TITLE: Implement MS Outlook into curriculum

DESCRIPTION: The community is increasingly using MS Outlook in the workplace and the expectations of our program graduates, as conveyed by the Business Technologies Advisory Committee, is to have the skills needed to support and use of this application. The implementation of this initiative is feasible, but we need to make it clear that this is for instructional use only. Staff at LCC will not be able to use this MS Outlook Server for email. The server will be located on Main Campus. This will be used by all of the students in the Administrative Assistant degree program, approximately 100 students according to 2002-03 data. Students in the Business Technologies department's Administrative Assistant program will benefit from this initiative as well other students that need to upgrade skills or enhance/increase careers options, these other students could include not only students from other programs but members of the community that need to include MS Outlook skills.

RESOURCES NEEDED: An MS Exchange Server needs to be implemented. This would require the following:
1. Server hardware - $4000
2. MS Outlook software - $500
3. Curriculum Development funds to integrate MS Outlook into current courses, where appropriate and develop new courses. 200 hrs @ $25 = $5000

FUNDING SOURCES:
Carl Perkins
1. What evidence do you have that shows special populations have access to your programs? Women comprised between 83 & 100% of BT degree programs population of students in 2002-03. Minority students comprised from 9 to 19% of BT degree programs population in 2002-03.

2. How does this request fit in with at least two of the Carl Perkins related goals?
   Goal #1 – Improving Academic and Technical Skills
   This project will allow students to strengthen their technical skills by allowing them to gain the necessary knowledge and skills in current industry standard software programs. The business computer labs are used by students in a wide variety of Business Technologies courses, as well as other programs from across campus.

   Goal #2 – Special Populations
   This project will serve many special populations including disabled persons, academically and economically disadvantaged students, and students with limited English proficiency. A majority of students enrolled in Business Technologies programs are members of targeted populations. Many are returning to the work force or upgrading their technical skills in order to retain their current jobs, seek promotions, or retool for new positions.

3. Describe how this project might show collaboration with Lane County high schools.
   Funding to upgrade computer software to the current industry standard will help faculty deliver the most current curriculum. This new curriculum will be shared through articulation agreements with 13 local-area high schools.

1. Category of request: New Technology.

2. How does this request fit in with other unit or college technology plans?
   This hardware/software is a necessary response to technological changes and will help us provide high quality vocational/career preparation and retraining as well as skill upgrading opportunities to students. The college is committed to maintaining the instructional technical facilities at the level expected by the local community for graduates of technical programs.

3. Cost breakdown, including any unit resources being applied to project.
   Server hardware - $4000
   MS Outlook software - $500

ORG/PROG CODES:

INITIATIVE ARTICULATION WITH COLLEGE'S VISION, MISSON, & GOALS: This initiative supports the college's Mission to provide quality educational opportunities for Professional Technical and Lower Division College Transfer programs, skill upgrading, and career enhancement. The appropriate level of skills enables students to meet business development and career enhancement goals. This initiative also correlates with the Core Values of Learning, Innovation, and Accessibility and is a direct response to technological change experienced by businesses in Lane County.