

**IMPERIAL COMMUNITY COLLEGE DISTRICT**  
**REVIEW OF CAREER TECHNICAL EDUCATION TRAINING PROGRAMS**  
**2016**

**BUSINESS ACCOUNTING TECHNICIAN**

**I. Program Description**

The Business Accounting Technician program provides students with entry level competencies for employment as a bookkeeper or other financial clerk. Accounting technicians can be found in settings such as banks and offices. Students who intend to pursue an accounting degree at a four-year school should follow the Business Administration major.

**A. Degree**

Associate in Science, Business Accounting Technician

**B. Certificate**

Certificated of Achievement, Business Accounting Technician

**II. Career Opportunities**

Accountants and Auditors  
Budget Analysts  
Bill and Account Collectors  
Loan Interviewers

**III. Industry Certification/Accreditation**

QuickBooks Certified User (administered by Certiport)  
Certified Records Manager (administered by Pearson VUE)  
Microsoft Certification (administered by Certiport)

**IV. Industry Recognized Credentials (IRC)**

See above.

**V. Labor Market Demand**

The Business Accounting Technician program at Imperial Valley College meets a documented labor market demand. Employment trends for this field are derived from a variety of sources. These are listed below.

## A. Employment Trends

Occupation	TOP Code	SOC Code	2012	Average Job Openings per Year
Executive Secretaries and Administrative Assistants	0514.00	436011	170	2
Secretaries, Except Legal, Medical, and Executive	0514.00	436014	740	21
Total				23*

\*State Employment Development  
Occupational Employment Projections 2012-2022  
Imperial County  
<http://www.labormarketinfo.edd.ca.gov/CommColleges/>

## B. Employment Trends Assessment

### VI. Other Regional Programs

There are no other similar training programs in Imperial Valley.

### VII. Employment and Completion

(Based on State Core Measures Report, 2012-2013, 2013-2014 & 2014-2015)

**Core 2: Completions.** Measures completions for Career Technical Education student concentrators. Receipt of a certificate or degree or enrollment in a California four-year public university with or without a degree is considered a completion.

Fiscal Year Planning	Program	Total Completions	IVC Completion Rate	State Avg. Completion Rate
2014-2015	Business Accounting Technician	21/27	77.78%	80.62%
2013-2014	Business Accounting Technician	20/28	71.43%	82.07%
2012-2013	Business Accounting Technician	16/19	84.21%	83.57%

PERKINS IV Program Performance Trend Report  
Core Indicator Two – Total Completions – Certifications, Degrees and Transfer  
[https://misweb.cccco.edu/perkins/Core\\_Indicator\\_Reports/Summ\\_coreIIndi\\_TOPCode.aspx](https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIIndi_TOPCode.aspx)

**Core 3: Persistence and Transfer.** The percent of Career Technical Education student concentrators (students who have successfully completed a minimum of 12 units of related Career Technical Education coursework) who persist in education at the community college level or transfer to a two or four-year institution.

Fiscal Year Planning	Program	Persistence	IVC Persistence Rate	State Avg. Persistence Rate
2014-2015	Business Accounting Technician	48/59	81.36%	86.22%
2013-2014	Business Accounting Technician	45/57	78.95%	86.95%
2012-2013	Business Accounting Technician	39/44	88.64%	86.35%

PERKINS IV Program Performance Trend Report  
Core Indicator Three – Persistence and Transfer  
[https://misweb.cccco.edu/perkins/Core\\_Indicator\\_Reports/Summ\\_coreIIndi\\_TOPCode.aspx](https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIIndi_TOPCode.aspx)

**Core 4:** Student Placement. The percent of Career Technical Education students who have earnings the following year (as found in the unemployment insurance base wage file) or are in an apprenticeship program, or the military.

Fiscal Year Planning	Program	Placements	IVC Placement Rate	State Avg. Placement Rate
2014-2015	Business Accounting Technician	23/23	100%	48.26%
2013-2014	Business Accounting Technician	21/21	100%	61.08%
2012-2013	Business Accounting Technician	12/12	100%	61.78%

PERKINS IV Program Performance Trend Report  
Core Indicator Four – Employment

[https://misweb.cccco.edu/perkins/Core\\_Indicator\\_Reports/Summ\\_coreIndi\\_TOPCode.aspx](https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIndi_TOPCode.aspx)

Pursuant to the FCMAT report, CTE programs are also being evaluated for student demand, certificate and program completion, local labor demand, and a facility utilization for CTE programs in the new CTE building.

## VIII. Enrollment Trends

Course	Year	Sections	Avg. Class	Fill Rate
BUS010	2014-2015	6	25	82.78%
BUS010	2013-2014	6	26	87.22%
BUS010	2012-2013	0	0	0.00%

Course	Year	Sections	Avg. Class	Fill Rate
BUS060	2014-2015	0	0	0.00%
BUS060	2013-2014	0	0	0.00%
BUS060	2012-2013	1	28	100.00%

Course	Year	Sections	Avg. Class	Fill Rate
BUS061	2014-2015	0	0	0.00%
BUS061	2013-2014	1	18	51.43%
BUS061	2012-2013	1	25	89.29%

Course	Year	Sections	Avg. Class	Fill Rate
BUS124	2014-2015	2	55	87.90%
BUS124	2013-2014	2	50	111.11%
BUS124	2012-2013	2	35.5	118%

Course	Year	Sections	Avg. Class	Fill Rate
BUS126	2014-2015	6	31	87.14%
BUS126	2013-2014	6	32	91.43%
BUS126	2012-2013	6	30	88.73%

Course	Year	Sections	Avg. Class	Fill Rate
BUS136	2014-2015	1	17	48.57%
BUS136	2013-2014	1	17	48.57%
BUS136	2012-2013	2	18.5	52.86%

Course	Year	Sections	Avg. Class	Fill Rate
BUS144	2014-2015	1	17	48.57%
BUS144	2013-2014	1	18	51.43%
BUS144	2012-2013	1	23	65.71%

Course	Year	Sections	Avg. Class	Fill Rate
BUS148	2014-2015	0	0	0.00%
BUS148	2013-2014	0	0	0.00%
BUS148	2012-2013	1	23	76.67%

Course	Year	Sections	Avg. Class	Fill Rate
BUS152	2014-2015	2	16	45.71%
BUS152	2013-2014	2	19	52.86%
BUS152	2012-2013	0	0	0.00%

Course	Year	Sections	Avg. Class	Fill Rate
BUS154	2014-2015	2	21	58.57%
BUS154	2013-2014	2	24	67.14%
BUS154	2012-2013	0	0	0.00%

Course	Year	Sections	Avg. Class	Fill Rate
BUS156	2014-2015	2	22	74.58%
BUS156	2013-2014	2	15	42.86%
BUS156	2012-2013	0	0	0.00%

Course	Year	Sections	Avg. Class	Fill Rate
BUS164	2014-2015	2	32	91.43%
BUS164	2013-2014	2	33	93%
BUS164	2012-2013	2	23.5	83.93%

Course	Year	Sections	Avg. Class	Fill Rate
BUS167	2014-2015	2	29	96.67%
BUS167	2013-2014	1	31	103.33%
BUS167	2012-2013	1	31	103.33%

Course	Year	Sections	Avg. Class	Fill Rate
BUS169	2014-2015	1	35	100.00%
BUS169	2013-2014	1	31	88.57%
BUS169	2012-2013	1	30	107.14%

Course	Year	Sections	Avg. Class	Fill Rate
BUS172	2014-2015	1	36	102.86%
BUS172	2013-2014	1	35	100.00%
BUS172	2012-2013	1	30	107.14%

Course	Year	Sections	Avg. Class	Fill Rate
BUS176	2014-2015	0	0	0.00%
BUS176	2013-2014	1	12	34.29%
BUS176	2012-2013	1	21	75.00%

Course	Year	Sections	Avg. Class	Fill Rate
BUS180	2014-2015	1	27	77.14%
BUS180	2013-2014	1	23	65.71%
BUS180	2012-2013	1	26	92.86%

Course	Year	Sections	Avg. Class	Fill Rate
BUS210	2014-2015	6	30	98.33
BUS210	2013-2014	6	31	104.44%
BUS210	2012-2013	5	33.8	1.02

Course	Year	Sections	Avg. Class	Fill Rate
BUS220	2014-2015	4	27	75.7%
BUS220	2013-2014	3	30	86.67%
BUS220	2012-2013	3	28	80%

Course	Year	Sections	Avg. Class	Fill Rate
BUS230	2014-2015	0	0	0.00%
BUS230	2013-2014	0	0	0.00%
BUS230	2012-2013	1	17	48.50%

Course	Year	Sections	Avg. Class	Fill Rate
BUS260	2014-2015	4	23	76.67%
BUS260	2013-2014	3	29	97.78%
BUS260	2012-2013	2	26.5	94.64%

## IX. Completions

	2014-2015		2013-2014		2012-2013	
	Degrees	Certificates	Degrees	Certificates	Degrees	Certificates
Business Accounting Technician	10	0	7	0	7	6

**X. FTES/FTEF Analysis**

Year	FTES	FTEF	FTES/FTEF
2014-2015	160.4	11	14.58
2013-2014	141.45	10.07	14.05
2012-2013	134.11	10.93	12.27

**XI. Facility Utilization Plan**

**XII. SWOT Analysis**

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Our community has a regular demand for accounting technician skills.</li> <li>• IVC's up-to-date technology allows us to simulate small/medium office environments.</li> <li>• In the QuickBooks class, students apply the accounting theory they learned to real-world simulations using popular accounting software used by many local organizations.</li> <li>• Our program guides students through optional Microsoft certification, making them more marketable.</li> <li>• Our internship requirement gives students job experience before entering the workforce.</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• Many of our students are English learners. While our program is designed to help them improve their business communication skills, students can complete this program lacking the communication skills necessary for employment.</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• We are working toward guiding our students through the process to become QuickBooks Certified users.</li> <li>• We are continually updating our courses to use current office technology.</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Salaries and wages for clerical jobs are low.</li> <li>• Many students in our program struggle to balance course requirements and child care responsibilities.</li> <li>• Portions of our program can be learned through on-the-job training, potentially causing a negative impact on completion.</li> </ul>

**XIII. Program Evaluation**

The Business Accounting Technician program prepares students for entry level positions in the area of accounting. The program has strong performance numbers across all measures. The Perkins indicators in completion, persistence and placements are well above State rates. Class fill rates are consistently high, some over 100% fill rates. The program also has a consistent completion record in both certificates and degrees. Labor market demand is also solid based on the State data base.

**XIV. Recommendations**

It is recommended that the Business Accounting Technician program continue at Imperial Valley College without mitigation.