

Objectives by Planning Unit and Status

Planning Year: 2018-2019,2016-2017,2017-2018

Planning Year: 2016-2017

Unit Code	Planning Unit	Unit Manager
22052	Business Office/Accounting Tech & Admin Assistant	Martinez, Andres

Objective Status: Complete

617 Add full-time faculty
We are requesting one full-time faculty be hired for the office technologies program.
Update 11-7-2017 Full time faculty member was hired. The objective has been completed.

Objective Status: In Progress

613 Improve program Assessment
Continue to develop and implement at least one assessment for a PLO.

Objective Status: Initiated

650 Promote IVC as a Microsoft Certification Testing Center
Now that IVC is a testing center for Microsoft Office Certification, we want to let the community know that we have a number of courses and test preparation software that can help students achieve these Industry Related Certifications.

Objective Status: Not Started

620 Ongoing Software Budget
This is to request an ongoing software budget for Office Technologies. The Business Department has gone out of its way to help the district during recent budget problems. All software that is used in both our Office Technologies and CIS programs has been purchased with Perkins funds. Unfortunately, Perkins funds can only be used for new software or software updates, not site licenses. We have a number of software programs that are embedded in our courses (Perfect Interview, Gmetrix, Voice thread just to name a few). This software has yearly license renewals which must be paid for, but we have no software budget and the costs are greater than allowed for under lottery fund uses. This money is essential to the ongoing success of our programs. We have requested that our IT department pay for these programs, but we have been told that they do not have enough money in their budget either.

Planning Year: 2018-2019

Unit Code	Planning Unit	Unit Manager
22052	Business Office/Accounting Tech & Admin Assistant	Martinez, Andres

Objective Status: In Progress

1260 Program Marketing
Produce and execute a marketing plan to increase enrollment.