



REDWOOD CITY, CA

Computer Business Office Technology

Program Review – Spring 2023

Janice Weeks
CBOT Program Coordinator

CBOT & College Mission

CBOT's Purpose is:

- Train students for careers and academic advancement
- Offer a variety of classes that meet community needs and employment trends
- Support with personalized attention from the Learning Center and Instructors

COURSES OFFERED IN CBOT

- Spreadsheets & Advanced Spreadsheets
- Introduction to Computer Applications
- Introduction and Intermediate Word Processing
- Beginning Computer Keyboarding
- Windows
- Adobe Acrobat
- Outlook
- PowerPoint In Business



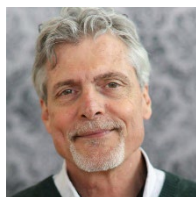
A Foundation for Careers and Certificates

CBOT: An Ingredient for Success!

- Medical Transcription
- Business
- Paralegal
- Accounting
- Administrative Service



Meet the CBOT Team!

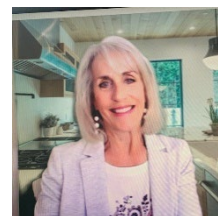


Robert Haick
Assistant
Professor

Student Services -
Counseling
Supervisor



Marina Noel
Assistant
Professor



Janice Weeks
Assistant
Professor

CBOT Program
Coordinator



Meeta Upadhyay
Assistant
Professor

Past IPC Feedback

More Information on:

- **SLO/PLO Cycles**
- **Enrollment Trends**
- **Access & Completion**



Prior Program Goals

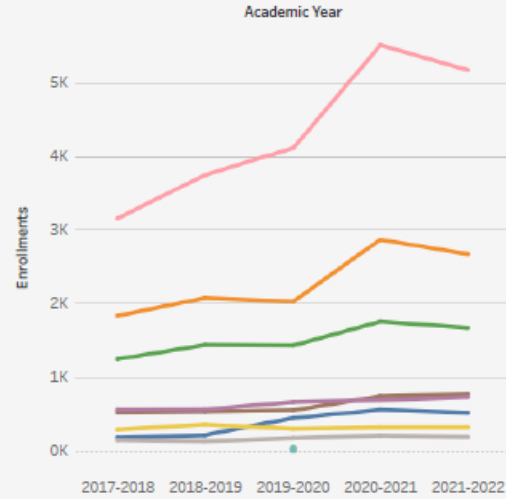
Goals & Results

- Original goals for a new Business Hub were changed
- Goal for a Coordinator
- COVID

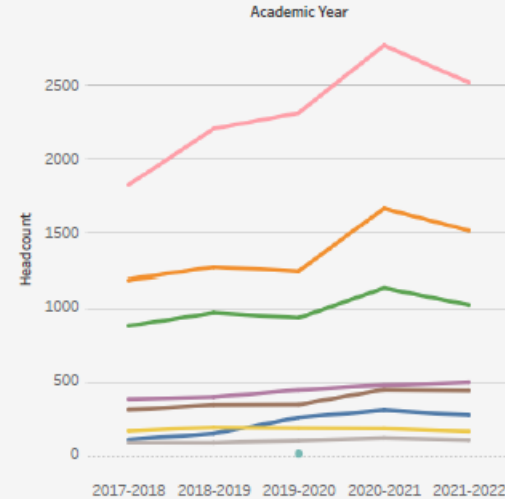


Enrollment Trends

Enrollment chart



Headcount chart



Academic Year: (All) ▼

Term: (All) ▼

Division: (All) ▼

Department: (All) ▼

Course Number: (All) ▼

Time of Day: Online ▼

- (All)
- Day
- Evening
- Online
- Other

Gender: (All) ▼

Race/Ethnicity: (All) ▼

Enrollment

Disaggregation	Academic Year				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
American Indian/Alaskan Native			22		
Asian	1,241	1,435	1,428	1,751	1,667
Black - Non-Hispanic	283	352	293	313	315
Filipino	555	558	661	686	728
Hispanic	3,150	3,739	4,106	5,505	5,168
Multiraces	523	531	548	738	771
Pacific Islander	144	127	167	204	184
Unknown	174	208	440	554	516
White Non-Hispanic	1,827	2,071	2,025	2,865	2,666

Headcount

Disaggregation	Academic Year				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
American Indian/Alaskan Native			11		
Asian	876	965	931	1,132	1,018
Black - Non-Hispanic	165	189	183	180	162
Filipino	380	393	442	474	492
Hispanic	1,820	2,201	2,309	2,767	2,513
Multiraces	309	339	343	444	437
Pacific Islander	83	82	100	114	103
Unknown	105	145	257	305	272
White Non-Hispanic	1,182	1,266	1,237	1,662	1,511

Disaggregation

- American Indian/Alas...
- Asian
- Black - Non-Hispanic
- Filipino
- Hispanic
- Multiraces
- Pacific Islander
- Unknown
- White Non-Hispanic

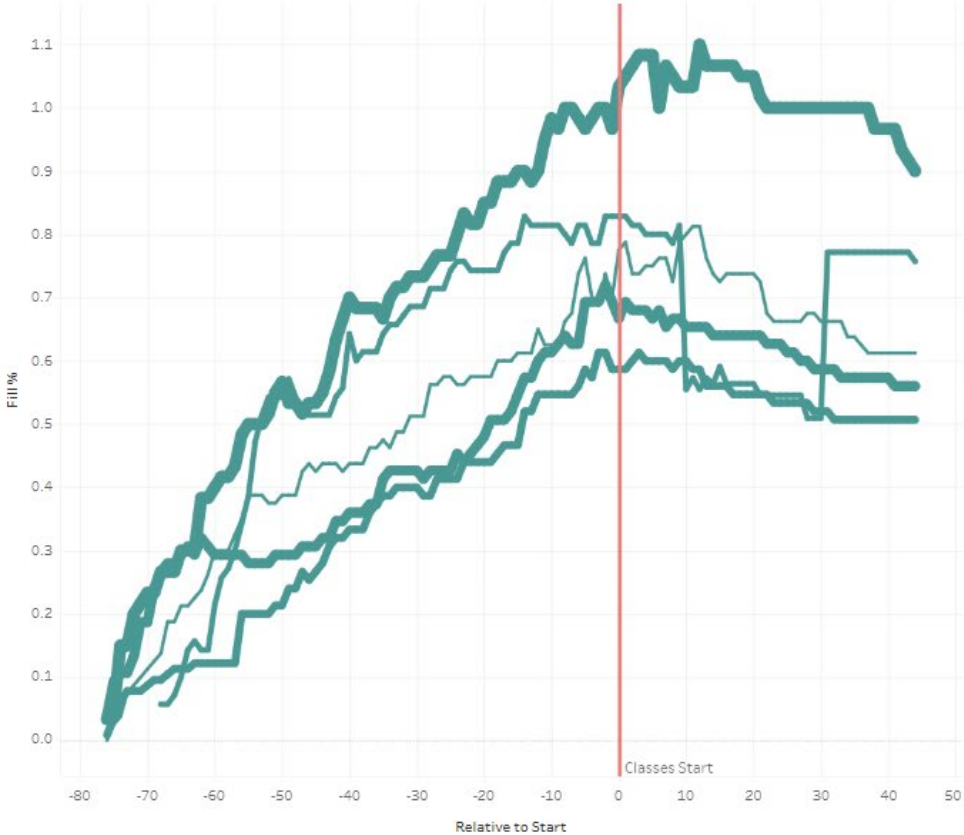


Enrollment & Fill Trends

Fill Rates

Courses Enrollments | Overall Enrollments | Courses Fill Rate | Overall enrollment | Sections Fill Rate | Departments Fill Rate | Divisions Fill Rate

Department



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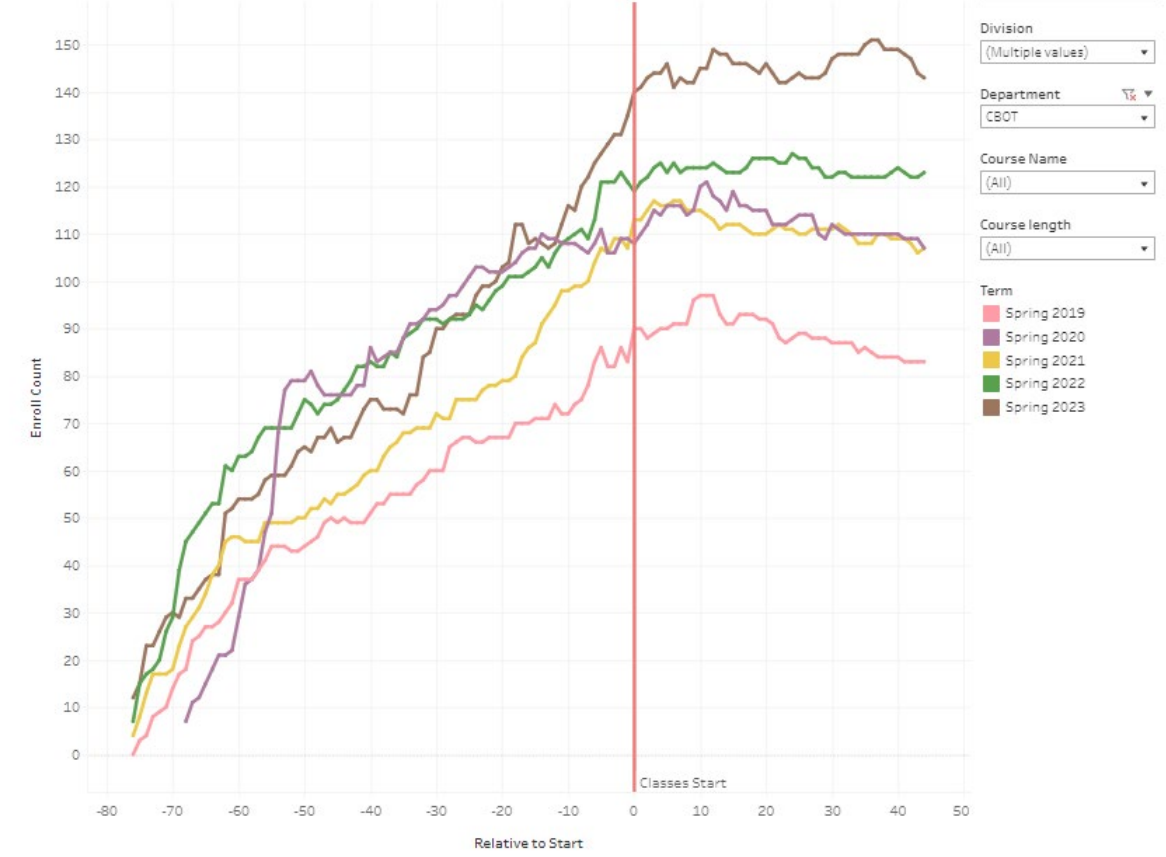


Enrollment & Fill Trends

Fill Rates

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Overall enrollment



Student Equity and Equity Gaps

Access to technology is essential for improving outcomes!

- Affluent students 18 – 22 are less likely to be dependent on the college for software or computers.
- Low-income students without access to technology, are more apt to enroll.



SLOs/PLOs

- SLOs & PLOs are on a 3-year assessment cycle & up to date
- SLO & PLO Plans are posted in Nuventive Improve.
- SLO Assessments – Are in Compliance.
- Goals Reached



Program Planning and Goals

CBOT Department

Keep Building!

- ❖ Continued outreach to the Community

(CalWorks for this Fall)

- ❖ Options for Technology to close the Equity Gap

- ❖ Software

- ❖ Laptops

- ❖ Lab space when Building 13 is completed





Cañada College

Thank you

Computer Business Office Technology Department