

**MARKETING, MANAGEMENT,  
INTERNATIONAL BUSINESS, RETAIL AND  
HOSPITALITY & TOURISM MANAGEMENT**

**Business and Professional Studies  
Grossmont College**

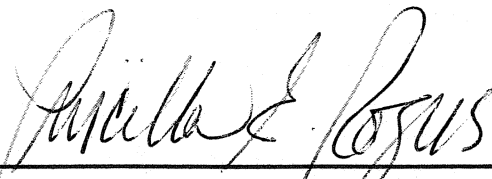
**PROGRAM REVIEW  
FALL 2007**

**Priscilla E. Rogers, Instructor & Coordinator**

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INTERNATIONAL BUSINESS, RETAIL AND  
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FALL 2007  
Completed SPRING 2008**

**SIGN OFF SHEET**



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**Priscilla E. Rogers, Instructor & Coordinator**

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## SECTION 1 – OVERVIEW

### Concise History

- 1.1 Introduce the self-study with a brief department/program history. Describe any unique characteristics, concerns or trends affecting the program and any significant changes or needs anticipated in the next three years. These may include items such as increases or decreases in number of full-time and adjunct faculty, sections offered, and growth or decline of the department/program. Remember that this is a broad general assessment versus the more detailed responses and recommendations covered in the following emphasis areas.*

The department offers five degree/certificate programs. Of the five programs, the Marketing major is the oldest. Established in 1971 by Robert Peck, formerly of the Woolworth Corporation, the degrees offered were Marketing Mid- management and Retailing Mid-Management. In 1986 these two programs were combined into one Marketing major using a single core curriculum and creating areas of emphasis. Subsequently, in response to suggestions by the Western Association of Food Chains (W AFC) and several of the largest retail chains in California, a Retail Management Certificate Program was established.

In 1975, Gene Britt, was hired to teach management courses. The following year Mr. Britt wrote the curriculum to establish the Management major. In 1978, James Wegge, a local entrepreneur, was hired to teach in both the marketing and Management Programs. Today, both majors are popular with the working adult who wishes to have a certificate or degree to improve his or her chances for promotion.

In 1983, Mr. Britt completed a one year sabbatical that included teaching assignments in Beijing and Helsinki. As a result of those experiences and with the help of an advisory committee, Mr. Britt developed and implemented the International Business Program. This was one of the first such programs in San Diego and one of the earliest in the State. In 1990 the International Business program was cited as having a model curriculum for other community colleges and much of which was incorporated in the International Trade Model Curriculum published by the Chancellor's office in May 1992.

In 1987, using a grant from Sears, the department began publishing the International Business Calendar, a monthly newsletter for the international trade community. It grew to a circulation of 8000 and because of its size, was then handed over to the World Trade Center. Grossmont College interns continued for many years to help with the publication. Due mostly to the internet as well as the increasing cost of postage, this activity has moved to the World Trade Association is now maintained by them.

In August 1993, based on the recommendations of the program's advisory committee, Mr. Britt recruited Customs Broker Leslie Pembroke and the first Customs Broker License Exam Review Course was offered. Today, Grossmont is the only organization in

this end of the State to offer this service to the international trade community. As a result, participants commute from as far away as Yuma, Arizona to take this semi-annual course. Ms. Pembroke has an outstanding record of successfully preparing examinees for the difficult Customs Broker Exam that is given twice annually by the US Treasury Department. We are currently preparing for our next session which will start on February 2, 2008.

In 2000 The Western Association of Food Chains approached the Chancellor's office with a model curriculum they wanted to offer statewide. The purpose of the program was to help train their workers for advancement to management positions. The food chains promised to promote this program heavily to their employees. A curriculum proposal was developed and actually no new courses were necessary. The program was started and is still running today.

In 2003 Gene Britt retired and no one was hired to replace him or the position of coordinator. That also left the department with no full time employees as James Wegge was on reduced time and retired in 2005. Adjunct faculty members, Priscilla Rogers and Patricia Miller were engaged on a limited basis to coordinate the activities of the department until a full time faculty member could be hired. In Fall 2006, Priscilla Rogers was hired full- time and took over the activities of the coordinator for the department.

After several earlier attempts, the Hospitality and Tourism program was launched successfully in 2005 by Priscilla Rogers, an adjunct faculty member working under special contract. A brochure was created and distributed. Eric Lund, Manager for the East County Visitor's Bureau, was recruited to teach the first section of the program. Ms. Rogers worked with Carl Winston of San Diego State University to ensure that graduates of our Hospitality and Tourism program will enter SDSU as Juniors. This program is viewed very positively by SDSU and we receive quite a few referrals from them for our program. A member of the SDSU program also participates on our Hospitality and Tourism Advisory Committee.

At this time, we are in the process of developing online programs. Our goal is to allow students to complete all the requirements for a degree on line. We are focusing in the areas of Entrepreneurship and Management. At the same time, the same courses will allow the working student to improve their skills even if they are time challenged. In preparation for these changes we have up-dated our GC website and are already seeing the results of that improvement in the form of increased inquiries.

### **Department/Program Goals**

*1.2 Appendix 1 contains the most recent Educational Master Plan for the department/program.*

- *Which goals have been met?*

The Educational Master Plan contained the following goals/activities which have been partially or fully met.

1. Replace the coordinator of the department who retired 12/31/2003
2. Replace marketing/management instructor who died in February 2003
3. Work with the advisory committee to develop a Marketing Plan to target the Hospitality and Tourism Industry in San Diego County with the objective of increasing student enrollment

- ***What actions have been taken in achieving these goals and objectives?***

The actions which have been taken in achieving these goals and objectives are as follows:

1. Priscilla Rogers was hired in Fall of 2006 to assume the responsibilities of the department coordinator and full-time instructor in International Business, Management, Marketing and Retail Management.
2. The teaching responsibilities of the position of Marketing Instructor were assumed by Nate Scharff who now teaches part-time (one third time) in the Marketing Program and part-time (two thirds time) in the Business Administration area. We need one full time instructor to replace James Wegge and who can teach in Marketing, Management and possible Hospitality and Tourism.
3. The Hospitality and Tourism Department had its first advisory committee meeting in 2007. The recommendations of the committee were to continue as we are doing with the help of the East County Visitors Bureau and to look at adding some short, subject specific courses or seminars. The department is looking at that now and will come up with a plan of action this year. The committee also recommended that we look at marketing our program online as that seems to be the direction of the industry.

- ***What obstacles have been encountered?***

Some of the obstacles have been the actual learning curve related to the activities of the new coordinator and the lack of full time faculty to help with activities. With the exception of the coordinator, all instructors in the department are adjunct faculty with full time jobs in their area of expertise. It is difficult to get free participation from these adjunct instructors.

- ***How have these goals changed and why?***

These goals are in the process of slowly changing for several reasons. The overall business climate is changing. People are working longer hours and are now connected 7/24 via the internet. There has been a push for more online classes and, ultimately, careers available online. However, there has been no one in the department for several

years to lead the change in this area. Also methods of advertising products have turned increasingly to the internet and the World Wide Web and Grossmont College marketing has not moved in that direction at all.

### **Implementation of Past Program Review Recommendations**

*1.3 Appendix 2 contains the most recent Program Review Committee recommendations for the department/program. Describe changes that have been made in the department/program in response to recommendations from the last review.*

Point #1 called for the immediate replacement of the retiring coordinator so that there would be a smooth transition. A new fulltime coordinator was hired in 2006 so there were several years in which the department suffered from lack of full time attention. Now that we have a coordinator the department there is a new cohesiveness and things are getting back on track.

Point #2 called for the consideration of merging the MMIB department with the Business Administration Department. This has been considered but really would not prove to be practical. A coordinator would still be needed to run it and the focus of the two departments is quite different. The Business Administration department is all about transfers and the MMIB department is about improving your skills and improving your career opportunities.

With the exception of the Hospitality and Tourism Program, all of the programs in MMIB are geared towards the student getting or improving a job or career after the certificate or degree. They may also be taking courses to improve a job in which they are already working. The Business Administration Department is directed towards the student who will transfer to SDSU or one of the UC schools. So, as mentioned before, the focus of the two programs is different.

Point #3 called for the MMIB and the Business Administration Department to work more closely with each other as well as with counseling. We have made substantial improvements in both areas. For the last 3 semesters we have held joint department meetings during professional development week. We have made a special effort to interact and to get to know the faculty in the Business Administration Department. We have collaborated in many areas and now have an excellent working relationship. In terms of counseling, we have made presentations to counseling regarding programs and we return all calls and inquiries from them. Our department also has a large percentage of foreign students so we work closely with Drew Massicot in counseling to resolve those student issues.

Point #4 called for the MMIB department to hire faculty, recruit students, and provide more outreach to small San Diego businesses of our multicultural community. We have made limited progress in this area. We have hired multicultural faculty members (who



are also Grossmont Alumni) and we have provided outreach to some of the businesses in the area. The biggest drawback in this is lack of available time on the part of the coordinator.

Point #5 called for updates of course outlines for a variety of courses. Many courses were up dated in 4/02 but they again need to be done. I have attached a list with the most recent dates for each outline. We will continue to work on that as we are also working to establish the SLOs for each course. However we are limited as to how quickly this can be done by the fact that there is only one full time person in the department.

### **Advisory Committee Recommendation**

*1.4 If appropriate, summarize the principal recommendations of the program advisory committee since the last program review. Describe how the department/program has responded to these recommendations. Include the date of last meeting and frequency of meetings. List organizations represented.*

The last Advisory Committee Meeting notes for the department as a whole that were available were from May 2002. In 2007 we re-started our advisory committee meetings with a separation of the Hospitality and Tourism and the rest of the MMIB program. This was decided as the Hospitality Program is transferable to SDSU and we want to make sure that any changes or suggestions continue to keep us on that path. We included a member of SDSU Program on our Advisory Board to insure that and to keep us up-to-date on any course changes.

The members of the 2002 MMIB committee included:

Carlos Arteaga – General Manager, MIT Services Inc.  
 Gene Britt – Coordinator, Intl. Business, Marketing & Management  
 Olivia Carroll – Human Resource Manager, Vons Supermarkets  
 Tom Dean – Adjunct Instructor, Hospitality Program  
 Pat Miller – Owner, Miller Global Logistics  
 Leslie Pembroke – Customs Broker, Paxton, Shreve and Hayes  
 Art Phelps – Manager, San Diego Web Offset  
 Priscilla Rogers – Owner, Ooh-La-La Designs  
 Robert Turnier – Grocery Manager, Vons Supermarkets, El Cajon  
 Dal Watkins - Retired Executive Director, SD Convention Center  
 James Wegge – Owner, Flight Suits Ltd., Marketing Instructor

The following were the major concerns for the 2002 Advisory Committee Meeting for the whole department:

### Program Continuity Issues

Of major concern was program continuity in light of the planned retirement of Gene Britt. There was discussion of merging with the Business Administration Department but there was no action recommended. It was also discussed that we would probably have to use adjunct faculty to keep the program together until a replacement could be found and hired. That was what happened and Priscilla Rogers and Pat Miller acted as part-time coordinators. In 2006 Priscilla Rogers was hired as a full-time instructor and assumed the responsibilities as the coordinator.

### Customs Broker Course

It was discussed that due to changes in US Customs examination procedures there had been a falling off of enrollments and that the course should only go forward if there were at least eight students enrolled. Since that time, Leslie Pembroke took a one year sabbatical in 2007 so we did not have a class last year. We were unable to find another equally qualified instructor in the San Diego/Long Beach area. However, we are back on track and our next class will start on Feb 2, 2008 with fifteen students already enrolled.

### Hospitality Management Program

It was discussed that in spite of significant promotional efforts on part of the San Diego Convention and Visitors Bureau, enrollments were lagging and, in fact, the class had to be cancelled several times.

When Priscilla Rogers, acting as the adjunct coordinator, took over the program we were able to form a partnership with the East Country Visitor's Bureau. We hired Eric Lund, the Manager of the Bureau, to be our adjunct instructor. This has helped substantially as Mr. Lund has advertised the program through his own networking channels. After we established a relationship with SDSU, we have been getting referrals from their Hospitality Department as well.

### Retail Management Program

It was discussed that the program was moving forward and that the Western Association of Food Chains were encouraging their employees to enroll. No additional classes or action were required.

### Work Experience Internship Program

At that time there were changes in the rules governing the program. With those changes, the Internship program suffered substantially. However, we are pleased to report that the program is back on track and we have had an increasing number of students each semester. We now have three different internships, Management, Marketing and



## SECTION 2 – CURRICULUM, ACADEMIC STANDARDS, AND SUPPORT SERVICES

### Appendix 3, Catalog Descriptions

*2.1 Review all course outlines and comment on where your department/program is in the process of maintaining currency. Verify that the course outlines reflect the writing, reading, and problem-solving skills, quantitative reasoning, and critical thinking across the department/program's curriculum.*

All course outlines contain requirements for writing assignments, critical thinking and problem-solving skills. Many of the outlines are several years old and should be revised in the next few semesters. The pending up-dates and revisions will also include the SLOs that the department is working on for the future. Also, as more classes go online, revisions will be a natural outcome of that process.

*2.2 Describe how your department makes decisions related to the following:*

- *Identification of student learning outcomes*
- *Methods to demonstrate achievement of these learning outcomes.*

*Explain how your department uses this information for course and program improvement.*

The department has just started to work on identifying the student learning outcomes (SLOs) for each of the areas. As a starting point, the department coordinator has distributed the official program and course outlines for each of the areas. We will first identify the SLOs for the major program areas and then carry those forward for each course within the area. In the case of Hospitality and Tourism the core curriculum must articulate the courses with SDSU and we will create the SLOs from there.

We will depend on guidance from our adjunct faculty in the other areas as they, in fact, have the expertise and the knowledge to help us decide what a student must know in their areas. They will provide up-to-date guidance as they are hiring people regularly to do these jobs. As mentioned earlier, once the SLOs have been determined, we will up-date the Course Outlines.

*2.3 Explain how the department/program maintains academic standards, integrity and consistency to assure that current curriculum adequately meets students' needs (e.g., general education, prerequisites, job-specific training, and transfer). Explain how the department/program ensures that all instructors teach to the official course outline.*

All newly hired adjunct faculty members receive copies of the official course outline. During the evaluation process, the instructor's syllabus is reviewed for conformity to course outline. Being a small department, information about what is being taught in related courses is easily obtained.

**2.4** *Using Appendix 5, Grade Distribution Summary Report, comment on retention and grading variability figures. Discuss any specific courses that have unusual retention patterns or grading variances.*

Retention patterns have remained fairly consistent in the past. In the International Business area it is rare that a foreign student drops a class. In the areas of Management and Marketing students do drop and it is usually due to their work and travel loads. Many times we get the student back the next semester.

Grading seems to be relatively consistent as well. The Grade Distribution Summary has brought to our attention some variances in the norm and those issues will be addressed directly with the instructor.

**2.5** *Describe strategies employed to ensure consistency in grading in multiple section courses (e.g. mastery level assessment, writing rubrics, departmental determination of core area which must be taught).*

As we are a small department, we have very few multiple section courses. The multiple section courses that we do have are normally taught by the same instructor such as the cases of BUS 146 Marketing or BUS 156 Management. The fact that the same instructor teaches the multiple sections helps to ensure consistency.

**2.6** *Describe how your department/program encourages students to extend learning outside the formal classroom.*

We have internships offering work experience programs in International Business, Management and Marketing. These internships with San Diego businesses ensure ample opportunities for learning outside the classroom. Ms. Pat Miller has been the sole faculty member running these internships and this ensures consistency for all students and employers with very specific requirements for all parties. We have set rigid standards and deadlines to further develop a sense of responsibility and real-life work experience.

In classes such as Introduction to International Business (BUS 250) and the Cultural Dimensions in International Business (BUS 258) students are required to attend outside community activities such as the World Trade Organization functions and Women in World Trade meetings.

In International Marketing students are required to do all of the market research for the country they have selected as well as provide all of the product information for the product they will be marketing to a foreign country.

Additionally students are required to use publications and the internet to investigate current issues in world business culture. Students are required to relate this material to their text books as well as to the world around. The student first writes about the

different issues and then these issues are discussed in class so they can learn to appreciate diversity and different points of view.

*2.7 Describe and give the rationale for any new courses or programs you are developing or have developed since the last program review. How have current issues (environmental, societal, ethical, political technological) been reflected in your curriculum.*

In the area of business management we are looking at several things in terms of entrepreneurship. We are working on creating the first completely online program for the small business owner. Our goal is to use classes that already exist and introduce them online as well as develop a few new ones. This program will allow the new business owner the opportunity to study and take classes at their convenience - completely on line.

We are also hoping to offer a program in International or Global Entrepreneurship. Priscilla Rogers will be attending a seminar program at Michigan State University in June 2008 put on by CIBER (Center for International Business Education and Research). CIBER offers a certificate program in this area and we are thinking to use a model similar to theirs to create our own program. We already have many of the components in place through our International Business Certificate Program.

The reasoning behind this program is that the trend in business today is to go global at start up rather than after many years of domestic business. The internet has radically changed the way we do business in international business and the (small to medium) size of the company is no longer a limiting factor in international business.

*2.8 In Appendix 4, Course Status, list the courses in the department/program that are duplicated at the Cuyamaca College and identify their alignment status. Comment on courses which have not been aligned and describe the plans for alignment.*

With the assistance of Marsha Rayborne, we have kept up with the changes and as much as possible with the alignment at Cuyamaca College. Since 2005, we have brought our internship programs BUS 137 Marketing Internship and BUS 159 Management Internship into alignment with Cuyamaca.

Cuyamaca wanted to change the course number on BUS140 Entrepreneurship but it was identical to our course and we brought that to their attention. We have also been working closely and as each course outline comes up for changes or up dates, we have mutually provided information. At this time all of the relevant courses in the MMIB area are aligned with Cuyamaca.

## **Innovation/Special Projects/Community Involvement**

**2.9** *Describe instructional innovations and/or special projects undertaken by the department/program or individual faculty members, including the use of technology.*

We have worked with the CSIS department to create one of two new classes which form a “how to market a product on the internet”. Nate Scharff developed an 8 week course which is the first part of the two sections. The course is called “Principles of Internet Marketing” and is directed at the company or person interested in creating a marketing plan for the internet. CSIS has the practical version where students are actually taught to create their website and implement the plan they created in our class. It has been slow to get it off the ground. One of the reasons may be that we are not advertising it online. The student who would be looking for this class already is using the internet and tends not to look at traditional informational sources.

**2.10** *With the interest and needs of the community in mind, describe any outreach or community activities initiated by the department/program.*

In conjunction with the Hospitality Management Program, we have been very active in East County events. Through the Grossmont Foundation, we offer a scholarship to students planning on a career in Hospitality and Tourism.

Priscilla Rogers participates in the Mount Miguel High School Virtual Enterprise program by sitting on the advisory board and helping supply business people for their various programs. We will be part of the judges for their program contest presented at the Scottish Rite in Mission Valley in February 2008.

We have renewed our relationship with the Western Association of Food Chains to increase awareness of our Retail Management Program. We are now listed on their website and will link to our website in the future. We will continue to do in-store presentation at the different grocery chains as well as at local Wal-Mart and Target stores.

In International Business we have reached out to several of the language schools as well as through former Grossmont Students. We keep in touch with the World Trade Organization and, as mentioned earlier, our interns continue to be requested by companies doing business internationally. We also have a direct link through our internship program.

A possible new course we are looking at offering, Shipping Dangerous Materials, is also in response to community needs and community outreach. Our internship instructor, Pat Miller, visits each business where we have interns. And Ms. Miller always initiates a conversation with the business owner or supervisor or manager about their educational

needs for their employees and company. We are always looking for ways to fulfill community needs.

**2.11** *Provide specific examples of departmental or individual effort aimed at encouraging students to become actively engaged in the learning process.*

All of the instructors in the Marketing, Management, & International Business area work in their fields of expertise. Students are introduced and encouraged to learn about and keep up with all the new things that are happening in the business world. In every class, students are either encouraged or required to learn about the business world around them. As instructors, we provide information about programs, seminars and activities outside of the Grossmont Campus. We encourage the use of the internet, newspapers like the Wall Street Journal and publications such as the Economist. As mentioned before in 2.6, students are required to go out and seek out information.

**2.12** *Explain the department/program's relationship to others on campus (e.g., fulfill prerequisites for other general education programs, cross-listing, interdisciplinary course offerings, learning communities.)*

All of our programs require students to take courses from other areas. Things such as accounting, economics, a foreign language or a history course are required in every program for the Degree and in many even for the Certificate so there is a relationship to other departments on campus. And we will continue to add or change those courses as the marketplace changes.

**2.13** *Indicate what the department/program has done to formalize links with the following college support services:*

- *Learning centers (writing and reading labs, math study center, tutorial center)*
- *Instructional Media*
- *SETL*
- *Others*

SETL and the Tutoring Center are referenced in the syllabi and students are encouraged repeatedly during class sessions to use both. Students are also encouraged to get help in writing and preparing papers especially those students with English as a second language.

Students in all programs are encouraged to use all of the facilities on campus and all of the services for them that makes going to a community college a great experience. In the business area, we also recommend that students make full use of the Career Center for the resumes they need to present to get an internship. Also the special programs such as testing and hiring skills presented in the Career Center are announced in classes.

**2.14** *Evaluate and provide a summary of the current status of library resources related to the department/program. Use the subject-specialist librarian assigned to your*



*department/program to assist in the evaluation. Consider books, periodicals and online resources.*

For most of the classes in our department, students are required to use publications such as the Economist, Wall Street Journal, New York Times and the LA Times. All of these are available in the library. Also many of the students subscribe to the online versions of these publications. Students have commented the library staff is helpful to them and their biggest problem is making time to get to the library.

With the cost of text books rising, students are having difficulty purchasing books. To address this we will make an effort in the future to place textbooks, for those courses that use a textbook, in the library for limited time use.

**2.15** *Describe the working relationship between the department/program and the Counseling Department in terms of exchanging specific information about your department/program that counselors can use to help students develop education plans and make career decisions.*

Our department has a good working relationship with the Counseling Department. We work closely with Drew Massicot for the foreign students and with any of the other counselors who have questions or student issues. The coordinator has visited the department and discussed many of the programs, offering information and suggestions for student success. We keep the counseling department stocked with our current brochures. We also recommend to students to visit a counselor and set up their educational program so that they are working towards their goals.

**2.16** *Comment on the results of the student survey, Appendix 6, regarding campus resources.*

The following are the results for campus resources from our student survey:

#### Bookstore

Basically the students use the bookstore at the beginning of the semester for books and during the semester for quiz answer sheets. 6% of our students use it more frequently, 2-4 times a week, 23% of our students use it once a week and 64% 1-2 times per semester.

#### Career Center

Some students reported using the Career Center but the numbers were not impressive. 3% said they went 2-4 times a week. 32% said they went 1-2 times a semester. And 65% said they never went to the Career Center. As mentioned before, we do recommend the students who are entering into the Internship Program go the Career Center to get help with their resumes.

### Counseling Office

3% of the students go to the Counseling Office 2-4 times a week. 6% of the students go once a week to the office. 62% go 1-2 times a semester and 29% reported that they had never gone to the Counseling Office.

The foreign students tend to use the Counseling Office the most but we do recommend it to students who decide that they will continue their education or those that have specific issues. The most difficult group to convince to go to Counseling Office is the returning and older students. There seems to be resistance to seeking out help.

### English Writing Lab

Here the numbers are better. This is good news considering the importance of being able to write in business. In our survey 8.4% of the students said they went 2-4 times a week. 8.4% of the students said they went at least once a week. And 20% of the students said they went 1-3 a semester. Unfortunately, 63% said that they did not go at all to the English Writing Lab.

### LRC: Computer Lab- SETL

Again the numbers were better here. 18.5% of the students said they went to 2-4 times a week to the Computer Lab. 13% said they went once a week and 16% said they went 1-2 times a semester. 53% said they had never gone to the Computer Lab. We do have to consider that many of the students in our program work with computers on a daily basis and have access to help in their places of business. It appears that the numbers represent those students who do not have access to a system at home and the foreign students who like to get the additional help.

### Instructional Media

88 % of our students said they had never used these campus resources.

### LRC: Main Library

Our students were divided up pretty evenly in this area. 24% went 2-4 times a week. 25% went once a week and 23% went 1-2 times a semester. 27% reported that they had never gone to the library.

### Tutoring Center – LRC

About 6% of the students reported going to the Tutoring Center 2-4 times a week. About 8% went once a week. 26% went 1-2 times a semester and 60 reported never going to the Tutoring Center.

### **Articulation**

**2.17** *List the courses that have been formally articulated with high schools and/or four-year universities.*

There are two courses which have been articulated with Mount Miguel High School. The courses are BUS 146 Marketing and BUS 140 Entrepreneurship. Most of the courses in our area are taught by faculty who are experts in their field. We have concerns that the rigor and the reality of the classes will be lost when taught by someone with no business experience.

The Coordinator has worked with Janice Johnson on articulation for the Hospitality and Tourism Program as it pertains to SDSU. This is the only program we have that transfers.

**2.18** *Describe the status of articulation with the CSU and UC systems as well as with regional private universities and other entities. Describe how the program ensures that transferable courses are current and articulate with four year institutions.*

Although most of our courses are accepted by the CSU system as lower division business electives, our programs are associate degree or certificate programs designed to prepare students for immediate entry into the job market. 31.4% of our students already have degrees (please see Question 14b on our student survey, Appendix 6) and what they are looking for are courses or programs that will prepare them for the job market.

### SECTION 3 – STUDENT ACCESS AND SUCCESS

31. *In addition to the innovations listed in 2.11 describe specific ways the department/ program has adjusted or developed curriculum to foster student success (e.g., addition of pre-collegiate introduction courses, bridge courses, variable unit courses, on-line courses, honors courses, web enhanced learning).*

Our instructors work or have worked in business and in industry so we are constantly presenting ways to foster student success. With the use of the web and the fact that the students must seek out information, we feel we are preparing them for the business world. The majority of our classes are offered in the evening to allow working adults the opportunity to attend classes and better their careers. As mentioned earlier, we are in the process of introducing a complete program online to enable those students with time issues the opportunity to improve their knowledge and skills.

We will have our first hybrid course in Hospitality and Tourism starting in Spring 2008. Taking what has been learned from our hybrid experience, it is our plan to then introduce a fully online version of this class in Fall 2008.

- 3.2 *Analyze Appendix 7, Statistical Data: Outcomes Profile and comment on strategies utilized to address the needs of the various cohort groups. Provide specific strategies that have been used to meet the different needs of your students (e.g. re-entry, academically under prepared, working, disabled, limited English.)*

The greatest advantage we have in our program to help meet the different needs of our students in our class size. Having smaller classes allows the instructors to get to know the students and at the same time provide help and suggestions for student success.

We provide many of our classes at night which allow the students who are working or re-entering the educational process, the chance to work, study and attend classes. Also we work with any student with a disability as long as they go to the Student Services office and register. This is also covered on every syllabus.

In the International Business Program we deal more with students with limited English. We encourage those who need some additional help to use the tutoring services available as well as to form study and networking groups. At the beginning of the semester we create “buddies” and students share contact information. This allows students to have someone else to speak to and with whom they can study. Foreign students or students with English as a second or third language are encouraged to have a “buddy” who has English as a first language. This fosters cultural diversity and encourages confidence in both groups.

### Age

Students in the Management, Marketing, International Business, Retail Management and Hospitality Management area have the highest concentration in the 20-49 age groups. This age group also has the highest Success and Retention Rate. As we have mentioned before, many of our students are working adults and have a dedication and purpose for attending college.

### Ethnicity

Our department is quite diverse and our success rate is fairly strong in Asians, Hispanic and White, non-Hispanic. There is a trend in the Black, non-Hispanic group to have a lesser success rate. The Asians and Latin students tend to be the most successful but the majority of these students are foreign students. They come to the USA to get an American education and improve their language skills. Possibly due to the higher cost of classes for foreign students, dropping out or withdrawing from a class is not an option they treat lightly as do some of our other groups.

### Gender

The students attending classes in our program are on a trend with the female population increasing slightly and with a slightly higher success rate over a five year period. This seems to be a trend for the entire college.

Overall in terms of number of students and number of degrees and certificates awarded, our success rate had declined. We believe this can be attributed to several factors including lack of a full-time coordinator for several years, the loss of many students to the military actions in Iraq and Afghanistan, and to the overall decline of students in our area. There also may be some residual reluctance on the part of foreign parents to send their children to the USA to study after 9/11.

### *3.3 If state or federal licensing/registration examinations govern the program, please comment on student success.*

The only course which has a federal licensing requirement is the Customs Broker Exam Preparation Course. In recent years US Customs has increased the difficulty of the test to limit the number of new Customs Brokers. However, we have had a quite a few students pass the test on the first time. US Customs will no longer provide us with the statistical information so we have no current numbers.

### *3.4 Discuss strategies and/or activities that have been, can be, or will be used to promote/publicize the courses/department program. Include activities your faculty have implemented to provide closer connections to primary, secondary and post secondary schools. Consider campus/district resources that have been*

*useful. Using the Student Survey, comment on how students learned of this program.*

There are several ways we have advertised or promoted our programs:

- Priscilla Rogers has made presentations to the WAFC and to local Targets, Wal-Mart and grocery store managers.
- We have advertised the Hospitality Program through various industry websites. Eric Lund has been instrumental in many of these activities.
- We have created a brochure for the Hospitality Program, updated the brochure for International Business. We are in the process of up-dating several of the older brochures to a more modern & lively looking format.
- We have issued press releases for the Customs Broker classes and advised the local Custom Brokers association. Our Customs Broker Exam Preparation Class website has also been the source of interest for students.
- We have participated in high school programs.
- We have done a post card mailing to the members of World Trade Organization to let them know about up coming classes.
- We will be meeting with the Small Business Administration regarding upcoming classes and will try to get them on their website.
- We need to pay greater attention to and make greater use of our websites and develop internet marketing.

**3.5** *Referring to **Appendix 7**, Statistical Data, Outcomes Profiles, **Appendix 8**, Efficiency Report, and **Appendix 5**, Grade Distribution Summary Report, comment on emerging trends of course completion, success, retention and enrollments.*

All the data provided by the district includes all courses with BUS as their designations. This data commingles courses from both the Business administration department and the MMIB department. As a result of this, the data and the comments may be inaccurate.

- Success

### Success

	Year	%
Fall	2001	78.6%
Fall	2002	74.4%
Fall	2003	70.1%
Fall	2004	68.9%
Fall	2005	72.8%

Success has followed the same trend as most of the other statistics. It starts out at 78.6% in Fall 2001, drops to a low of 68.9% in Fall 2004 and starts to rise again in Fall 2005 to 72.8%.

- Retention

### Retention

	Year	%
Fall	2001	88.40%
Fall	2002	80.60%
Fall	2003	82.00%
Fall	2004	80.80%
Fall	2005	75.60%

Retention has not followed the other statistics and that may be because of the faulty statistics.

- Enrollments

### Enrollment

	Year	#
Fall	2001	468
F & Sp	2002	987
F & Sp	2003	931
F & Sp	2004	617
F & Sp	2005	521
Spring	2006	312

Enrollments have followed the other data in that they start out high in 2002 and fall to a low in 2005. They seem to be on an upward trend in 2006.

**3.6** Referring to *Appendix 9* if the department/program offers a major or certificate in the college catalog, comment on the trends regarding number of students who earn these degrees and/or certificates.

- Degrees and Certificates

**Degrees & Certificates**

Years	Degrees	Certificates
2001-		
2002	24	26
2002-		
2003	20	29
2003-		
2004	17	30
2004-		
2005	13	21
2006	14	11

In the last program review in 2000 there is a mention that the three majors had awarded approximately 35 degrees and certificates annually. That number increased to approximately 43 degrees and certificates annually through Spring 2006. We have seen that number declining in 2006 although we are not sure exactly what caused that decline and if it is a trend. It can probably be attributed to the lower enrollments. We have not yet seen an up turn in these numbers.



## **SECTION 4 – DEVELOPMENT OF HUMAN RESOURCES**

**In Appendix 10, complete Conference, Workshops, Staff Development and Sabbaticals forms.**

**4.1** *Describe how participation in activities listed in Appendix 10 have resulted in improvement in curriculum and instructions.*

All of the seminars, activities and business trips our instructors participate in add to their business knowledge. All of our faculty, with the exception of Priscilla Rogers since Fall 2006, are adjunct faculty so they are driven by there jobs and professions to continue learning. That continuous learning translates to our students in instructors who are current in their areas of expertise and real world business experience and knowledge.

Priscilla Rogers, Eric Lund and Nate Scharff have all completed ED214 How to Teach an Online Course. This will lead to the development and preparation of online classes in Management, Marketing, International Business and Tourism.

**4.2** *Forecast your staff development needs both within and outside of the institution.*

At this time and due to the fact that the coordinator is new in this area, it is difficult to forecast the needs of the department. However, if we are to regain our enrollments, we need to replace the position of James Wegge.

If one had to predict into the future, one might predict that the Hospitality and Tourism Management area will continue to be one of the fastest growing areas. According to SD Workforce data, at this time, tourism is the second largest employer in San Diego County with retailing being the number one. So it would seem logical that another full time instructor with skills in Tourism, Marketing and Human Resource Management will be necessary.

**4.3** *Describe how the members of the department/program are helping to shape the direction of the college (e.g. writing grants, serving on college/district committees, task forces, Academic Senate representation, etc.)*

Basically the department is made up of adjunct faculty – one full-time instructor and nine adjunct instructors. As such those members do not participate in any of the above mentioned areas. Eric Lund is very active in the Grossmont Foundation and works on a variety of projects in that area. As mentioned before, Mr. Lund also serves on the Mount Miguel High School Advisory Committee.

Priscilla Rogers since becoming full-time in 2006 has participated in the Committee for Chairs and Coordinators, Academic Senate and is a member of The Enrollment Strategies Committee. Ms. Rogers is also looking at participating with the Foundation on a project



to create a data bank of alumni. Once the data bank has been created, the Foundation hopes to increase alumni participation and support of the efforts of Grossmont College.

**4.4** *Describe how the members of the department/program contribute to the community beyond the college, locally, statewide and nationally.*

Most of our adjunct faculty are members of organizations relating to their particular industries such as the World Trade Association, the Customs Brokers Associations, and Tourism Council. This participation and membership allows our instructors to keep up with business developments in their areas. Individual faculty members have served in the following capacities:

- Members of professional organizations
- Officers and Mentors for volunteer centers
- Advisory Board members to college business departments and high schools
- Church and community volunteers

**4.5** *Describe how decisions are made in your department/program.*

Decisions/incidents/problems in the department are usually discussed with the faculty by the coordinator via e-mail and telephone conversations. It is then brought to the attention of the Dean, Fred Allen, by the coordinator. After discussions with the Dean and any additional information required is collected, a decision is made. The adjunct faculty members are always encouraged to go directly to the dean if they want or feel the need to do so.

**4.6** *Describe how computer resources, such as the internet, department and faculty web pages, and e-mail are used by the faculty in the department/program.*

The internet is extremely important to all business faculty because it is so important in business communication today. Faculty and department coordinator communicate via e-mail extensively. Students communicate via e-mail with their instructors on a regular basis. This is especially important in our department as adjunct faculty do not have regular paid office hours.

We are adding web pages and encouraging students to check those pages for instructor information. In the area of International Business we have noticed an increase in communications from foreign students interested in our program due to the improved website and available coordinator information.

**4.7** *If your department/program has hiring equivalencies, explain the rationale and comment of alignment with Cuyamaca.*

We use equivalencies in our department when we are looking for an instructor who has general business experience but also has expertise in a certain area but who may not have

a Master's Degree. In business a person can be considered an expert in a particular area because of work related experience and not formal education. If they do not have a Master's Degree the applicant must have significant work experience in their field.

**4.8** *List and describe the duties of classified staff, work study and student workers who are directly responsible to the department/program.*

The department has no classified staff, work study, or student workers.

**4.9** *Discuss staffing factors that influence the effectiveness of the program. Does your department/program need to decrease, maintain or increase the number of full-time faculty? Support your response with enrollment trends, future outlook for your department/program and any information related to changes in the economy, business or human services needs. Include discussion of part-time vs. full-time ratios and dependence overloads.*

At this time the department does needs to hire one full time faculty member to replace James Wegge. The numbers indicate that we are again on a growing trend with increases in the day classes as well as evening. It is difficult for us to find well qualified adjunct business instructors for daytime classes in business, marketing and human resource management. Marketing is such a vital area in business and currently Nate Scharff teaches marketing for the MMIB Program. At this time we schedule about one third of his time with the remaining going to the Business Administration area. Having a fulltime instructor in the marketing area would continue to help further revitalize that program. .

The programs offered in Management, Marketing, International Business, Hospitality and Tourism are all areas of importance to San Diego County. Hospitality and Tourism are two of the larges employers in San Diego and we are playing a significant part in preparing students for jobs in those areas. Every business today needs good management, creative marketing and global business knowledge - all of which are available through our programs.

## SECTION 5 - SCHEDULING EFFECTIVENESS AND ROOM UTILIZATION

### 5.1 Using Appendices 7 and 8, comment on student success figures since the last program review. How does this compare to the campus-wide figures?

The figures provided in Appendix 8 are not correct for the MMIB department. All the courses with BUS are combined and include courses from the BOT department, the Business Administration department and ROP. If you will note there are a series of spreadsheets 5.2a-e (attached) which have been prepared to show the correct WSCH figures and analysis for the MMIB department.

#### 5.2a

Total enrollment (derived from Appendix 5-Grade Distribution Summary):

BUS	F 2001	SP 2002	F 2002	SP 2003	F 2003	SP 2004	F 2004	SP 2005	F 2005	SP 2006
115	62	71	64	54	29	32	31	37	19	29
118	18	30	19	24	28	19	16	14		18
137*	10	15	29	41	7					
140	17		36							
141					21	28			26	
142			29		18		21		12	
144	10			33		22		22		26
146	87	89	76	69	80	66	73	63	32	44
147**	40	33	68	91	19					
148										
155	15		25		33		18		16	
156	39	27	49	18	35	37	21	26	13	35
158				20			28	20	29	18
159*	34	18	46	59	12					
160										13
250	30	28	20	23	18	16	15	19	17	25
251	32		29		29		27		34	
252		36		36		24		20		30
253	41		31		25		21		22	
256		34		27		25		16		28
257		34		35		28		19		25
258	27		25		18		13		13	
265*	3	14	7	9	14	13	14	10	9	15
266*	1		1		3	3	2	5	4	
267*	2	3	1	1	2	2	2	4		6
TOTALS	468	432	555	540	391	315	302	275	246	312

\* Internships

\*\* Previously tied to internships

## 5.2b

Number of sections offered (derived from Appendix 5-Grade Distribution Summary):

BUS	F 2001	SP 2002	F 2002	SP 2003	F 2003	SP 2004	F 2004	SP 2005	F 2005	SP 2006
115	2	2	2	2	1	1	1	1	1	1
118	1	1	1	1	1	1	1	1		1
137*	2	2	4	3	4					
140	1		1							
141					1	1			1	
142			1		1		1		1	
144	1			1		1		1		1
146	2	2	2	2	2	3	2	2	1	2
147**	4	8	7	8	4					
148										
155	1		1		1		1		1	
156	2	1	2	1	1	1	1	1	1	1
158				1			1	1	1	1
159*	3	3	4	4	3					
160										1
250	1	2	1	1	1	1	1	1	1	1
251	1		1		1		1		1	
252		1		1		1		1		1
253	1		1		1		1		1	
256		1		1		1		1		1
257		1		1		1		1		1
258	1		1		1		1		1	
265*	4	1	2	1	4	2	2	3	3	4
266*	1		1		1	1	1	1	1	
267*	1	1	1	1	1	1	1	1	1	1
TOTALS	29	26	33	29	29	16	16	16	15	17

\* Internships

\*\* Previously tied to internships

## 5.2c

Average class size (derived from Appendix 5-Grade Distribution Summary):

BUS	F 2001	SP 2002	F 2002	SP 2003	F 2003	SP 2004	F 2004	SP 2005	F 2005	SP 2006
115	31.0	35.5	32.0	27.0	29.0	32.0	31.0	37.0	19.0	29.0
118	18.0	30.0	19.0	24.0	28.0	19.0	16.0	14.0		18.0
137*	5.0	7.5	7.3	13.7	1.8					
140	17.0		36.0							
141					21.0	28.0			26.0	
142			29.0		18.0		21.0		12.0	
144	10.0			33.0		22.0		22.0		26.0
146	43.5	44.5	38.0	34.5	40.0	22.0	36.5	31.5	32.0	22.0
147*										
*	10.0	4.1	9.7	11.4	4.8					



267\*  
 TOTALS 1131.7 909.5 1227.4 900.3 973.9 726.8 813.6 664.6 631.4 724.3

\* Internships

\*\* Previously tied to internships

5.2e

Earned WSCH/FETF (derived from Appendix 12-Subject WSCH Analysis):

BUS	F 2001	SP 2002	F 2002	SP 2003	F 2003	SP 2004	F 2004	SP 2005	F 2005	SP 2006
115	465.00	525.00	480.00	405.00	420.00	480.00	465.00	555.00	285.00	435.00
118	270.00	450.00	285.00	360.00	420.00	285.00	240.00	210.00		270.00
137*										
140	255.00		540.00							
141					315.00	405.00			360.00	
142			420.00		270.00		315.00		150.00	
144	150.00			495.00		330.00		330.00		390.00
146	652.50	667.50	570.00	517.50	600.00	487.50	540.00	472.50	480.00	322.50
147**	298.50	246.26	529.85	671.64	283.58					
148										
155	225.00		375.00		495.00		270.00		240.00	
156	292.50	405.00	360.00	270.00	525.00	555.00	300.00	390.00	195.00	510.00
158				300.00			420.00	300.00	420.00	270.00
159*										
160										180.00
250	435.00	210.00	285.00	345.00	270.00	240.00	225.00	285.00	255.00	360.00
251	481.20		436.09		436.09		431.41		508.60	
252		525.00		510.00		345.00		270.00		405.00
253	615.00		465.00		375.00		315.00		330.00	
256		496.24		279.17		359.77		239.84		419.77
257		510.00		262.50		195.00		135.00		375.00
258	405.00		360.00		270.00		195.00		195.00	
265*										
266*										
267*										
TOTAL	4544.7	4035.0	5105.9	4415.8	4679.6	3682.2		3187.3	3418.6	3937.2
S	0	0	4	1	7	7	3716.41	4	0	7

\* Internships

\*\* Previously tied to Internships

**5.2** *Analyze and comment on any trends in enrollment, numbers of sections offered, average class size and efficiency.*

There seems to be one important trend in all of the programs for the MMIB area. Numbers have shown that from the Fall 2003 semester and the beginning of the Spring 2004 something happened to create a downward spiral in student enrollments. The



program seems to have hit bottom in Fall 2005 and now appears to be on an upward trend. There are several events which we believe have lead to this situation are

- the retirement of Gene Britt
- the loss of the department coordinator and thus the lack of guardianship of this coordinator-intensive program
- the problem with the internship programs and the discontinuing of those highly popular sections
- there was no one to step in and take over the position on a full-time basis
- the reduced time and retirement of the only remaining full time faculty member, James Wegge
- the reduction of international students

From 2003 to 2006 there was no “passing of the baton” and the department suffered for that lack of planning. Even today, the coordinator has had to learn everything by trial and error. One of the most important components in any business is strategic or long term planning and none was done for the department. And the numbers show it.

### *5.3 Comment on any sections that are historically under-enrolled and discuss strategies that might increase enrollment.*

BUS 118, Retail Management, is consistently under-enrolled. We are not sure what the cause of this is. It may partially be due to the low expectations placed on retail sales help and the rather difficult reputation the retail industry has. Many people do not look at retail as a career but rather as a job. We have been working with the supermarket chains and we have made presentations to several of the large retailers in hopes of improving the enrollment.

We have recently renewed contact with the Western Association of Food Chains to seek their help in supporting the program. Their request was basically the reason we started the program. Unfortunately, their industry has been in turmoil for several years and the future does not look that bright for them due to chains like Wal-Mart. There is still work to be done in the Retail Management Program but it may be that it does not thrive or survive.

During the time the programs were without a full time coordinator, enrollments dropped in all programs. In at the end of 2005 and into 2006 we started to see a reversal of that trend and our enrollments have improved in most areas. We anticipate the improvement will continue and the programs will grow. We have added back in sections so that we now offer both night and day classes in BUS 146 and BUS 156. We have also made changes in the scheduling looking for the best combinations for our students.

**5.4. *Comment on the adequacy of facilities (e.g. does the room size and configuration fit the teaching strategies?) and equipment for meeting instructional needs.***

In most cases the room size and configuration fit the teaching strategies. In the case of the International Business Department there are several classes which would be more effectively conducted in rooms similar to Room 522. If students are using reference books such as the harmonized Tariff Schedule and they are working together in groups, it would be better to have large table areas available.

The rooms are adequately equipped with fairly modern audio-visual equipment and the service provided by the Instructional Media Center is excellent. There is one area for improvement. There needs to be some sort of alert system in place so that when the equipment in a room fails or is down for service, the instructors using that room for that time period are informed. It is very disconcerting to find out when the class is about to begin. It leaves no time to take action.

**5.5 *How does room availability affect your enrollment?***

Room availability does not appear to affect the enrollments in our department. In all cases Instructional Operations has worked very hard to accommodate the departments' room requests. We have been changing and offering classes in new time slots over the last two semesters. So in the case of these new class times, we have had an occasional problem in finding a room available in a requested time slot.

**5.6 *Discuss alternatives your department/program have explored including off-site offerings.***

The alternatives the department is considering and acting on are variation in class start times, hybrid and online classes and the development of a fully online program and degree in Entrepreneurship. The department has in the past had off-site classes but we are not looking at that at this time.

**5.7 *Comment on the results of the Student Survey, Appendix 6, focusing on class times and facilities.***

In the Student Survey, **Appendix 6**, question 8a 52.8% of the students responded by saying their preferred time for courses to be offered were evenings. The next most requested time slots were Monday to Thursday 9am-3pm with 34.8 percent. This fits well with what we are currently doing and with the use of adjunct faculty from the business world who predominantly are only available to teach in the evening.

As a note to that it was interesting to note that 93% of the students taking classes at the time of our survey were taking them for their majors. 55% of the students enrolled in the department at the time of the survey were taking classes to improve their skills and 52% were there for general interest.

## SECTION 6- FISCAL PROFILE

**6.1** *Using Appendix 12, Subject WSCH Analysis Report: comment on trends reflected in the column "Earned WSCH/FTE(F)" for your overall department/program, and for specific courses over a five year period.*

Earned WSCH/FTEF (derived from Appendix 12-Subject WSCH Analysis):

BUS	F 2001	SP 2002	F 2002	SP 2003	F 2003	SP 2004	F 2004	SP 2005	F 2005	SP 2006
115	465.00	525.00	480.00	405.00	420.00	480.00	465.00	555.00	285.00	435.00
118	270.00	450.00	285.00	360.00	420.00	285.00	240.00	210.00		270.00
137*										
140	255.00		540.00							
141					315.00	405.00			360.00	
142			420.00		270.00		315.00		150.00	
144	150.00			495.00		330.00		330.00		390.00
146	652.50	667.50	570.00	517.50	600.00	487.50	540.00	472.50	480.00	322.50
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156	292.50	405.00	360.00	270.00	525.00	555.00	300.00	390.00	195.00	510.00
158				300.00			420.00	300.00	420.00	270.00
159*										
160										180.00
250	435.00	210.00	285.00	345.00	270.00	240.00	225.00	285.00	255.00	360.00
251	481.20		436.09		436.09		431.41		508.60	
252		525.00		510.00		345.00		270.00		405.00
253	615.00		465.00		375.00		315.00		330.00	
256		496.24		279.17		359.77		239.84		419.77
257		510.00		262.50		195.00		135.00		375.00
258	405.00		360.00		270.00		195.00		195.00	
265*										
266*										
267*										
TOTAL	4544.7	4035.0	5105.9	4415.8	4679.6	3682.2	3716.4	3187.3	3418.6	3937.2
S	0	0	4	1	7	7	1	4	0	7

\* Internships

\*\* Previously tied to Internships

WSCH/FTEF has show the same trend as earlier mentioned. The numbers start out high, fall in Spring 2004 and than a bottoming out in Spring 05. There has been a slow upward trend in each of the two consecutive semesters in Fall 05 and Spring 06.

**6.2** *Using Appendix 14, Fiscal Data: Outcomes Profile: analyze and comment on earned WSCH/FTEF and Cost/FTES of the department/program.*

The Cost/FTES shows the cost per student reaching an all time high in Fall 02/Spring 03 of \$3674 per student to the \$1881 in Fall 05/Spring 06.

**6.3** *If the department/program receives any outside financial support or subsidy, list those sources and the amount. Describe how the additional resources are used and how they relate to the regular college budget.*

The only source of outside funds is from the US Customs Broker Course. The funds have been used in the past to pay for part time clerical help, computer equipment, instructional videos and educational courses for faculty.

## SECTION 7- SUMMARY

### 7.1 Summarize department/program strengths and weaknesses in terms of:

- *Teaching and learning*
  - + Department has top quality faculty
  - + Grossmont and its faculty have an excellent reputation in the extended San Diego business community.
  - Keeping the evening student engaged in learning after at least 8 hours of work before they get to class.
- *Student access and success*
  - + Small class size
  - + Class availability is acceptable to most students
  - + Adjunct and full-time faculty available via e-mail
  - Lack of Hybrid and Online classes available to students
  - Student enrollments were lost in the years without a coordinator
- *Development of human resources*
  - + Faculty is very active in the community
  - + Adjunct faculty attend department meetings
  - + There is a gradual increase in the number of adjunct faculty interested in preparing to teach online classes
  - Department is in need of one additional full-time faculty member with strong experience in Marketing and Management
- *Fiscal stability*
  - + With the increase in the number of sections offered we will be able to increase our enrollment while controlling our costs.

## **SECTION 8 – CONCLUSIONS AND RECOMMENDATIONS**

**8.1** *Make a rank-order list of department/program recommendations. These recommendations should be clearly based on the information included in Sections 1 through 7. Do not limit recommendations to only those dealing with resources.*

1. One full-time faculty member to replace James Wegge.
2. Set up a regular schedule for Advisory Committee meetings in two areas, International Business, Management & Marketing and Hospitality and Tourism Management.
3. Finish creating MMIB program and coordinating class SLOs
4. Review and up-date course outlines for all programs
5. Create a Hospitality and Tourism Internship Program.
6. After careful evaluation continue to expand course offerings by the use of hybrids and online courses
7. Create fully online program for Entrepreneurship and/or International Entrepreneurship.
8. Work with the GC Marketing Department to institute and improve online marketing for all courses.

**MMIB – APPENDIX 1**

**THE EDUCATIONAL MASTER PLAN**

## **Division: Business and Professional Studies**

### ***Department: Marketing, Management and International Business***

**Director or Chair:** Priscilla Rogers and Pat Miller

**Program Description:** The International Business, Marketing, Management Department offers certificates of achievement and associate degree programs in marketing, management, international business, retail management, hospitality and tourism management, and culinary entrepreneurship. In addition, as a community service, it offers the only customs broker license exam review course in the San Diego area.

#### **Activities**

##### **Activity #1:**

Replace the coordinator of the department who retired 12/31/2003.

##### **Benefits:**

Continuity of leadership for the faculty and students of the department. In addition, prompt replacement will prevent an increased student and faculty contact load on the Division Dean.

##### **Requirements:**

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	Y
Staff Development?	N

**Goals and Objectives:** 4, 4.1

##### **Activity #2:**

Replace marketing/management instructor who died February 2003.

##### **Benefits:**



This will enable the department to maintain high quality instruction especially in the day sections where it is very difficult to recruit and retain outstanding adjunct in these particular disciplines.

**Requirements:**

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	Y
Staff Development?	N

**Goals and Objectives: 4, 4.1**

**Activity #3:**

Work with the advisory committee to develop a Marketing Plan to target the Hospitality and Tourism Industry in San Diego County with the objective of increasing student enrollment.

**Benefits:**

Increase enrollments which will increase revenues for the College and meet the increasing needs of the Hospitality and Tourism Industry in San Diego County.

**Requirements:**

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	Y
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	N

**Goals and Objectives: 1, 1.8**

**Activity #4:**

Work with the division dean and the chair of the Business Administration Department to study the feasibility of merging the two departments.

**Benefits:**

Cost savings in released time. Improved communication between the departments.

Requirements:

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	Y
Staff Development?	N

Goals and Objectives: 3, 3.1

Activity #5:

Replace marketing/management instructor who retired Spring 2005.

Benefits:

This will enable the department to maintain high quality instruction especially in the day sections where it is very difficult to recruit and retain outstanding adjunct in these particular disciplines.

Requirements:

Curriculum Development? N

Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	Y
Staffing – Faculty?	N
Staff Development?	N

Goals and Objectives: 4, 4.1

**Additional Planning Activities**

none

**Accomplishments**

Accomplishment #1:

In response to community interest the Hospitality and Tourism Program was re-introduced and has successfully run for two semesters. We have worked closely with the East County Visitors Bureau to be sure we are supporting the needs of the industry.

Goals and Objectives: 1, 1.3

**Accomplishment #2:**

In conjunction with the re-introduction of the Hospitality and Tourism Program we have begun the process of creating a brochure to support our future marketing efforts.

**Goals and Objectives: 1, 1.3**

**Accomplishment #3:**

Worked with San Diego State University to ensure that Grossmont students will be able to transfer as Juniors directly into the Hospitality and Tourism Program at SDSU to complete their four year degree.

**Goals and Objectives: 2, 2.1**

**Accomplishment #4:**

Carried out Advisory Committee Meetings for the International Business, Hospitality and Tourism and Retail Management Programs with the aim of improving programs and meeting community needs.

**Goals and Objectives: 1, 1.3**

**Accomplishment #5:**

Updated the International Business brochure with a more modern look that will have a better visual draw for marketing purposes.

**Goals and Objectives: 1, 1.3**

**Accomplishment #6:**

Increased enrollments by 30% in the Customs Broker License Exam Prep Course which is offered two times per year. This resulted in increased revenues.

**Goals and Objectives: 3, 3.1**

**Accomplishment #7:**

Developed and executed a marketing plan for the International Business Program to target the international business community in San Diego County. This will result in increased enrollments for the Fall semester.

**Goals and Objectives: 1, 1.3**

**Accomplishment #8:**

Reorganized some of the adjunct faculty teaching assignments in the International Business Program to help in assessing why enrollments have dropped.

Goals and Objectives: 4, 4.1

Accomplishment #9:

Successful in having adjunct faculty office 518B totally redone with new wall, ceiling, light, carpet, paint, etc. This will result in a better health environment and professional looking office for both faculty and students.

Goals and Objectives: 5, 5.6

Accomplishment 10:

none

Goals and Objectives: 0, 0

**Additional Accomplishments:**

none

**MMIB – APPENDIX 5**

**GRADE DISTRIBUTION SUMMARY**

BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

COURSE	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 100															
3591	16	3.0	16	2		1	4		1		20	43	63.1	SIKES	PT
3592	16	3.0	16	1			7				16	41	68.6	FAUCHER	PT
3593	16	3.0	10	4			3				11	28	46.6	HARLEY	PT
3594	16	3.0	3	2			4	1			5	15	27.4	HARLEY	PT
3595	16	3.0	3	2			1				14	20	16.5	PRIGMORE	PT
3596	16	3.0	6	1	1		3				7	19	32.9	OLDHAM	PT
3597	16	3.0	8	3	1		5				3	20	46.6	ANSPACH	PT
6500	17	3.0	4	3	1		4				4	12	23.3	KLINGER	PT
COURSE TOTAL			66	18	3	2	27	1	1	2	80	198	325.0		
BUS 101															
3602	16	5.0	12	7		1	2				4	26	130.0	OVERTON	PT
3607	16	5.0	15	12	4		14		2		37	84	214.9	SIKES	XP
3609	16	5.0	6	4	2		6				19	39	91.4	HARLEY	XP
3611	16	5.0	4	5	1		11			1	17	42	114.3	MAROVIC	PT
3613	16	5.0	4	2	3		6			1	9	26	77.7	MCMANUS	PT
COURSE TOTAL			41	30	10	9	39		2	2	86	217	628.3		
BUS 102															
3616	16	5.0	6	8	4		4				18	45	123.4	SIKES	XP
3618	16	5.0	3	3	4		2		2		10	19	41.1	HARLEY	XP
COURSE TOTAL			9	11	4	4	6				28	64	164.5		
BUS 107															
3628	16	5.0	10	4	1		4	1			4	20	100.0	FORSTOT	PT
3629	16	5.0	12	9			1				4	26	130.0	FORSTOT	PT
COURSE TOTAL			22	13	1	5	5	1			8	46	230.0		
BUS 109															
3631	16	3.0	7	4	4		1				5	24	69.0	LESLIE	PT
3632N	16	3.0	12	8	3		2				12	40	120.0	JUDKINS	PT
3633N	16	3.0	9	7	1		3				9	26	78.0	CULL	PT
COURSE TOTAL			28	19	8	6	3				26	90	267.0		
BUS 110															
3634	16	3.0	5	8	7		8				12	45	135.0	WEGGE	PT
3635	16	3.0	4	7	11		2	1			4	32	96.0	WEGGE	PT
3636N	16	3.0	2	8	15		2				11	39	117.0	FITZGERALD	PT
COURSE TOTAL			11	23	33	9	12	1			27	116	348.0		
BUS 114															
3638	16	1.0	15	9	1		2				4	33	33.0	LESLIE	PT
COURSE TOTAL			15	9	1	2	2				4	33	33.0		
BUS 115															
3641	16	3.0	8	9	4		4	1			7	34	102.0	FITZGERALD	PT
3642N	16	3.0	11	4	4		1				5	26	78.0	BRITT	PT
COURSE TOTAL			19	13	8	2	5	1			12	60	180.0		

BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

		S.T.	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR		
		WKS	HRS													
BUS 116	MEDICAL TERMINOLOGY															
3644**		14	0.0								1	15	0.0	MCFADDEN	PT	
3645N		6	3.0	4	3	3	3		1		17	34	102.0	DUNDOVICH	PT	
	COURSE TOTAL	6	4	4	3	3	3		1		17	34	102.0			
BUS 118	RETAIL MANAGEMENT															
3648N		8	3.0	3			1		1		5	18	54.0	PHELPS	PT	
	COURSE TOTAL	8	3	3	1	1	1		1		5	18	54.0			
BUS 120	FINANCIAL ACCOUNTING															
3655		6	4.0	23	16	3	1				7	56	224.0	MOLOKWU	PT	
3657		14	8.0	14	7	2	1				5	47	153.6	WALERY	XP	
3658		18	4.0	18	8	2	1				9	46	184.0	WALERY	XP	
3663		16	4.0	16	19	1				1	6	61	240.0	WALERY	XP	
3665N		10	4.0	10	9	1	3				14	49	196.0	ASHLEY	PT	
3667N		13	4.0	13	10	3	3	1			12	50	200.0	RICHARDS	PT	
3669		1	4.0	3	10	3	3				23	40	156.0	ASHLEY	PT	
	COURSE TOTAL	73	99	99	79	9	11	1		1	76	349	1353.6			
BUS 121	MANAGERIAL ACCOUNTING															
3672		12	4.0	6	9	7	2	2			9	47	184.0	HUMMELL	PT	
3673		19	8.0	16	9	1	2				6	51	164.6	WALERY	XP	
3674		15	4.0	15	9	2	2				3	36	144.0	ASHLEY	XP	
3675N		6	4.0	11	6	3	3				7	33	132.0	ASHLEY	XP	
3676N		1	4.0	8	8	4	1	2			9	31	124.0	ASHLEY	XP	
	COURSE TOTAL	43	56	56	41	17	5	2		1	34	198	748.6			
BUS 122	INTERMEDIATE ACCOUNTING															
3677N		5	4.0	4	2						4	15	60.0	RAYMOND	PT	
	COURSE TOTAL	5	4	4	2						4	15	60.0			
BUS 123A	ACCOUNTING INTERNSHIP															
3678**		2	0.0								1	3	0.0	ASHLEY	PT	
	COURSE TOTAL	2	0								1	3	0.0			
BUS 123B	ACCOUNTING INTERNSHIP															
3679**			0.0								1	1	0.0	ASHLEY	PT	
	COURSE TOTAL		0								1	1	0.0			
BUS 123C	ACCOUNTING INTERNSHIP															
3680**			0.0								1	1	0.0	ASHLEY	PT	
	COURSE TOTAL		0								1	1	0.0			
BUS 125	BUS LAW: LEGAL ENVIRONMENT/BUS															
3682		5	3.0	18	6	1					5	35	105.0	ORR	PT	
3683		15	3.0	17	9	2	2				7	52	156.0	HILDEBRAND	PT	
3684		14	3.0	19	10	2	2				8	53	159.0	HILDEBRAND	PT	
3686		19	3.0	21	17	4	4	1			2	54	162.0	ORR	PT	
3687N		4	3.0	12	4	1	5				3	29	87.0	NELSON	PT	

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BUSINESS AND PROFESSIONAL STUDIES

S.T.		WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR		
BUS	LAW: LEGAL ENVIRONMENT/BUS (CONT"D)																
BUS 125	BUS LAW: LEGAL ENVIRONMENT/BUS (CONT"D)																
3690N	3	3.0	9	2	2	8		2	1			6	29	87.0	MILLS	PT	
3694N	2	3.0	10	7	2			2				5	29	87.0	NELSON	PT	
COURSE TOTAL	62	106	52	8	15			15	2			36	281	843.0			
BUS 127	BUS ENGLISH AND COMMUNICATION																
3697	9	3.0	13	2	2			1				3	30	90.0	LESLIE		
3698	13	3.0	4	3	2			2				1	23	69.0	LESLIE		
COURSE TOTAL	22	17	5	2	3			3				4	53	159.0			
BUS 128	BUSINESS COMMUNICATION																
3704	11	3.0	6	2	3			3	1			7	30	90.0	DECKER	PT	
3707	14	3.0	10	2	1			1				3	31	93.0	DECKER	PT	
3708	6	3.0	9	10				1				7	33	99.0	FITZGERALD		
3709N	9	3.0	7	5	1			3				13	38	114.0	LESLIE	XP	
3710N	2	3.0	12	6	2			2				3	25	72.0	MUNROE	PT	
3711N	19	3.0	7	1	4			10	3			5	36	108.0	PETERS	PT	
COURSE TOTAL	61	51	26	4	10			10	3			38	193	576.0			
BUS 137A	MARKETING INTERNSHIP																
3720 **	0.0									5	2	1	8	0.0	BRITT		
COURSE TOTAL														0.0			
BUS 137D	MARKETING INTERNSHIP																
3723 **	0.0									1			1	0.0	BRITT		
COURSE TOTAL														0.0			
BUS 140	ENTREPRENEURSHIP:DEV BUS PLAN																
3725N	5	3.0	8	1	1			2				9	26	78.0	HUSBANDS	PT	
COURSE TOTAL	5	8	1	1	2			2				9	26	78.0			
BUS 142	PERSONAL SELLING & PERSUASION																
3727	4	3.0	12	2								6	24	72.0	FITZGERALD		
COURSE TOTAL	4	12	2									6	24	72.0			
BUS 144	ADVERTISING																
3729N	5	3.0	6	2				7		1		6	27	81.0	PHELPS	PT	
COURSE TOTAL	5	6	2		7			7		1		6	27	81.0			
BUS 146	MARKETING																
3731	10	3.0	8	8	5			1				10	42	123.0	WEGGE		
3733N	9	3.0	6	2	2			2		1		11	33	99.0	WEGGE		
COURSE TOTAL	19	14	10	7	3			3		1		21	75	222.0			
BUS 147A	SEMINAR/MARKETING & MANAGEMENT																
3735	11	1.0	8		3			3				1	15	15.0	BRITT		
3736N	8	1.0			1			1				1	10	10.0	BRITT		
COURSE TOTAL	19				4			4				2	25	25.0			

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BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 147B SEMINAR/MARKETING & MANAGEMENT															
3737	1.0	2										2	2.0	BRITT	
3738N	1.0	1										1	1.0	BRITT	
COURSE TOTAL	3											3	3.0		
BUS 147C SEMINAR/MARKETING & MANAGEMENT															
3739	1.0	1										1	1.0	BRITT	
3740N	1.0	1										1	1.0	BRITT	
COURSE TOTAL	2											2	2.0		
BUS 152 BUSINESS MATHEMATICS															
3746N	2.0	5	1		3		2				7	18	36.0	TACCONE	PT
COURSE TOTAL			1		3		2				7	18	36.0		
BUS 155 PERSONNEL MANAGEMENT															
3747N	3.0	7	3								4	14	42.0	WEGGE	
COURSE TOTAL	7		3								4	14	42.0		
BUS 156 PRINCIPLES OF MANAGEMENT															
3748N	3.0	6	7		3		1			1	5	30	90.0	BRITT	
COURSE TOTAL	7		7		3		1			1	5	30	90.0		
BUS 159A MANAGEMENT INTERNSHIP															
3749 **	0.0	16									1	19	0.0	BRITT	
COURSE TOTAL							2				1	19	0.0		
BUS 159B MANAGEMENT INTERNSHIP															
3750 **	0.0	3										3	0.0	BRITT	
COURSE TOTAL												3	0.0		
BUS 159C MANAGEMENT INTERNSHIP															
3751 **	0.0	1										1	0.0	BRITT	
COURSE TOTAL												1	0.0		
BUS 159D MANAGEMENT INTERNSHIP															
3752 **	0.0	2										2	0.0	BRITT	
COURSE TOTAL												2	0.0		
BUS 162 ANALYSIS - FINANCIAL STATEMENT															
3753N	3.0	9	6		4						4	23	69.0	REILLY	PT
COURSE TOTAL			6		4						4	23	69.0		
BUS 163 INTRO TO BASIC INSURANCE PRINC															
3755	3.0	6	3		2						3	14	42.0	CAPTAIN	PT
COURSE TOTAL			6		2						3	14	42.0		
BUS 164 COMP SOFTWARE FOR INS INDUSTRY															
3757	8	4.0	15	1	2						8	26	32.9	CAPTAIN	PT

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 164			15	1	2						8	26	32.9		
COURSE TOTAL															
BUS 165			3	1	1		1				6	6	0.0	HOWARD	PT
3760N**		0.0											0.0		
COURSE TOTAL															
BUS 170			2								2	2	0.0	MCFADDEN	PT
3762**		0.0											0.0		
COURSE TOTAL															
BUS 172			2	1	1		1				4	9	18.0	CORTEZ	
3767		2.0											22.0	SMITH	
3768		2.0	4	1	1	1					4	11	40.0		
COURSE TOTAL			6	2	2	1	1				8	20			
BUS 173D			13								1	14	28.0	ANSPACH	PT
3774		2.0											28.0		
COURSE TOTAL			13								1	14			
BUS 174B			1	1							1	2	3.7	QUINN	
3781		4.0											1.8	QUINN	
3782N		4.0	1	1							1	2	5.5		
COURSE TOTAL			2	2	1						1	4			
BUS 175B			6		2						8	8	14.6	LINGVALL	
3787N		4.0											14.6		
COURSE TOTAL			6		2						8	8			
BUS 176			16	2	6		2				6	32	64.0	RICHARDS	PT
3789N		2.0											64.0		
COURSE TOTAL			16	2	6		2				6	32			
BUS 177			11	1							2	16	0.0	HATCH	PT
3790N**		0.0											0.0		
COURSE TOTAL			11	1							2	16			
BUS 178D			13	1							1	16	41.1	ANSPACH	
3794		3.0											41.1		
COURSE TOTAL			13	1							1	16			
BUS 179			16	1	6		2				8	33	99.0	RICHARDS	PT
3792N		3.0											99.0		
COURSE TOTAL			16	1	6		2				8	33			
BUS 185A			1								4	11	5.0	PATCHETT	
3806		8.0											0.9	WILSON	
3807		8.0							8	3	4	11			
COURSE TOTAL			1						2		4	11			

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR
BUS 185A PERSONAL COMPUTER FUNDAMENTALS (CONT"D)									10	3	4	17	5.9	
COURSE TOTAL														
BUS 186A P C OPERATING SYSTEMS									4	3	7	7	3.2	PATCHETT
3808	1	8.0							4	3	7	7	3.2	
COURSE TOTAL														
BUS 195 FAMILY INCOME MANAGEMENT														
3812	3	3.0	9		3	4					10	38	111.0	ENOWITZ
3813	4	3.0	11		2	3					6	39	117.0	ENOWITZ
3815	3	3.0	12		1	3					4	34	102.0	ENOWITZ
3816N	3	3.0	16		6	6					4	34	102.0	ENOWITZ
COURSE TOTAL	13	48	38		6	16					24	145	432.0	
BUS 199 SPECIAL STUDIES IN BUSINESS														
3585	8	3.0	1									1	1.4	WALERY
COURSE TOTAL	1											1	1.4	
BUS 201 ADVANCED TYPEWRITING														
3818	16	5.0	3		2	3					9	20	50.3	HARLEY
COURSE TOTAL	3		3		2	3					9	20	50.3	
BUS 216 MEDICAL OFFICE TRANSCRIPTION														
3822	6	5.0	2		2						1	11	55.0	DIEHL
3824N	4	5.0	4		2						1	7	35.0	DUNDOVICH
COURSE TOTAL	6	6	4		4			1			1	18	90.0	
BUS 217A MEDICAL TRANSCRIBING ENHANCMT														
3826	1	3.0	2								1	4	12.0	DIEHL
3827N	1	3.0	1								2	3	9.0	DUNDOVICH
COURSE TOTAL	1	3	3								3	7	21.0	
BUS 217B MEDICAL TRANSCRIBING ENHANCMT														
3828	1	3.0	1								1	1	3.0	DIEHL
COURSE TOTAL	1		1								1	1	3.0	
BUS 218 ADVANCED MEDICAL TRANSCRIPTION														
3834	3	5.0	2									5	25.0	DIEHL
3836N	3	5.0	2		1						3	9	45.0	DUNDOVICH
COURSE TOTAL	6	4	4		1						3	14	70.0	
BUS 219 TRANSCRIBING MACHINES														
3839	16	3.0	4			2					2	10	21.9	HARLEY
COURSE TOTAL	4	2	2			2					2	10	21.9	
BUS 223 OFFICE WORK EXPERIENCE														
3843 **	3	0.0	3									3	0.0	DIEHL
3844N**	3	0.0	2									5	0.0	SIKES

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR
BUS 223 OFFICE WORK EXPERIENCE													0.0	
COURSE TOTAL													0.0	
BUS 224 OFFICE WORK EXPERIENCE													0.0	
3846 **	3	0.0									1	4	0.0	DIEHL
COURSE TOTAL													0.0	
BUS 225 OFFICE WORK EXPERIENCE													0.0	
3849 **	2	0.0									1	3	0.0	DIEHL
COURSE TOTAL													0.0	
BUS 229 PROPERTY/LIABILITY INSURANCE													0.0	
3853N**	1	0.0									1	1	0.0	LISOWSKY
COURSE TOTAL													0.0	
BUS 250 INTRO/INTERNATIONAL BUSINESS													45.0	
3858	4	3.0				1	1				3	15	45.0	BRITT
3859N	8	3.0				1	1	1			4	15	45.0	ARTEAGA
COURSE TOTAL											7	30	90.0	
BUS 251 IMPORT/EXPORT PROCEDURES													42.1	
3860N	10	3.2				1	3				4	27	42.1	PEMBROKE
COURSE TOTAL											4	27	42.1	
BUS 253 INTERNATIONAL MARKETING													66.0	
3862N	12	3.0				1		1			1	22	66.0	ARTEAGA
COURSE TOTAL											1	22	66.0	
BUS 258 CULTURAL DIMENSION/INTRNTL BUS													60.0	
3863N	7	3.0				3	1					20	60.0	BRITT
COURSE TOTAL												20	60.0	
BUS 265A INTERNSHIP/INTERNATIONAL BUS													0.0	
3864 **	7	0.0					2				3	12	0.0	BRITT
COURSE TOTAL													0.0	
BUS 266 INTERNSHIP/INTERNATIONAL BUS													0.0	
3868 **	1	0.0										1	0.0	BRITT
COURSE TOTAL													0.0	
BUS 267 INTERNSHIP/INTERNATIONAL BUS													0.0	
3870 **	2	0.0										2	0.0	BRITT
COURSE TOTAL													0.0	
BUS 273 ADV MICROCOMPTR WORD PROC TECH													13.7	
3871	16	3.0									2	7	13.7	ANSPACH
COURSE TOTAL											2	7	13.7	

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 277											1	4	0.0	HATCH	PT
3873N**		0.0											0.0		
COURSE TOTAL			3												
BUS 299															
I-BUILDING KEYBOARDING SKILL															
3875	16	3.0							6	2	9	17	21.9	MCMANUS	PT
3876	16	1.5							3		5	8	4.1	MCMANUS	PT
3877	16	3.0							3		3	8	8.2	MCMANUS	PT
3878	16	2.0							1		12	12	47.5	MCMANUS	PT
3879	16	2.0				1					3	16	16.5	MCMANUS	PT
3880	16	2.0							1		4	5	5.5	MCMANUS	PT
3881	16	2.0									11	11	32.9	MCMANUS	PT
3882	16	2.0							1		13	20	20.1	MCMANUS	PT
3883	16	2.0									3	11	11.0	MCMANUS	PT
3884	16	2.0							11	1	10	21	21.9	FAUCHER	PT
3885	16	2.0									9	12	12.8	HARLEY	PT
3886	16	2.0									12	11	11.0	PRIGMORE	PT
3887	16	2.0									20	65	65.8	SMITH	PT
3888	16	2.0									14	29	29.3	LE	PT
3889	16	2.0				1					25	71	71.3	MAROVIC	PT
3890	16	2.0									14	14	14.6	HARLEY	PT
3891	16	3.0							5	2	1	19	19.2	SIKES	PT
3892N**		0.0						1			1	0	0.0	HOWARD	PT
3893**	16	0.0									12	0	0.0	SIKES	PT
3894	16	1.0							1		1	2	2.0	SIKES	PT
3895	16	2.0							2		1	3	3.0	SIKES	PT
3897	16	2.0							4		4	1	1.8	SIKES	PT
3898	16	2.0									12	9	9.1	HARLEY	PT
6568	17	2.0								2	18	11	11.0	DE	PT
6569	17	2.0									8	17	17.5	KLINGER	PT
COURSE TOTAL			96	38	26	5	35		38	10	192	440	467.5		
SUBJECT TOTAL			849	669	405	103	232	15	59	20	833	3185	8597.1		

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

S.T.		A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
WKS	HRS													
BUS 086	ESSENTIAL SKILL/WRKPLCE SUCCES													
3486	2							9	3		12	32.9	LESLIE	XP
	24.0							9	3		12	32.9		
	COURSE TOTAL													
BUS 100	BASIC KEYBOARDING													
3488	16	1		1		2		2		9	25	43.9	SIKES	XP
3490	16	3		3	1	7		1	1	14	38	65.8	ANSPACH	PT
3491	16	3		3		6				13	45	87.8	ANSPACH	PT
3492	16	3		3		2				11	25	38.4	FAUCHER	PT
3493	16	3		3		2				13	29	43.9	FAUCHER	PT
3495	16	3		3		2				8	20	32.9	ANSPACH	PT
6980	18	3		3		1					8	24.7	ANSPACH	
	3.0			4		22		3	1	68	190	337.4	KLINGER	
	COURSE TOTAL													
BUS 101	KEYBOARDING													
3498	5.0	3		1	1	6		1		6	17	85.0	OVERTON	PT
3505	16	5		3		8				25	53	128.0	FITZPATRICK	PT
3506	16	16		13		4		1	1	31	63	146.3	DE	PT
3507	16	6		2		3				15	32	77.7	MAROVIC	PT
3508	16	8		2		1				9	19	45.7	MAROVIC	PT
	5.0			6		22		3	1	86	184	482.7		
	COURSE TOTAL													
BUS 102	INTERMEDIATE TYPEWRITING													
3510	16	3		3		3				10	22	54.9	SIKES	XP
3512	16	1		2		2				7	13	27.4	PRIGMORE	PT
	5.0			5		5				17	35	82.3		
	COURSE TOTAL													
BUS 107	OFFICE SYSTEMS AND PROCEDURES													
3515	5.0	4		2	1	1				6	17	80.0	FORSTOT	PT
3516	5.0	9		1		2				8	22	105.0	FORSTOT	PT
	5.0			3		3				14	39	185.0		
	COURSE TOTAL													
BUS 109	ELEMENTARY ACCOUNTING													
3517	3.0	14		2	3	1				17	40	117.0	LESLIE	PT
3518N	3.0	7		1		1				29	44	129.0	JUDKINS	PT
3519N	3.0	9		1		2				10	22	66.0	CULL	PT
	3.0			4		4				56	106	312.0		
	COURSE TOTAL													
BUS 110	INTRODUCTION TO BUSINESS													
3520	3.0	5		7		2				3	22	66.0	WEGGE	
3521	3.0	9		8	1	1				13	37	111.0	WEGGE	
3522N	3.0	5		3	1	5				19	43	129.0	TACCONE	
	3.0			18		8		1		35	102	306.0		
	COURSE TOTAL													
BUS 114	EFFECTIVE JOB SEARCH													
3524	1.0	18			2	2				12	32	30.0	BROOKS	
	1.0									12	32	30.0		
	COURSE TOTAL													
BUS 115	HUMAN RELATIONS IN BUSINESS													
3527	3.0	2		2		1				6	17	51.0	FITZGERALD	
3528N	3.0	10		4		1				11	35	105.0	FITZGERALD	

BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT						
															12	15	6	(CONT"D)	2	3
BUS 115 HUMAN RELATIONS IN BUSINESS																				
COURSE TOTAL																				
BUS 116 MEDICAL TERMINOLOGY																				
3530 **	0.0	19	1			1														
3531N	3.0	4	5		1	1														
COURSE TOTAL																				
BUS 120 FINANCIAL ACCOUNTING																				
3536	4.0	5	6		1		3													
3537	8.0	18	15		1															
3538	4.0	10	13		1															
3539	4.0	8	27		1															
3541N	4.0	9	15		1		2													
3545N	4.0	9	9		1		3													
3547	4.0	1	6		2															
3548	4.0	1	3		3															
COURSE TOTAL																				
BUS 121 MANAGERIAL ACCOUNTING																				
3550	4.0	8	12		1		1													
3552	8.0	19	12		1															
3553	4.0	11	19		2															
3555N	4.0	6	7		2															
3556N	4.0	9	9		2															
3557	4.0	2	11		2		1													
COURSE TOTAL																				
BUS 123A ACCOUNTING INTERNSHIP																				
3559 **	0.0	3																		
COURSE TOTAL																				
BUS 123B ACCOUNTING INTERNSHIP																				
3560 **	0.0	1																		
COURSE TOTAL																				
BUS 124 AUDITING																				
3563N	3.0	8	3		1															
COURSE TOTAL																				
BUS 125 BUS LAW: LEGAL ENVIRONMENT/BUS																				
3564	3.0	8	17		4															
3565	3.0	22	23		6															
3566	3.0	11	19		12															
3567	3.0	10	17		5															
3570N	3.0	6	11		4															
3573N	3.0	6	5		8															
3574N	3.0	4	12		4															

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 125 BUS LAW: LEGAL ENVIRONMENT/BUS (CONT"D)			67	104	43	4	16				29	263	786.0		
COURSE TOTAL															
BUS 127 BUS ENGLISH AND COMMUNICATION			6	2	1	2	2				7	20	60.0	LESLIE	XP
3581		3.0												LESLIE	XP
3582		3.0	7	3	4	2	2				9	27	75.0	LESLIE	
3583N		3.0	6	7	2	3	3				4	22	66.0	LESLIE	
COURSE TOTAL			19	12	7	4	7				20	69	201.0		
BUS 128 BUSINESS COMMUNICATION															
3587		3.0	1	12	10	1	1				7	32	96.0	MUNROE	PT
3588		3.0	5	18	3	1	1	1			2	31	90.0	SCHARFF	PT
3590		3.0	4	7	12	1	3				6	33	99.0	FITZGERALD	
3591		3.0	8	12	7	3	4				3	37	111.0	LESLIE	
3592N		3.0	20	5	2	2		3			7	39	117.0	PETERS	PT
3593N		3.0	3	7	9	1					9	29	87.0	MUNROE	PT
COURSE TOTAL			41	61	43	9		4			34	201	600.0		
BUS 137A MARKETING INTERNSHIP															
3596 **		0.0							8	1	5	14	0.0	FITZGERALD	
COURSE TOTAL													0.0		
BUS 137C MARKETING INTERNSHIP															
3598 **		0.0							2			2	0.0	FITZGERALD	
COURSE TOTAL													0.0		
BUS 137D MARKETING INTERNSHIP															
3599 **		0.0							2			2	0.0	FITZGERALD	
COURSE TOTAL													0.0		
BUS 140 ENTREPRENEURSHIP:DEV BUS PLAN															
3600N		3.0	7	2	6						13	28	84.0	HUSBANDS	PT
COURSE TOTAL			7	2	6						13	28	84.0		
BUS 144 ADVERTISING															
3603N		3.0	7	4	4		2				8	25	75.0	PHELPS	PT
COURSE TOTAL			7	4	4		2				8	25	75.0		
BUS 146 MARKETING															
3604		3.0	14	12	10	1	5				6	48	144.0	WEGGE	
3605N		3.0	9	8	7	3	1				5	33	99.0	WEGGE	
COURSE TOTAL			23	20	17	4	6				11	81	243.0		
BUS 147A SEMINAR/MARKETING & MANAGEMENT															
3606		1.0	3	5	3		1				3	15	15.0	FITZGERALD	
3607N		1.0	3	4	4						3	14	14.0	FITZGERALD	
COURSE TOTAL			6	9	7		1				6	29	29.0		

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT	
BUS 147B SEMINAR/MARKETING & MANAGEMENT																
3608		1.0	1									1	1.0	FITZGERALD		
3609N		1.0		3	2		1					6	6.0	FITZGERALD		
COURSE TOTAL			1	3	2		1					7	7.0			
BUS 147C SEMINAR/MARKETING & MANAGEMENT																
3611N		1.0			2							2	2.0	FITZGERALD		
COURSE TOTAL					2							2	2.0			
BUS 150 INDIVIDUAL INCOME TAX ACCTG						1										
3615N		3.0	8	4		1	1				3	17	54.0	VIERSEN		PT
COURSE TOTAL			8	4		1	1				3	17	54.0			
BUS 155 PERSONNEL MANAGEMENT																
3620N		3.0	7		1						4	12	36.0	WEGGE		
COURSE TOTAL			7		1						4	12	36.0			
BUS 156 PRINCIPLES OF MANAGEMENT						1										
3622		3.0	8	4	1	1	1				5	20	60.0	FITZGERALD		
COURSE TOTAL			8	4	1	1	1				5	20	60.0			
BUS 159A MANAGEMENT INTERNSHIP																
3624 **		0.0	13	1			1				2	17	0.0	FITZGERALD		
COURSE TOTAL			13	1			1				2	17	0.0			
BUS 159B MANAGEMENT INTERNSHIP																
3625 **		0.0	2	1								3	0.0	FITZGERALD		
COURSE TOTAL			2	1								3	0.0			
BUS 159D MANAGEMENT INTERNSHIP																
3627 **		0.0	1									1	0.0	FITZGERALD		
COURSE TOTAL			1									1	0.0			
BUS 163 INTRO TO BASIC INSURANCE PRINC																
3629		3.0	3	1	2						8	14	42.0	CAPTAIN		PT
COURSE TOTAL			3	1	2						8	14	42.0			
BUS 164 COMP SOFTWARE FOR INS INDUSTRY																
3630		8.0	5	2							1	8	12.8	CAPTAIN		PT
COURSE TOTAL			5	2							1	8	12.8			
BUS 165 MEDICAL INSURANCE BILLING							1									
3633 **		0.0	15	2			1				1	19	0.0	HOLLYFIELD		PT
COURSE TOTAL			15	2			1				1	19	0.0			
BUS 170 MEDICAL OFFICE MANAGEMENT																
3635 **		0.0	15				1				2	18	0.0	MCFADDEN		PT
COURSE TOTAL			15				1				2	18	0.0			

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR
BUS 172														
3646		2.0	8	2	1		1				4	16	30.0	CORTEZ
COURSE TOTAL			8	2	1		1				4	16	30.0	
BUS 173D														
3651		2.0	3	3							1	7	14.0	ANSPACH
COURSE TOTAL			3	3							1	7	14.0	PT
BUS 174B														
3660N		4.0	5	2	3	1					1	12	20.1	QUINN
COURSE TOTAL			5	2	3	1					1	12	20.1	
BUS 175B														
3664N		4.0	1	4	2		1				2	10	14.6	DE
COURSE TOTAL			1	4	2		1				2	10	14.6	
BUS 176														
3665		2.0	7	7	3		1				5	23	44.0	RICHARDS
3667N		2.0	9								1	10	22.0	JUDKINS
COURSE TOTAL			16	7	3		1				6	33	66.0	
BUS 177														
3668N**		0.0	4	2							1	7	0.0	HATCH
COURSE TOTAL			4	2							1	7	0.0	PT
BUS 178D														
3671		3.0	5								2	7	13.7	ANSPACH
COURSE TOTAL			5								2	7	13.7	
BUS 179														
3675		3.0	7	5	2		1				5	20	57.0	RICHARDS
COURSE TOTAL			7	5	2		1				5	20	57.0	PT
BUS 185A														
3684		1.8.0							5			5	2.3	PATCHETT
3685		1.8.0							5	2		7	3.2	SMERK
COURSE TOTAL									10	2		12	5.5	
BUS 186A														
3687		1.8.0							3			3	1.4	PATCHETT
3688		1.8.0							2	3		5	2.3	PATCHETT
COURSE TOTAL									5	3		8	3.7	
BUS 195														
3690		3.0	3	4	2		2				4	15	45.0	ENOWITZ
3691		3.0	3	5	5	1	1				4	19	57.0	ENOWITZ
3692		3.0	3	11	8		5		1		6	35	105.0	ENOWITZ
3693N		3.0	3	9							11	23	63.0	ENOWITZ

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BUSINESS AND PROFESSIONAL STUDIES

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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 195	FAMILY INCOME MANAGEMENT (CONT'D)														
COURSE TOTAL	12	29	15	2	2	8	1				25	92	270.0		
BUS 201	ADVANCED TYPEWRITING														
3700	16	5.0	4	2	1	3					6	16	45.7	PRIGMORE	
COURSE TOTAL	4	4	2	1	3						6	16	45.7		
BUS 216	MEDICAL OFFICE TRANSCRIPTION														
3705	5.0	6	1	2	2						3	10	45.0	DIEHL	PT
3706N	5.0	3	4	2	1						3	5	25.0	DUNDOVICH	PT
COURSE TOTAL	6	4	2	2	1						3	15	70.0		
BUS 217A	MEDICAL TRANSCRIBING ENHANCMT														
3708	3.0	1	2	1	1							1	3.0	DIEHL	
3709N	3.0	2	2	1	1							3	9.0	DUNDOVICH	
COURSE TOTAL	1	1	2	2	1							4	12.0		
BUS 217B	MEDICAL TRANSCRIBING ENHANCMT														
3711	3.0	1	2	1	1							1	3.0	DIEHL	
3712N	3.0	1	2	1	1							1	3.0	DUNDOVICH	
COURSE TOTAL	2	2	2	2	1							2	6.0		
BUS 218	ADVANCED MEDICAL TRANSCRIPTION														
3716	5.0	3	4	1	1							7	35.0	DIEHL	
3718N	5.0	1	1	1	1							5	25.0	DUNDOVICH	
COURSE TOTAL	4	4	5	1	1							12	60.0		
BUS 219	TRANSCRIBING MACHINES														
3720	16	3.0	3	3	1	1					3	13	27.4	PRIGMORE	
COURSE TOTAL	3	3	3	1	1						3	13	27.4		
BUS 222	MEDICL TRANSCRIP SKIL BUILDING														
3722N	1.0	8	3	2	2							17	17.0	DIEHL	PT
COURSE TOTAL	8	3	3	2	2						3	17	17.0		
BUS 223	OFFICE WORK EXPERIENCE														
3723 **	3	0.0	8									10	0.0	BROOKS	
3724 **	0.0	9										10	0.0	DIEHL	
3725N**	0.0	6										6	0.0	BROOKS	
COURSE TOTAL												16	0.0		
BUS 224	OFFICE WORK EXPERIENCE														
3727 **	0.0	1										1	0.0	DIEHL	
3728N**	0.0	2										2	0.0	BROOKS	
COURSE TOTAL												2	0.0		
BUS 225	OFFICE WORK EXPERIENCE														
3729 **	0.0	1										1	0.0	DIEHL	
3730N**	0.0	1										3	0.0	BROOKS	
COURSE TOTAL											2	3	0.0		

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BUSINESS AND PROFESSIONAL STUDIES

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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT	
BUS 225 OFFICE WORK EXPERIENCE																
COURSE TOTAL													0.0			
BUS 233 PERSONAL INSURANCE					1		1					2		LISOWSKY	PT	
3734N**	13	0.0											0.0			
COURSE TOTAL													0.0			
BUS 234 COMMERCIAL INSURANCE								1				3		HAMPTON	PT	
3735N**	13	0.0		2									0.0			
COURSE TOTAL													0.0			
BUS 250 INTRO/INTERNATIONAL BUSINESS																
3739N	3.0		15	7	1		1					33	96.0	ARTEAGA	PT	
COURSE TOTAL												33	96.0			
BUS 252 GLOBAL SOURC, BUY & MANUFACTUR																
3742N	8	3.0	20	5	4	2	1				5	37	43.9	HOEHNE	PT	
COURSE TOTAL											5	37	43.9			
BUS 256 INTRNTL FINANCIAL TRANSACTIONS																
3746N	10	3.2	17	7	3		1				3	30	49.4	ARTEAGA	PT	
COURSE TOTAL											3	30	49.4			
BUS 257 INTERNATIONAL TRANSPORTATION																
3747N	8	3.0	9	8	12		1					30	41.1	REED	PT	
COURSE TOTAL												30	41.1			
BUS 265A INTERNSHIP/INTERNATIONAL BUS																
3749 **	0.0		11					1			2	14	0.0	MILLER		
COURSE TOTAL													0.0			
BUS 265B INTERNSHIP/INTERNATIONAL BUS																
3750 **	0.0		1									1	0.0	MILLER		
COURSE TOTAL													0.0			
BUS 267 INTERNSHIP/INTERNATIONAL BUS																
3754 **	0.0		1									1	0.0	MILLER		
COURSE TOTAL													0.0			
BUS 273 ADV MICROCOMPTR WORD PROC TECH																
3757	16	3.0	5	2	1		1				4	13	24.7	ANSPACH	PT	
COURSE TOTAL											4	13	24.7			
BUS 277 DESKTOP PUBLISHING LEVEL II																
3759N**	0.0		1								2	4	0.0	HATCH	PT	
COURSE TOTAL													0.0			

\*\* CLASS NOT VALID FOR A.D.A -- NOTED ONLY (NOT INCLUDED IN TOTALS)

BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

BUS	S.T. WKS	HRS	I-BUILDING KEYBOARDING SKILL										TOTAL ENR	TOTAL WSCH	INSTRUCTOR				
			A	B	C	D	F	I	CR	NC	W								
299	16	1.5																	
3760	16	1.5																SIKES	
3761	16	1.5																SIKES	
3762	16	1.5																SIKES	
3763	16	2.0																MCMANUS	
3764	16	2.0	7	1				2										MCMANUS	
3765	16	0.0	1															MCMANUS	
3766	16	2.0		1														FITZPATRICK	
3768	16	2.0	12	4	2		1	2										MCMANUS	
3769	16	2.0	16	6	3			12										SMITH	
3770	16	2.0	9	7	4			2										FRIGMORE	
3771	16	2.0	6	9	1			7										MAROVIC	
3773	16	2.0	7	2	1			1										MCMANUS	
3774	16	2.0	2	4	1			1										MCMANUS	
3775	16	2.0	1	2	1			1										MCMANUS	
3777	16	2.0	5	4	1		1	3										MCMANUS	
3778	16	3.0	3	1														SIKES	
3780	16	2.0					1											SIKES	
3781	16	2.0																MCMANUS	
3786	16	0.0																SIKES	
3788	16	1.0											1					SIKES	
3789	16	0.0																SIKES	
3792	16	2.0	4	1	2			1										SIKES	
3793	16	2.0																FITZPATRICK	
3794	16	2.0	1	4				4					3					MCMANUS	
3795	16	2.0		2				1										MCMANUS	
3796	16	2.0					1	1										MCMANUS	
3797	1	32.0	14	44	15		4	38					9	193				MAROVIC	
COURSE TOTAL			88	44	15		4	38					9	193					
SUBJECT TOTAL			769	639	371		67	200	18				19	864					7892.8

\*\* CLASS NOT VALID FOR A.D.A -- NOTED ONLY (NOT INCLUDED IN TOTALS)

**MMIB – APPENDIX 2**

**PREVIOUS PROGRAM REVIEW SUMMARY**

**MARKETING, MANAGEMENT AND INTERNATIONAL BUSINESS  
PROGRAM REVIEW COMMITTEE  
SUMMARY EVALUATION**

**The program review committee commends the department for:**

1. Extensive development of the internship program to place approximately 70 students per semester in the three majors, assisting in the development of an internship program for the accounting department, initiating new placements with the local transportation industry and developing an international program with Mexico for internships in the Tijuana area.
2. Responsiveness to local needs through programs such as the Custom Broker License Exam Preparation Course and the Intensive Entrepreneurial Training Program (Quickstart) for people whose careers had been affected by defense downsizing.
3. Hiring highly qualified, specialized instructors who have a strong commitment to the field of international business.
4. Innovation in developing the new retail management curriculum requested by the Western Association of Food Chains for supervisory and middle management employees.

**The committee offers the following recommendations:**

1. Immediate replacement of the retiring coordinator so there is a smooth transition for the students and program.
2. Strongly consider merging with the business administration department in order to create an inclusive, cohesive, and comprehensive department that meets both transfer and career goals for students.
3. Work collaboratively with the business administration department and counseling to better clarify information on degree and certificate programs, transfer requirements, and other options for students.
4. In the marketing and management program: hire faculty, recruit students, and provide more outreach to small San Diego businesses representative of our multicultural community.
5. Update course outlines for Bus 115, 140, 142, 144, 146, 155, 250, 251, 253, 256, 258, 266, 267.

**Marketing, Management and International Business**

SCHOOL YEAR	FALL SEMESTER WSCH	SPRING SEMESTER WSCH	FTEs	COST/FTEs	COMMITTEE RECOMMENDATION
1995-96	1154	1222	79.20	\$2,432	Maintain
1996-97	1213	1338	85.03	\$2,498	
1997-98	1125	904	67.63	\$3,088	
1998-99	1223	1033	75.20	\$2,792	
1999-00	1282	898	72067	\$2,810	

Note: percent of MAX data not reported separately from BOT and Bus. Admin.

*John M. ...*  
 7/11/01  
 College President

*Shelvia ...*  
 Academic Program Review Chair



**MMIB – APPENDIX 3**

**CATALOG DESCRIPTIONS**

# Hospitality and Tourism and Management

The Hospitality and Tourism Management major provides students with a solid undergraduate program emphasizing basic business management principles and their specific application to the hospitality and tourism industry. Students completing the program are prepared to transfer to a Bachelor of Science program at a four-year institution.

## Career Opportunities

Airline Reservation Agent  
Executive Housekeeper  
Flight Attendant +  
Front Office Manager +  
Golf/Country Club Manager \*  
Hotel Manager/Supplier \*  
Public Relations Specialist \*  
Restaurant Manager \*

\*Bachelor's Degree or higher required.

+Bachelor's Degree normally recommended.

## Associate Degree Major Requirements

(Major Code: 56008)

Subject & Number	Title	Units
Business 120	Financial Accounting	4
Business 121	Managerial Accounting	4
Business 125	Business Law: Legal Environment of Business	3
Business 128	Business Communications	3
Business 158	Introduction to Hospitality and Tourism Management	3
Business 160	Hospitality Managerial Accounting and Controls	3
Computer Science Info. Systems 110	Principles of Information Systems	4
Economics 120	Principles of Macroeconomics	3

Economics 121	Principles of Microeconomics	3
Mathematics 160	Elementary Statistics	3
Mathematics 178	Calculus for Business, Social and Behavioral Science	4
	<b>Total Required Plus General Education and Elective Requirements</b>	<b>28-30</b>

**Certificate of Achievement**

Any student who chooses to complete only the courses required for the above major qualifies for a Certificate of Achievement in Hospitality Management. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

# International Business

The International Business program is designed to prepare students with the background and technology necessary to work in a business engaged in international trade. The curriculum is also of value to the individual who is planning to start his/her own import/export business. Internships in local international trade organizations are an important part of the program.

## Career Opportunities

- Broker
- Customs Broker
- Freight Forwarder
- Import-Export Agent
- Import-Export Specialist
- International Finance & Accounting
- International Law
- International Planning & Management
- International Purchasing & Management

## Associate Degree Major Requirements

(Major Code: 54059)

Subject & Number	Title	Units
Business 120	Financial Accounting	4
Business 250	Introduction to International Business	4
Business 251	251 Import/Export Procedures	2
Business 252	Global Sourcing, Buying and Manufacturing	1.5
Business 253	International Marketing: Expanding Exports	3
Business 256	International Financial Transactions	2
Business 257	International Transportation	1.5
Business 258	The Cultural Dimension in International Business	3
	<b>Total</b>	<b>20</b>

Select TWO (2) of the following courses:

Subject & Number	Title	Units
Business 121	Managerial Accounting	4
Business 140	Entrepreneurship: Developing a Business Plan	3
Business 146	Marketing	3
Business 265 A-B-C-D <b>OR</b>	Internship in International Business	1
Business 266 <b>OR</b>	Internship in International Business	(2)
Business 257	Internship in International Business	(3)
	<b>Total</b>	<b>4-7</b>

Select ONE (1) of the following courses:

Subject & Number	Title	Units
Communication 124	Intercultural Communication	3
French 152	The French Speaking World: A Cultural Perspective	3
Geography 130	Human and Cultural Geography	3
History 137	East Asian Civilization	3
History 147	Middle East History	3
Humanities 130	East Asian Humanities	3
Spanish 141	Spanish & Latin American Culture	3

or ONE (1) course in any foreign language [Spanish 120A and 120B are equivalent to one semester of Spanish 120]	3-5
	<b>Total</b> 3-5
	<b>Total Required Plus General Education and Elective Requirements</b> 27-32

**Certificate of Achievement**

Any student who wishes to complete only the requirements listed above qualifies for a Certificate of Achievement in International Business. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

# Management

The management curriculum is designed to provide the student with the skills necessary for success as a manager in today's demanding organizational climate. The program is of benefit to the man or woman who aspires to a mid-level or higher management position in any type of organization including business, government and service organizations. Since much of the curriculum is transferable to four-year institutions, the program not only provides readily usable management skills for the two-year student, but it also provides a base for those students who later wish to undertake more advanced study in business.

## Career Opportunities

Claim Adjuster+  
Employment Interviewer  
Inventory Manager  
Management Analyst\*  
Management Consultant\*  
Management Trainee  
Operations Manager  
Office Manager+  
Production Controller+  
Trust Officer, Bank\*

\*Bachelor's Degree or higher required.

+Bachelor Degree normally recommended.

## Associate Degree Major Requirements

(Major Code: 50046)

Subject & Number	Title	Units
Business 115	Human Relations in Business	3
Business 120	Financial Accounting	4
Business 125	Business Law: Legal Environment of Business	3
Business 128	Business Communication	3
Business 155	Personnel Management	3
Business 156	Principles of Management	3
Communication 122	Public Speaking	3

Business 258	The Cultural Dimension in International Business	3
	<b>Total</b>	<b>22</b>

Select **FOUR (4)** units from the following courses:

Subject & Number	Title	Units
Business 176	Computerized Accounting Applications	2
Business Office Technology 172	Introduction to Microcomputer Applications	2
Computer Science Info. Systems 110	Principles of Information Systems	4
Computer Science Info. Systems 175 A-B-C-D	Computer Electronic Spreadsheet Packages	2
	<b>Total</b>	<b>4</b>

Select **ONE (1)** of the following courses:

Subject & Number	Title	Units
Business 118	Retail Management	3
Business 121	Managerial Accounting	4
Business 142	Personal Selling & Persuasion	3
Business 144	Advertising	3
Business 146	Marketing	3
Business 159 A-B-C-D	Management Internship	3
Economics 120	Principles of	3



	Macroeconomics	
	<b>Total</b>	<b>3-4</b>
	<b>Total Required Plus General Education and Elective Requirements</b>	<b>29- 30</b>

**Certificate of Achievement**

Any student who wishes to complete only the requirements listed above qualifies for a Certificate of Achievement in International Business. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar

# Marketing

Marketing consists of all the activities that direct the flow of goods and services from producer to consumer. This may include market research, physical distribution, wholesaling, advertising, personal selling, and retailing. Although most jobs are in wholesale and retail trade, this broad field offers many employment opportunities. The internship experience is an important feature of the program.

## Career Opportunities

Account Executive\*  
Advertising Manager\*  
Booking Agent  
Claim Adjustor+  
Consumer Affairs Director\*  
Financial Planner\*  
Import-Export Agent+  
Internal Revenue Investigator\*  
Management Trainee  
Marketing Manager+  
Purchasing Agent  
Retail Manager  
Securities Trader\*  
Stockbroker\*

\*Bachelor's Degree or higher required.

+Bachelor Degree normally recommended.

## Associate Degree Major Requirements

(Major Code: 50039)

Subject & Number	Title	Units
Business 120	Financial Accounting	4
Business 125	Business Law: Legal Environment of Business	3
Business 128	Business Communication	3
Business 146	Marketing	3
Business 156	Principles of Management	3
Business Office Technology 172	Introduction to Microcomputer Applications	2

	<b>Total</b>	<b>18</b>
--	--------------	-----------

Select **THREE (3)** of the following courses:

Subject & Number	Title	Units
Business 118	Retail Management	3
Business 142	Personal Selling and Persuasion	3
Business 144	Advertising	3
Business 252	Global Sourcing, Buying and Manufacturing	1.5
Business 253	International Marketing: Expanding Exports	3
	<b>Total</b>	<b>7.5-9</b>

Select **ONE (1)** of the following courses:

Subject & Number	Title	Units
Business 115	Human Relations in Business	3
Business 137 A-B-C-D	Marketing Internship	3
Business 140	Entrepreneurship: Developing a Business Plan	3
Business 250	Introduction to International Business	3
Business 258	The Cultural Dimension of International Business	3
Business 159 A-B-C-D	Management Internship	3
	<b>Total</b>	<b>3</b>

	<b>Total Required Plus General Education and Elective Requirements</b>	<b>28.5- 30</b>
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**Certificate of Achievement**

Any student who chooses to complete only the requirements listed above qualifies for a Certificate of Achievement in that area. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

# Retail Management

Retail sales and management is one of the largest fields for employment in the United State. This program is designed to provide the foundation for advancement from entry level positions to management in retailing. Career opportunities are plentiful in food chains, department stores, specialized small and large retail outlets, and small stores. A certificate or degree in the program greatly enhances a part-time or full-time employee's opportunity to progress in a career in this large, growing industry.

**Note: This major meets the core retail management curriculum recommended by the Western Association of Food Chains for employees who wish to prepare for management positions.**

## Career Opportunities

Department Manager  
District Manager  
Human Resources Assistant  
Marketing Manager  
Merchandise Manager  
Office Manager  
Retail Store Manager  
Sales Manager  
Store Owner/Operator

## Associate Degree Major Requirements (Major Code: 55080)

Subject & Number	Title	Units
Business 109	Elementary Accounting	3
Business 115	Human Relations in Business	3
Business 118	Retail Management	3
Business 128	Business Communications	3
Business 146	Introduction to Marketing	3
Business 152	Business Math	2
Business 155	Human Resources Management	3
Business 156	Principles of	3

	Management	
Computer Science Info. Systems 110  <b>OR</b>	Principles of Information Systems	4
Computer Science Info. Systems 172	Introduction to Microcomputer Applications	(2)
	<b>Total Required Plus General Education and Elective Requirements</b>	<b>28-30</b>

### **Certificate of Achievement**

Any student who chooses to complete only the requirements listed above qualifies for a Certificate of Achievement in Retail Management. An official request must be filed with the Admissions and Records Office prior to the deadline stated in the Academic Calendar.

### **Certificate of Proficiency**

Certificates of Proficiency are designed for the student who needs to be prepared to enter an entry-level job. A Certificate of Proficiency may be awarded upon successful completion of a prescribed course of study.

### **Sales Associate**

The Sales Associate Certificate of Proficiency prepares a student who has no exposure to the field and those with limited experience to immediately enter a large employment field that offers unlimited career opportunities. The foundation courses may be completed in one semester. This certificate can lead to the Retail Management Certificate of Achievement, or with the General Education courses, an Associate of Science Degree. All classes must be completed with a "C" grade or higher.

<b>Subject &amp; Number</b>	<b>Title</b>	<b>Units</b>
Business 115	Human Relations in Business	3
Business 118	Retail Management	3
Business 142	Personal Selling and Persuasion	3
Business 152	Business Mathematics	2
Business Office Technology 100  <b>OR</b>	Basic Keyboarding	1

Business Office Technology 172	Introduction to Microcomputer Applications	(2)
Communication 120  <b>OR</b>	Interpersonal Communication	3
Communication 122	Public Speaking	(3)
	<b>Total</b>	<b>15- 16</b>

## Counseling

The Grossmont College Counseling Center will help you create an educational plan, whether you are interested in a certificate, 2-year degree, or transfer to a 4-year institution. Special counseling is available for students returning to school after many years away, and for students with disabilities.

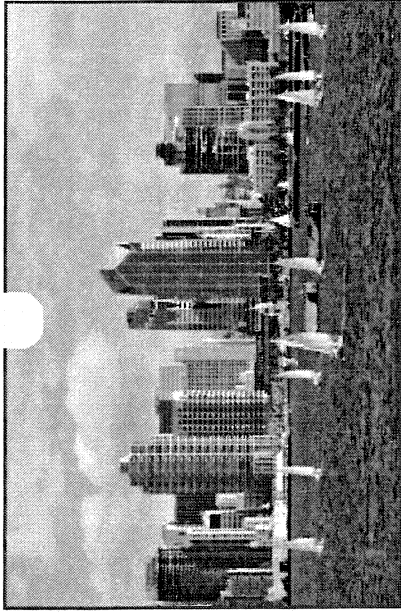
## Financial Aid

Grossmont College awarded \$8.4 million in federal, state and institutional financial aid to approximately 25% of our full-time and part-time students last year. Grants, workstudy, loans and scholarships are available. You can apply for financial aid by visiting us online at [www.grossmont.edu/fa](http://www.grossmont.edu/fa) or come by the Financial Aid Office in Room 107 (Administration Building) to pick up an application.

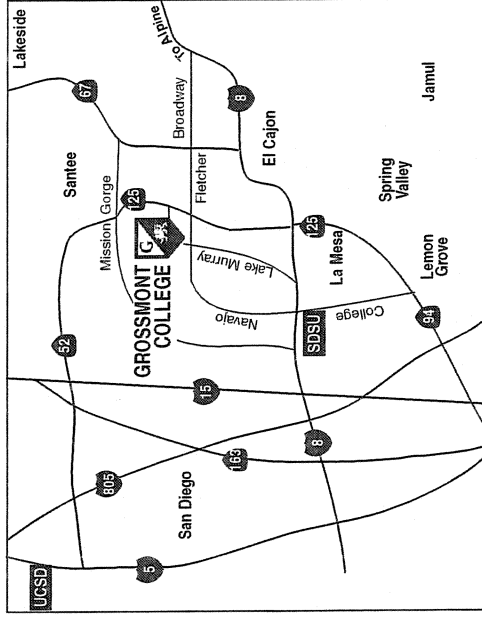
## Tutoring

The Tutoring Center provides assistance at no cost to Grossmont College students seeking help with course work. Academic tutoring is available in a variety of subjects across the curriculum. The Tutoring Center is located in the Tech Mall on the 2nd floor, room 70-229. Appointments can be scheduled by calling 619-644-7387.

Photos courtesy of  
Joanne DiBona  
San Diego Convention & Visitors Bureau



GROSSMONT COLLEGE  
8800 Grossmont College Drive  
El Cajon, CA 92020-1799  
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[www.grossmont.edu](http://www.grossmont.edu)



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Wendell R. Cutting, Bill Garrett, Deanna Weeks  
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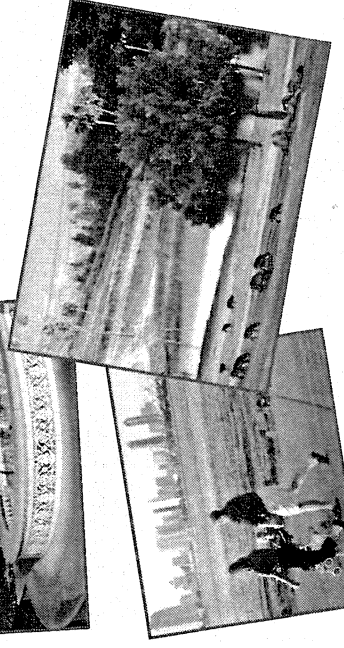
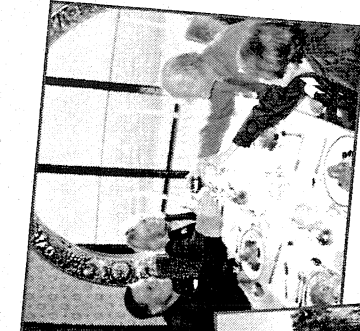
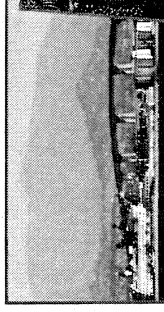
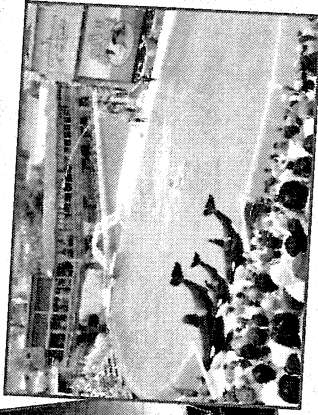
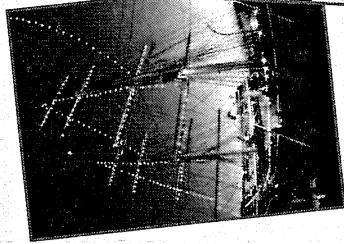
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2



# Hospitality and Tourism Management





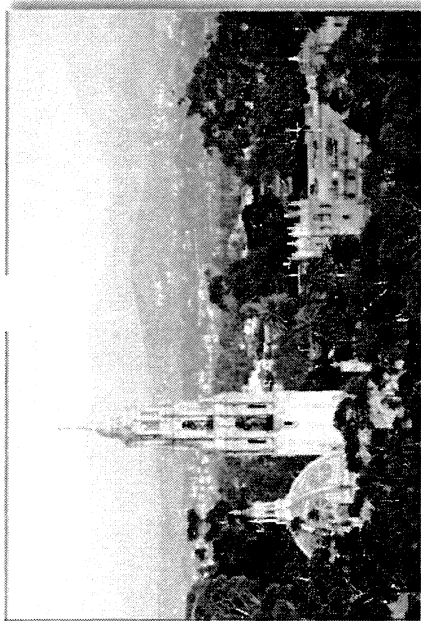
## Hospitality and Tourism Management

The Hospitality and Tourism Management major provides students with a solid undergraduate program emphasizing basic business management principles and their specific application to the hospitality and tourism industry. Students completing the program are prepared to transfer to a Bachelor of Science program at a four-year institution.

### Career Opportunities

Gaming Supervisors  
 Amusement and Recreation Supervisors  
 Meeting and Convention Planners +  
 Airline Reservation Agent  
 Executive Housekeeper  
 Flight Attendant +  
 Front Office Manager +  
 Golf/Country Club Manager \*  
 Hotel Manager/Supplier \*  
 Public Relations Specialist \*  
 Restaurant Manager \*  
 Sales Manager +  
 Accountants and Auditors \*

\* Bachelor's Degree or higher required.  
 +Bachelor's Degree normally recommended.



### Associate Degree Major Requirements

(Major Code: 56008)

Course	Title	Units
Business 120	Financial Accounting	4
Business 121	Managerial Accounting	4
Business 125	Business Law: Legal Environment of Business	3
Business 128	Business Communication	3
Business 158	Introduction to Hospitality and Tourism Management	3
Business 160	Hospitality Managerial Accounting and Controls	3
Computer Science Info. Systems 110	Principles of Information Systems	4
Economics 120	Principles of Macroeconomics	3
Economics 121	Principles of Microeconomics	3
Math 160	Elementary Statistics	3
Math 178	Calculus for Business, Social and Behavioral Science	4
<b>Total Required</b>		<b>37</b>

Plus General Education and Elective Requirements

### Certificate of Achievement

Any student who chooses to complete only the courses required for the above major qualifies for a Certificate of Achievement in Hospitality Management. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### Admission to Grossmont College

When you apply in the Admissions and Records Office it will generate a registration appointment for WebConnect (online registration) or College Connection (touchtone phone registration).

### Low Cost

Grossmont College is a public community college. Fees are \$26 per unit for California residents, plus books and materials.

## Financial aid

Grossmont College awarded \$8.4 million in federal, state and institutional financial aid to approximately 25% of our full-time and part-time students last year. We have grants, work, loans and scholarships available. You can apply for financial aid by visiting us online at [www.grossmont.edu/fa](http://www.grossmont.edu/fa) or come by the Financial Aid Office in Room 107 (Administration Building) to pick up an application.

## General Information

Student Services To enhance the quality of instructional programs, and to better assist students in achieving their academic goals, Student Services, in addition to its Admissions, Financial Aid, and Counseling departments, provides the following services: Assessment, Bookstore, Career Planning and Placement, Disabled Students Services, EOPS, Health Services, Re-Entry Center, Tutoring and Student Affairs (Associated Students of Grossmont College).

## Accreditation

Grossmont College is accredited by the Western Association of Schools and Colleges, and is a member of the California Community College Association. Accreditation reports are available and may be reviewed at the Office of the President. Appropriate courses are fully accepted on transfer by the University of California, the California State University and by private four-year colleges and universities.

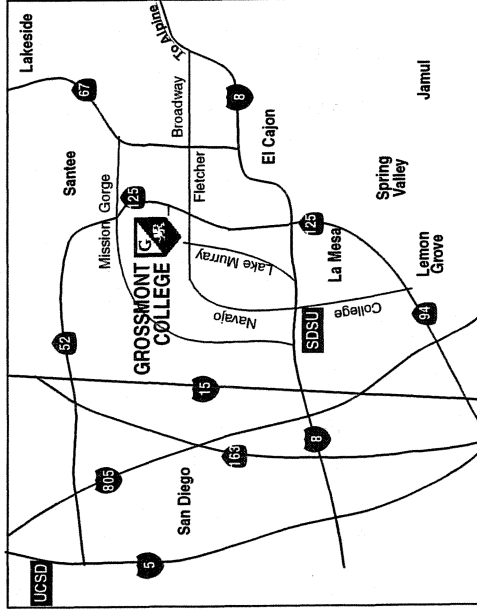


GROSSMONT  
COLLEGE

# International Business



GROSSMONT COLLEGE  
8800 Grossmont College Drive  
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**619-644-7000**  
[www.grossmont.edu](http://www.grossmont.edu)



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Student Members: Peter Anderson & Bill Stanford  
CHANCELLOR: Dr. Omero Suarez  
PRESIDENT: Dr. Ted Martinez, Jr.

9/2002

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## The International Business Program at Grossmont College

Established in 1985, the International Business Program is now the largest program of its kind offered by the community colleges in the San Diego area. This exciting group of courses is designed to equip students with the practical skills and knowledge needed for sourcing, marketing and distributing goods around the globe. The curriculum includes a general business education, in addition to extensive training in international practices.

This program is an asset to students who will be involved in San Diego area businesses, and also to those planning to live and work in foreign countries. Furthermore, students interested in starting their own import or export business have found these studies particularly valuable.

Internship is a special feature of this program. Students acquire practical work experience with local organizations engaged in various aspects of international business. Many internship positions have led to permanent employment here and abroad.

The field of international business is expanding rapidly in San Diego, as well as in the United States in general. More than 1,000 companies in San Diego County are engaged in international trade. A growing need exists in the area for persons well-versed in international marketing, customs operations, international banking, international transportation and logistics. In addition, job opportunities exist in the international departments of local manufacturers concerned with global supply chain management.

### Career Opportunities

- Customs Broker
- Freight Forwarder
- Import/Export Manager/Specialist
- Logistics Manager
- Global Supply Chain Manager
- International Finance Banking and Accounting
- International Law
- International Planning
- International Purchasing and Sourcing

## Certificate of Achievement Requirements

The Certificate in International Business is designed to prepare students with skills and expertise for work in multinational commerce. The program stresses a three-part interdisciplinary approach by combining: 1) International Business Studies, 2) General Business Management Studies, and 3) Culture and Language Studies.

COURSE	TITLE	UNITS
Business 120	Financial Accounting	4
Business 250	Introduction to International Business	3
Business 251	Import/Export Procedures	2
Business 252	Global Sourcing, Buying and Manufacturing	1.5
Business 253	International Marketing: Expanding Exports	3
Business 256	International Financial Transactions	2
Business 257	International Transportation	1.5
Business 258	The Cultural Dimension in International Business	3
<b>Total</b>		<b>20</b>

Choose TWO (2) of the following courses:

COURSE	TITLE	UNITS
Business 121	Managerial Accounting	4
Business 140	Entrepreneurship: Developing a Business Plan	3
Business 146	Marketing	3
Business 265	Marketing	3
A-B-C-D	Internship in International Business	1
or		
Business 266	Internship in International Business	2
or		
Business 267	Internship in International Business	3
<b>Total</b>		<b>4-7</b>

Plus ONE (1) of the following:

COURSE	TITLE	UNITS
Communication 124	Intercultural Communication	3
French 152	The French Speaking World: A Cultural Perspective	3
Geography 130	Human and Cultural Geography	3
History 137	East Asian Civilization	3
History 147	Middle East History	3
Humanities 130	East Asian Humanities	3
Spanish 141	Spanish and Latin American Culture	3
or		
ONE course in any foreign language [Spanish 120A and 120B are equivalent to one semester of Spanish 120]		3-5
<b>Total</b>	Plus General Education and Elective Requirements	<b>3-5</b>
<b>Total Required</b>		<b>27-32</b>

An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## Associate Degree Requirements

Completion of the courses listed above plus General Education and Elective Requirements (see current Grossmont Catalog).

## Admissions

When you apply in the Admissions and Records Office it will generate a registration appointment for College Connection (touchtone phone registration) or WebConnect (online registration).

## Counseling

The Grossmont College Counseling Center is staffed with professional counselors trained to assist students with their educational and career planning, and to help them analyze and solve any personal problems involved in the process. All new students are expected to attend one of the new-student advising sessions.

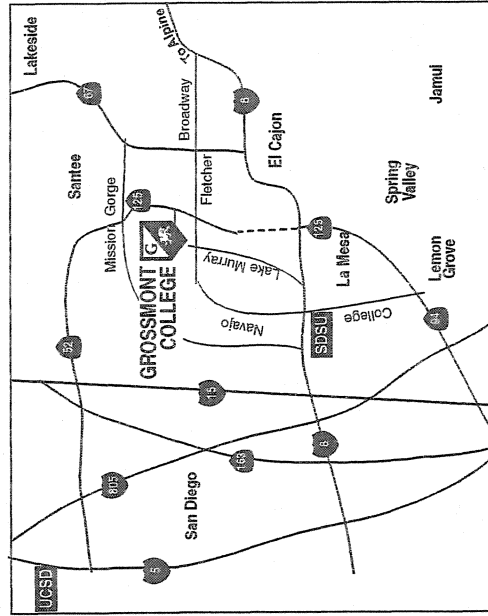
## Tutoring

The Tutoring Center provides assistance at no cost to Grossmont College students seeking help with course work. Academic tutoring is available in a variety of subjects across the curriculum. The Tutoring Center is located in the Learning Resources Center (Library), room 711-J. Appointments can be scheduled by calling 619-644-7387.

## Accreditation

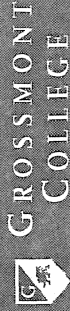
Grossmont College is accredited by the Western Association of Schools and Colleges, and is a member of the California Community College Association. Accreditation reports are available and may be reviewed at the Office of the President. Appropriate courses are fully accepted on transfer by the University of California, the California State University and by private four-year colleges and universities.

GROSSMONT COLLEGE  
8800 Grossmont College Drive  
El Cajon, CA 92020-1799  
619-644-7000  
[www.grossmont.net](http://www.grossmont.net)



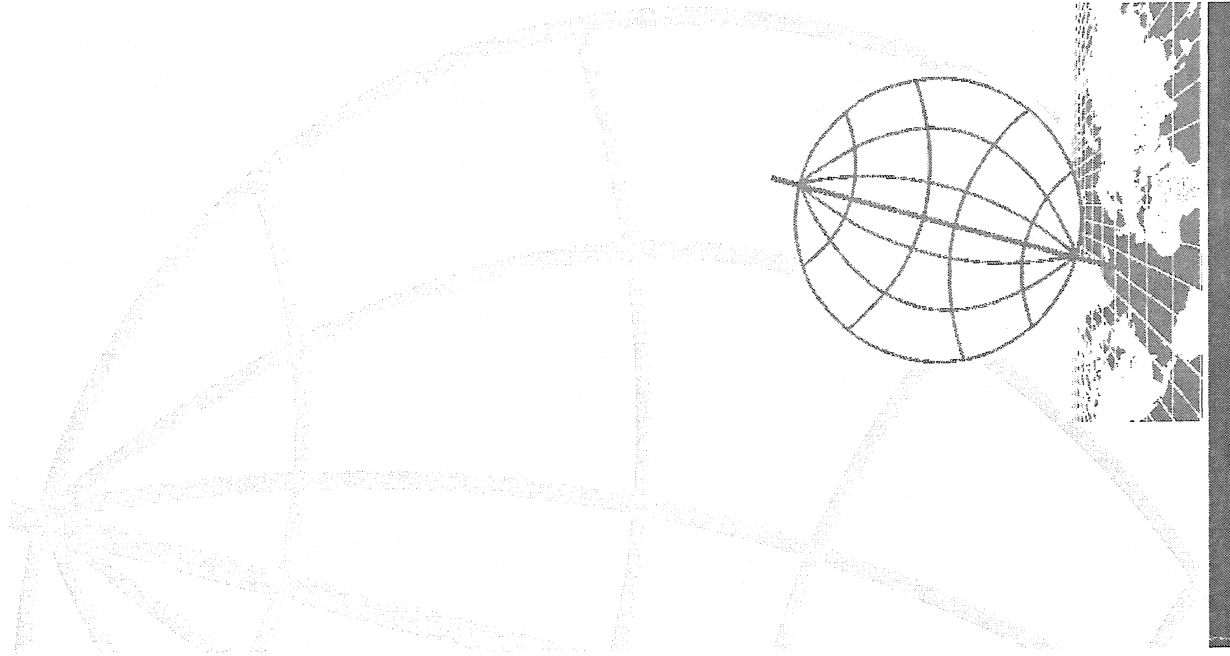
GOVERNING BOARD MEMBERS: Richard Alexander, Dr. Timothy L. Caruthers, Rebecca Clark, Wendell Cutting, Ronald Kraft  
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9/2002

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GROSSMONT  
COLLEGE

# Marketing Program



Marketing Program  
Grossmont College  
8800 Grossmont College Drive  
El Cajon, CA 92020-1799



## The Marketing Program at Grossmont College

Marketing consists of all the activities that direct the flow of goods and services from producer to consumer. This may include market research, physical distribution, wholesaling, advertising, personal selling, and retailing. Although most jobs are in wholesale and retail trade, this broad field offers many employment opportunities. The internship experience is an important feature of the program.

### Career Opportunities

- Account Executive
- Advertising Manager
- Booking Agent
- Claim Adjuster
- Consumer Affairs Director
- Customer Service Representative
- Import-Export Agent
- Management Trainee
- Market Research
- Marketing Manager
- Public Relations Specialist
- Purchasing Agent
- Retail Manager
- Securities Trader
- Stockbroker

## Associate Degree in Marketing Major Requirements

### Marketing Core Curriculum

Course	Title	Units
Business 120	Financial Accounting	4
Business 125	Business Law	3
Business 128	Business Communication	3
Business 146	Marketing	3
Business 156	Principles of Management	3
Business 172	Introduction to Microcomputer Applications	3
<b>Total</b>		<b>19</b>

### Marketing Electives

Select THREE (3) courses from the following courses:

Course	Title	Units
Business 118	Retail Management	3
Business 142	Personal Selling and Persuasion	3
Business 144	Advertising	3
Business 252	Global Sourcing, Buying and Manufacturing	1.5
Business 253	International Marketing	3
<b>Total</b>		<b>7.5-9</b>

and one of the following:

Business 115	Human Relations in Business	3
Business 137A-B-C-D	Marketing Internship	3
Business 140	Entrepreneurship: Developing a Business Plan	3
Business 250	Introduction to International Business	3
Business 258	Cultural Dimension of International Business	3
<b>Total</b>	<b>Plus General Education and Elective Requirements</b>	<b>3</b>
<b>Total Required</b>		<b>29.5-31</b>

## Certificate of Achievement

Any student who wishes to complete only the requirements listed above qualifies for a certificate in Marketing. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## Student Services

To enhance the quality of instructional programs, and to better assist students in achieving their academic goals, Student Services, in addition to its Admissions, Financial Aid, and Counseling departments, provides the following services: Assessment, Bookstore, Career Planning and Placement, Disabled Students Services, EOPS, Health Services, Re-Entry Center, Tutoring and Student Affairs (Associated Students of Grossmont College)

## Admission to Grossmont College

When you apply in the Admissions and Records Office it will generate a registration appointment for College Connection (touchtone phone registration) or WebConnect (on-line registration).

## Counseling

The Grossmont College Counseling Center is staffed with professional counselors trained to assist students with their educational and career planning, and to help them analyze and solve any personal problems involved in the process. All new students are expected to attend one of the new-student advising sessions.

## Financial Aid

Grossmont College awarded \$9.8 million in federal, state and institutional financial aid to approximately 25% of our full-time and part-time students last year. We have grants, work, loans and scholarships available. You can apply for financial aid by visiting us on-line at [www.grossmont.net/fa](http://www.grossmont.net/fa) or come by the Financial Aid Office in Room 107 (Administration Building) to pick up an application.

## Accredit on

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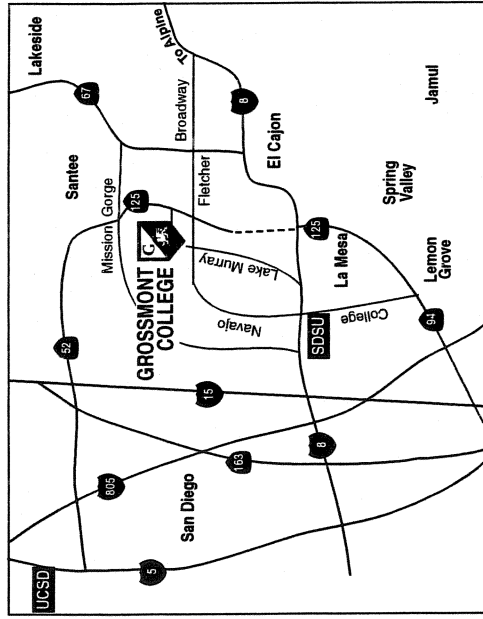
### GROSSMONT COLLEGE

8800 Grossmont College Drive

El Cajon, CA 92020-1799

619-644-7000

[www.grossmont.net](http://www.grossmont.net)



**GOVERNING BOARD MEMBERS:** Richard Alexander, Dr. Timothy L. Caruthers, Rebecca Clark, Wendell Cutting, Ronald Kraft  
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9/2002

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# GROSSMONT COLLEGE Management Program



Management Program  
Grossmont College  
8800 Grossmont College Drive  
El Cajon, CA 92020-1799



## The Management Program at Grossmont College

The management curriculum is designed to provide the student with the skills necessary for success as a manager in today's demanding organizational climate. The program is of benefit to the man or woman who aspires to a first-level or higher management position in any type of organization, including business, government, or service organizations.

Since much of this curriculum is transferable to four-year institutions, the program not only provides readily usable management skills for the two-year student, but also provides a base for those students who later wish to transfer to upper division business study. Internship opportunities can also be arranged. See the coordinator.

## Job Opportunities in Management

More than ten percent of all jobs are considered management positions. Most first-level management and many mid-level management positions do not require a four-year degree. A certificate in management or an associate degree in management would be a definite plus in competing for those positions. This degree is best used, however, in tandem with existing skills in some functional area such as marketing, finance, production, or office administration.

## Career Opportunities

- Claim Adjustor
- Employment Interviewer
- Inventory Manager
- Management Analyst
- Management Consultant
- Management Trainee
- Office Manager
- Operations Manager
- Production Controller
- Trust Officer, Bank

## Associate Degree in Management Major Requirements

Course	Title	Units
Business 115	Human Relations in Business	3
Business 120	Financial Accounting	4
Business 125	Business Law	3
Business 128	Business Communication	3
Business 155	Human Resources Management	3
Business 156	Principles of Management	3
Speech 122	Oral Communication: Principles of Oral Composition and Delivery	3
<b>Total</b>		<b>22</b>

Plus FOUR (4) units from the following courses:

Business 172	Introduction to Microcomputer Applications	2
Business 175ABCD	Financial Planning Using Electronic Spreadsheets	2
Business 176	Computerized Accounting Applications	2
Comp. Sci. Info. Sys. 110	Introduction to Computers	4
<b>Total</b>		<b>4</b>

Plus ONE (1) of the following courses:

Business 118	Retail Management	3
Business 121	Managerial Accounting	4
Business 142	Personal Selling and Persuasion	3
Business 144	Advertising	3
Business 146	Marketing	3
Business 159ABCD	Management Internship	2
Economics 120	Principles of Macroeconomics	3
<b>Total</b>		<b>3-4</b>
Plus General Education and Elective Requirements		
<b>Total Required</b>		<b>29-30</b>

## Certificate of Achievement

Any student who wishes to complete only the requirements listed above qualifies for a certificate in Management. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## Counseling

The Grossmont College Counseling Center is staffed with professional counselors trained to assist students with their educational and career planning, and to help them analyze and solve any personal problems involved in the process. All new students are expected to attend one of the new-student advising sessions.

## Student Services

To enhance the quality of instructional programs, and to better assist students in achieving their academic goals, Student Services, in addition to its Admissions, Financial Aid, and Counseling departments, provides the following services: Assessment, Bookstore, Career Planning and Placement, Disabled Students Services, EOPS, Health Services, Re-Entry Center, Tutoring and Student Affairs (Associated Students of Grossmont College).

## Admission to the Program

When you apply in the Admissions and Records Office it will generate a registration appointment for College Connection (touchtone phone registration) or WebConnect (on-line registration).

## Financial Aid

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## Course 9

The Grossmont College Counseling Center will help you create an educational plan, whether you are interested in a certificate, 2-year degree, or transfer to a 4-year institution. Special counseling is available for students returning to school after many years away, and for students with disabilities.

## Financial Aid

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## Tutoring

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# Retail Management Certificate

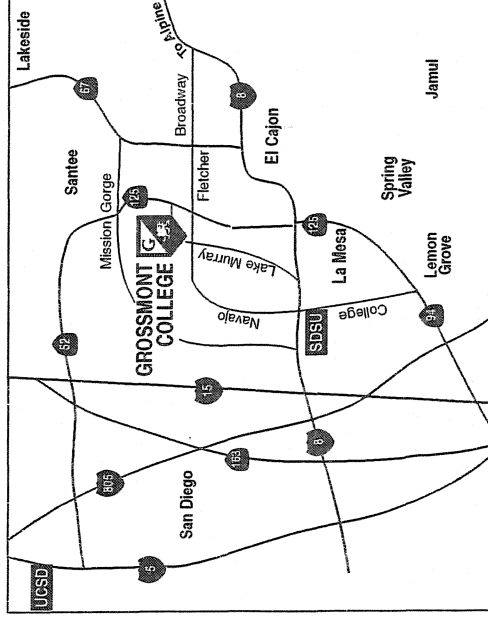
A low cost, short-term, academic program

Build teamwork

Improve customer relations

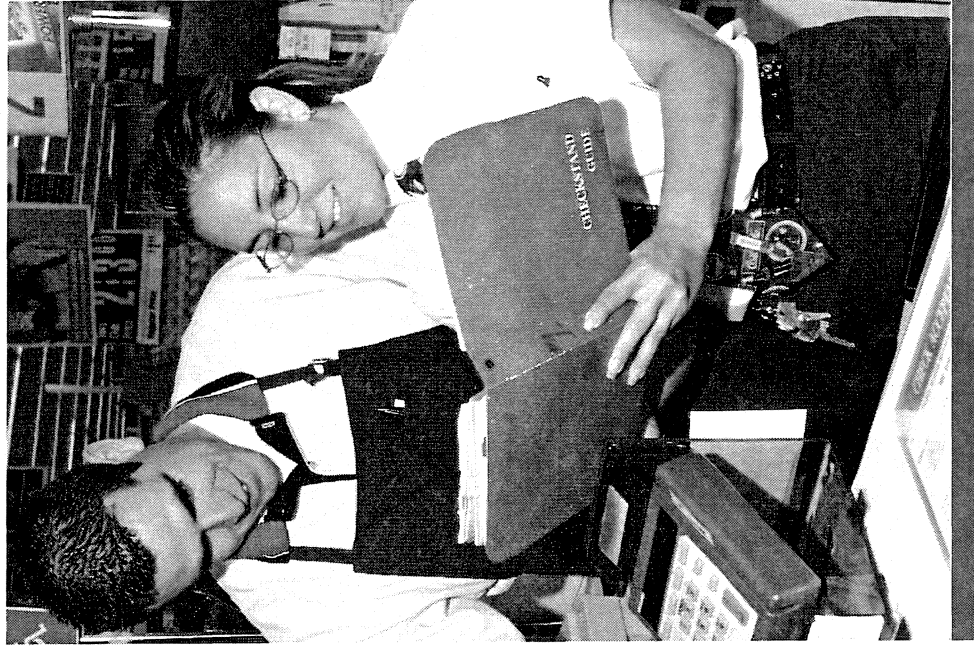
Learn solid business skills

GROSSMONT COLLEGE  
8800 Grossmont College Drive  
El Cajon, CA 92020-1799  
619-644-7519  
[www.grossmont.net](http://www.grossmont.net)



Governing Board Members: Richard Alexander, Dr. Timothy L. Caruthers, Rebecca Clark, Wendell Cutting, Ronald Kraft;  
Student Member: Rick Collins  
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12/2001

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## Build a transforming team

According to Standard and Poors, retailing accounts for nearly 70 percent of the gross national product, and it creates employment opportunities for approximately 18 percent of the U.S. workforce.

Yet, the industry is facing a period of unheralded change as product life cycles are shortened, pricing becomes more competitive, customers have higher expectations, employment pools shrink, technology changes ways in which customers shop, and product selection becomes greater. Opportunities exist for professionals who are prepared and can respond to the market.

## Retail Certificate Program

Grossmont College, in response to suggestions from the Western Association of Food Chains (W AFC) and 8 of the largest chains in California, is pleased to offer an innovative retail certificate program focused on providing critical training for key employees in retail food organizations.

Grossmont College is one of several colleges in southern California—and many throughout the state—to offer this certificate and degree.

The program will help build core competencies for the retail workforce while stressing the importance of maximizing customer satisfaction, enhancing market share, and improving bottom line profits. Students learn the value of teamwork as well as individual initiative, verbal communication, organizational skills, how to meet deadlines, and even under pressure, manage multiple priorities, and motivate others.



For more information contact:

Gene Britt  
619-644-7519  
gene.britt@gcccd.net

(Program approval pending State Chancellor's office approval.)

## Admission to Grossmont College

When you apply in the Admissions and Records Office it will generate a registration appointment for College Connection (touchtone phone registration) or WebConnect (on-line registration).

## Low Cost

Grossmont College is a public community college. Fees are \$11 per unit for California residents, plus books and materials.

## Courses Required

COURSE	TITLE	UNITS
Business 109	Elementary Accounting	3
Business 115	Human Relations in Business	3
Business 118	Retail Management	3
Business 128	Business Communications	3
Business 146	Introduction to Marketing	3
Business 152	Business Math	2
Business 155	Human Resources Management	3
Business 156	Principles of Management	3
Comp. Sci. & Info. Sys. 110	Principles of Information Systems	4
or		
Comp. Sci. & Info. Sys. / Business 172	Introduction to Microcomputer Applications	(2)
Comm 122	Public Speaking	3
<b>Total</b>		<b>28-30</b>



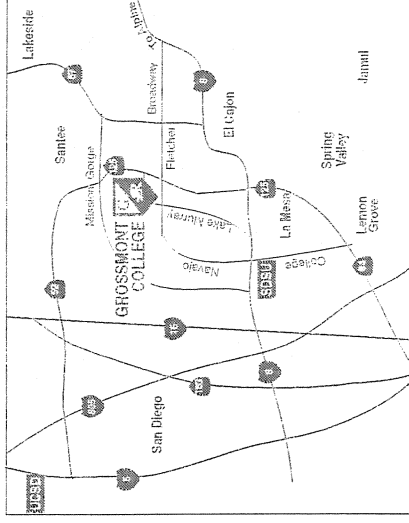
**RESERVE OUR PLACE TODAY!**

**Make check payable to: GCCCD**  
and mail it to:

Dean of Business and Professional Studies  
Grossmont College  
8800 Grossmont College Drive  
El Cajon, CA 92020-1799

or complete the following and fax to: 619-644-7922

Charge: \_\_\_\_\_ Mastercard: \_\_\_\_\_ Visa \_\_\_\_\_  
 Card No. \_\_\_\_\_  
 Exp. Date \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Zip \_\_\_\_\_  
 Telephone (Day): ( \_\_\_\_\_ ) \_\_\_\_\_



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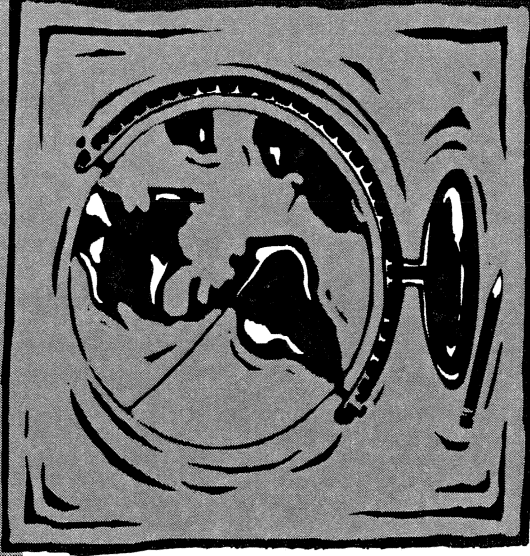
NON-PROFIT ORGANIZATION  
U.S. POSTAGE  
**PAID**  
PERMIT NO. 120  
EL CAJON, CA 92020

*Become a licensed U.S. Customs Broker!*

International Business Department  
Grossmont College  
8800 Grossmont College Drive  
El Cajon, CA 92020-1799  
[www.grossmont.edu/gintbus](http://www.grossmont.edu/gintbus)



GROSSMONT COLLEGE  
**Prepare for  
Customs Broker  
License Exam**



**CUSTOMS BROKER  
LICENSE EXAM  
PREPARATION COURSE**

- Six convenient Saturday classes beginning January and July each year.
- A computer analysis of the past exams.
  - Practice exams to get you ready!
- A highly focused approach to improve your chances of passing the exam.
  - Many successful graduates.

Visit our website:  
**[www.grossmont.edu/gintbus](http://www.grossmont.edu/gintbus)**

offered by  
Grossmont College's  
International Business Program

# CUSTOMS BROKER LICENSE EXAM PREPARATION COURSE

**THIS GROSSMONT COLLEGE  
COURSE IS DESIGNED TO  
SIGNIFICANTLY IMPROVE  
YOUR CHANCES OF PASSING.**

Grossmont College can give you the edge you need to pass the exam.

## COURSE DESCRIPTION

Based on a computer analysis of past exams, you will receive an intensive and focused review conducted by an experienced practicing customs broker. You will learn to find information quickly and to classify accurately. Test-taking techniques including effective time management will be taught.

The course is designed to review the material most likely to appear on the exam and also to build both your skill level and your confidence level.

**NOTE:** You must be a U.S. citizen and 21 years of age to receive a Customs Broker License.

## DATES

The course will be held two times per year on six consecutive Saturdays beginning the last Saturday in January and July.

## LOCATION

Grossmont College Campus, Griffin Gate Seminar Room located at the southeast corner of the Student Center (*see map*).

## TIME

9:00A.M. - 4:00 P.M.

## INFORMATION TO BE COVERED

### Class I

LATE REGISTRATION - 8:30-9:00AM.  
Customs Brokers

Harmonized Tariff Schedule of the U.S.A

### Class II

General rules of Interpretation  
Articles Conditionally Free  
Special Classes of Merchandise  
Transportation in Bond  
Warehouses  
Customs Financial Procedures

### Class III

General Notes  
Rules of Origin  
Customs Bonds  
G.O. Merchandise  
Quotas  
Intellectual Property

### Class IV

Marking  
Entry/Entry Summary  
Warehouse Entries  
Foreign Trade Zones  
Valuation  
Classification

### Class V

Liquidation  
Fines/Penalties/Forfeitures  
Liquidated Damages  
Protests  
Administrative Rulings

### Class VI

NAFTA  
Drawback  
Classification

## ABOUT THE INSTRUCTOR

*Leslie Pembroke* has been a Licensed Customs Broker since 1988. She holds a Master of International Management from the American Graduate School of International Management (Thunderbird) and a Juris Doctorate from California Western School of Law.

She is currently teaching Import/Export at Grossmont College.

## THE GROSSMONT GUARANTEE

If you do not pass, our instructor will review your test results with you and setup an individual study program to help you pass the next time.

## COST

The course fee is \$525. No Refunds after the first meeting.

## Early Enrollment and Group Discounts

For those enrolling 30 days before the start of the course, the course fee is \$500. Payment must be postmarked at least 30 days in advance.

For companies sending two or more participants, the course fee is also \$500 each.

Copies of the current Tariff Schedule and the *Customs Regulations* must be brought to each class. These can be purchased from the U.S. Government Printing Office at (202) 512-1800 or from Legal Books Depot at (866) 303-3999 or their website: [www.legalbooksdepot.com](http://www.legalbooksdepot.com). The *Customs Regulations* consist of two books at approximately \$55 each. Regulations can be paperbound, spiral bound (recommended) or 3-ring binder style, which is a subscription (\$175). The Tariff Schedule is approximately \$85.00.  
Minimum Class Size = 8.

## FOR MORE INFORMATION CALL

*The office of the  
Dean of Business and Professional Studies*  
619-644-7160

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## Counseling

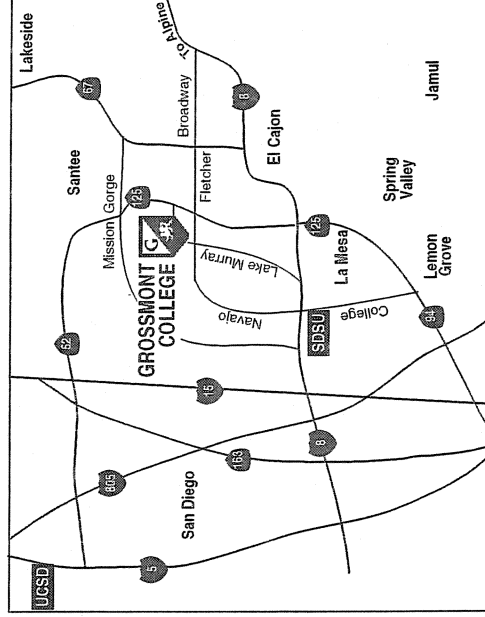
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### GOVERNING BOARD MEMBERS:

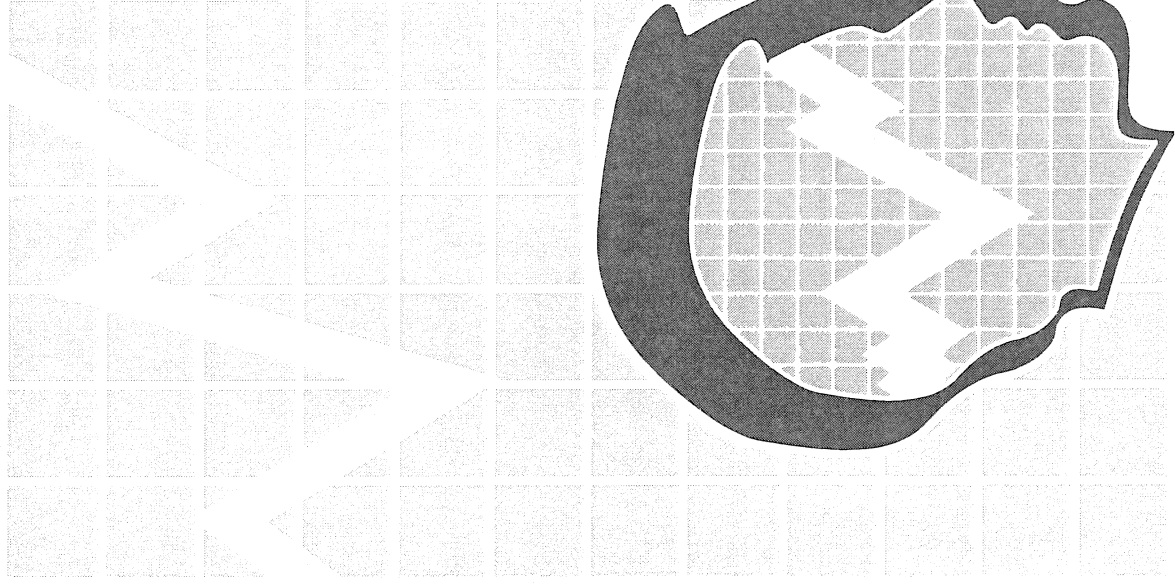
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5/2003

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# Business Internships and Cooperative Work Experience



## **Grossmont College Business Internship Program**

Internships are designed to provide Grossmont College students with workplace experience and new skills. The Internship Program offers business, industry, and other organizations the talents and energy of students who not only contribute to workforce development but strengthen the link between the educational and business communities. The program benefits students, faculty, and the academic programs by linking classroom learning to the work world, providing opportunities for mentor relationships, and adding significant work experience to students' resumes.

### **The student intern...**

- Enrolls in a minimum of 7 units including the internship.
- Develops workplace learning objectives with the instructor.
- Meets with instructor at least three times during the semester at the beginning of the internship, at the work site and at the end of the semester.
- Works a minimum of 60 hours per unit, for a maximum of 3 units, earned with 180 hours work. 75 hours per unit is required if the student is being paid.

### **The employer...**

- Provides a learning environment and experience for the student intern.
- Offers training and guidance to the student intern.
- Meets with the student's instructor to evaluate the student's progress.
- Completes an evaluation of the student intern's performance.

### **The Instructor...**

- Identifies competent students to apply for the internship.
- Serves as the teacher of record and mentor for the student enrolled in the internship.
- Develops workplace learning objectives with the student.
- Meets with the student at least three times during the semester at the beginning of the internship, on the work site, and at the end of the semester.
- Meets with the student's workplace supervisor to evaluate the student's progress.
- Reviews the student's work, evaluates accomplishment of learning objectives, and assigns a grade.

## **Cooperative Work Experience Program**

The Cooperative Work Experience Program is designed to allow students to earn college credit for what they learn and contribute in their paid jobs while simultaneously advancing their educational, career, and personal growth.

Cooperative Work Experience encourages continuous quality improvement of the student-employee by pursuing work objectives which further the employer's goals and the employee's work performance. The employer is also provided the opportunity to communicate business and industry needs to the college. The student's employer and instructor cooperate in a program which enhances the student worker's professional performance and academic success.

The interaction among student, instructor, and supervisor, provides valuable, current input concerning labor market conditions and the implications for curriculum.

The course requirements and documentation needed for this program are essentially the same as the Business Internship Program. For more information contact the Coordinator of Marketing, Management and International Business at 619-644-7519 or the Business Administration Department Chairman at 619-644-7520.

## **Internship and Cooperative Work Experience Courses by Major**

Depending on the student's major or area of interest, one of the following courses should be selected:

### **Accounting**

COURSE	TITLE	UNITS
Business 123 A-B-C-D	Accounting Internship	2

### **International Business**

Business 265 A-B-C-D	Internship in International Business	1
Business 266	Internship in International Business	2
Business 267	Internship in International Business	3

### **Management**

COURSE	TITLE	UNITS
Business 159 A-B-C-D	Management Internship	3
Business 147 A-B-C-D	Seminar in Marketing and Management	1

(Business 159 and 147 must be taken concurrently.)

### **Marketing**

COURSE	TITLE	UNITS
Business 136 A-B-C-D	Marketing Internship	3
Business 147 A-B-C-D	Seminar in Marketing and Management	1

(Business 136 and 147 must be taken concurrently.)

**MMIB – APPENDIX 4**

**COURSE STATUS & OUTLINES**

<b>APPENDIX 4</b>				
<b>4. COURSE STATUS</b>				
<b>Program Review MMIB</b>				
Latest Revision Dates for Course Outlines				
<b>COURSE</b>	<b>REVISED</b>	<b>ALLIGNMENT</b>	<b>TIME OFFERED</b>	<b>LAST OFFERED</b>
BUS				
115	4/02	C	E	SPRING 2006
118	5/99	N/A	M,A,E	SPRING 2006
131	4/88	N/A	Never Offered	N/A
133	4/88	N/A	Never Offered	N/A
137*	4/07	C	Internships	FALL 2003
140	4/02	C	M,A,E	FALL 2002
141	4/02	C	M,A,E	FALL 2005
142	4/02	N/A	E	FALL 2005
144	4/02	N/A	E	SPRING 2006
146	4/02	C	M,A,E	SPRING 2006
147**	4/07	N/A	E (dropped)	FALL 2003
148	4/02	N/A	N/A	N/A
155	4/02	C	M,A,E	FALL 2005
156	4/02	C	M,A,E	SPRING 2006
158	4/02	N/A	M,A,E	SPRING 2006
159*	4/07	C	Internships	FALL 2003
160	4/02	N/A	E	SPRING 2006
250	4/02	N/A	M,A,E	SPRING 2006
251	4/02	N/A	E	FALL 2005
252	6/98	N/A	E	SPRING 2006
253	4/02	N/A	E	FALL 2005
256	4/02	N/A	E	SPRING 2006
257	6/98	N/A	E	SPRING 2006
258	4/02	N/A	E	FALL 2005
265*	5/99	N/A	Internships	SPRING 2006
266*	4/02	N/A	Internships	FALL 2005
267*	4/02	N/A	Internships	SPRING 2006
<b>TOTALS</b>				
	* Internships			
	** Tied to Internships			

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 115 – HUMAN RELATIONS IN BUSINESS

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 115	Human Relations in Business	3	3 hours lecture

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

The human aspects of the organization and the role of the individual within the organization. The course will look at learning styles, motivation theories, personality theories, communication, group dynamics, leadership, ethics and diversity.

4. Course Objectives

The student will:

- a. Identify the major motivational perspectives and theories.
- b. Compare and contrast the various theories of personality.
- c. Recognize the advantages and limitations of the various theories of motivation.
- d. Offer prescriptions for correcting motivational problems.
- e. Describe the major theories of leadership.
- f. Diagnose the reasons an individual or group exerts power.
- g. Diagnose an individual's needs for power within an organization.
- h. Describe and explain the formation of a group.
- i. Identify the factors that contribute to group performance.
- j. Evaluate a group's task processes, specifically its decision-making process.
- k. Assess the merits of individual versus group decision-making.
- l. Diagnose the impact of group structure.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

- a. Fundamentals of Organizational Behavior.
  - (1) The behavior climate.
  - (2) Motivation.
  - (3) Social and technical systems.
  - (4) Communication.
  - (5) Group processes/group dynamics.



7. Course Content continued

- b. Organizational Leadership.
  - (1) Leadership theory.
  - (2) Leadership styles.
  - (3) Effective supervision.
  - (4) Leadership and change.
- c. Organizational Structure.
  - (1) The informal organization.
  - (2) The formal organization.
  - (3) Organizational dynamics.
  - (4) The individual and the organization.
- d. Managerial Theory.
  - (1) Theory "X" Theory "Y".
  - (2) Job enrichment.
  - (3) Management by objectives.
  - (4) Role and role conflict.
  - (5) Management by participation.

8. Method of Instruction

An experiential approach will serve as the basis for the class. The student will participate in role playing, simulations, and other immediate feed-back situations. This approach will require students to assume the managerial role.

9. Methods of Evaluating Student Performance

Evaluation will be based on written tests which include quizzes, midterm and a final exam, class reports, class participation and a final research project.

10. Outside Class Assignments

- a. Research in detail a management topic or
- b. Develop and execute a survey in an actual business environment.
- c. Report on items a or b above orally to the class.
- d. Reading assignments from textbook.

11. Texts

- a. Required Text(s):
  - 1) Osland, Joyce S., David A. Kolb and Irwin M. Ruben. Organizational Psychology. Upper Saddle River, NJ: Prentice-Hall, latest edition.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: 4/02

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 118 - RETAIL MANAGEMENT

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 118	Retail Management	3	3 hours lecture

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

A survey course in the management of retail businesses, including store operating practices, layout, inventory, buying, retail mathematics and supervision of personnel.

4. Course Objectives

The student will:

- a. Discuss the historical development of retailing.
- b. Compare and contrast the historical phases of retailing to present-day merchandising.
- c. Evaluate alternative retail management structures.
- d. Diagram and explain the channels of distribution and the role of retailing therein.
- e. List methods of controlling inventory shrinkage.
- f. Compute markup, markdown and mark on.
- g. Design an effective retail layout plan.

5. Instructional Facilities

Standard classroom.

- a. Black boards, white boards.
- b. VCR with monitor.

6. Special Materials Required of Student

None.

7. Course Content

The content deals with:

- a. The history of retailing.
- b. Store location.
- c. Store layout.
- d. Merchandise planning.
- e. Control buying.
- f. Distribution of merchandising.
- g. Retail accounting.
- h. Financial management.

8. Method of Instruction

- a. Lectures to introduce basic topics and to cover materials not in the text and readings.
- b. Cooperative learning strategies.
- c. Class discussion of each topic after the foundation of knowledge is laid.
- d. An analysis of short cases accompanying each topic.
- e. Library and Internet research.

9. Methods of Evaluating Student Performance

- a. Periodic written quizzes with essay questions to determine students' comprehension of the subject.
- b. Oral reports.
- c. Term paper detailing a business plan for a retail establishment.
- d. Written final exam.

10. Outside Class Assignments

- a. Regular homework reading assignments from texts and supplementary reading materials.
- b. Individual visits to local retail establishments to evaluate methods being employed.
- c. Research and preparation for oral presentation and term paper project.

11. Texts

- a. Required Text(s):  
(1) Lusch, Robert F. Retail Management. Cincinnati, OH: South-Western Publishing Co., 1998.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: 5/99

REVIEWED BY DEPARTMENT  
Year Dean Dept.Chair.

GROSSMONT COLLEGE

Official Course Outline

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BUSINESS 131 - INTRODUCTION TO TRANSPORTATION

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 131	Introduction to Transportation	3	3 hours lecture

2. Course Prerequisites

None.

3. Catalog Description

A course on the selection of freight carriers and the monitoring of their performance. Use of tariffs, rates, shipping documents, and contracts for carriage. All modes of transportation are studied including: air, truck, rail and ocean. Warehousing and materials handling are examined.

4. Course Objectives

The student will develop the ability to:

- a. Evaluate and select the optimum mode of transportation, taking into account cost versus time.
- b. Utilize freight tariffs for determination of freight classifications and rates.
- c. Prepare and utilize freight documents, including bills of lading, pack lists, commercial invoices, shipper's letters of instructions, export declarations.
- d. Audit and control freight invoices.
- e. Analyze claim prevention, and file freight claims.
- f. Negotiate transportation contracts.
- g. Select the proper mode and type of transportation and appropriate facilitators.
- h. Set up an industrial traffic department.
- i. Review carrier operations.
- j. Identify FOB points and other freight terms of sale.
- k. Schedule inbound freight.

5. Instructional Facilities

Classroom requiring 45 seats.

6. Special Materials Required of Student

None.

7. Course Content

This course will cover the following topics:

- a. Deregulation of the industry.
- b. Introduction to air, truck, rail, pipeline and ocean transportation operations.
- c. Intermodal transportation.
- d. Regulatory bodies and their history.
- e. Fixed and variable costs.
- f. Economics of transportation.
- g. Transportation operating ratios.
- h. Discounting rates.
- i. Rates and Tariffs.
- j. Classifications of freight.
- k. Auditing freight bills.
- l. Claims--loss and damage.
- m. FOB terms.
- n. Transportation terms.
- o. Total Cost Concept.
- p. Negotiating transportation contracts.
- q. Transportation ethics.

8. Method of Instruction

- a. Lectures and guest speakers.
- b. Field trips.

9. Methods of Evaluating Student Performance

- a. Objective quizzes.
- b. Weekly written assignments.
- c. Essay and objective final exam.

10. Texts

- a. Required text(s):  
Sampson, Mathew, Mark Ferris, John Shrock. Domestic Transportation.  
Boston, MA: Houghten Mifflin, 1985.
- b. Supplementary texts and workbooks:  
None.

Approved by the Governing Board: 4-88

88-1667-002/ad

REVIEWED BY DEPARTMENT  
Year Dean Dept.Chair.

GROSSMONT COLLEGE

Official Course Outline

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BUSINESS 133 - DIRECT MAIL MARKETING

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 133	Direct Mail Marketing	3	3 hours lecture

2. Course Prerequisites

None.

3. Catalog Description

A course for those interested in mail order, direct mail catalogs, direct response advertising, and the use of direct marketing to supplement conventional marketing. The course will include study of mailing lists, customer data bases, customer profiling, media, creating and testing direct mail advertisements and packages, sales tracking and forecasting, and profitability analysis. The role of creative agencies, list brokers, letter shops, fulfillment houses, and telephone marketers will be examined.

4. Course Objectives

The student will be able to:

- a. Design a direct marketing campaign.
- b. Estimate the potential of mailing lists.
- c. Select the appropriate medium for a direct marketing campaign.
- d. Set up a customer database.
- e. Test a direct marketing campaign.
- f. Estimate the profitability of a direct marketing campaign.
- g. Plan the utilization of creative agencies, list brokers, letter shops, fulfillment houses, and telephone marketers.

5. Instructional Facilities

Classroom.

6. Special Materials Required of Student

None.

7. Course Content

This course will cover the following topics:

- a. Direct marketing techniques including catalogs, direct response, mail order, and direct marketing as a supplement to conventional marketing.
- b. Elements of a direct marketing campaign including mailing lists, databases, customer profiling, media, testing, tracking and forecasting, and profitability analysis.
- c. The utilization of direct marketing specialists such as creative agencies, list brokers, letter shops, fulfillment houses and telephone marketers.

8. Method of Instruction

- a. Lectures.
- b. Direct marketing project.

9. Methods of Evaluating Student Performance

- a. Midterm to include objective and essay questions.
- b. Final examination to include objective and essay questions.
- c. Direct marketing project.

10. Texts

- a. Required text(s):  
Baier, Martin. Elements of Direct Marketing. New York: McGraw Hill, Inc., 1983.
- b. Supplementary texts and workbooks:  
None.

Date Approved by Governing Board: 4/88

Date Revised:

86-1774-002

Rev. 8/88/lkl

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 137 A-B-C-D – MARKETING INTERNSHIP

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 137 A-B-C-D	Marketing Internship	3	180 hours work experience (unpaid) or 225 hours work experience (paid)

2. Prerequisites

None.

Corequisite

None.

Recommended Preparation

None.

3. Catalog Description

A work experience course to enable marketing students to gain practical experience in a marketing-oriented organization and to apply knowledge gained in other marketing courses.

4. Course Objectives

The student will:

- a. Evaluate the organization's current marketing plan.
- b. Revise the organization's current marketing plan as needed.
- c. Correlate classroom material to situations encountered at the internship site.
- d. Differentiate between desirable and undesirable work habits and personal traits.
- e. Conduct a successful job search in the field of marketing.

5. Instructional Facilities

- a. Access to the internet.
- b. Work sites applicable to student's job objectives in the marketing field.

6. Special Materials Required of Student

Electronic storage media.

7. Course Content

- a. Professional marketing plans.
- b. Responsibilities of an employee in a professional marketing environment.
- c. Job opportunities in the marketing field.



8. Method of Instruction

- a. On-site supervision by supervisor.
- b. Visits to work site.

9. Methods of Evaluating Student Performance

- a. Evaluation of on-the-job activities carried out by the on-site supervisor.
- b. Instructor performance appraisal.
- c. Student self-evaluation.
- d. Instructor evaluation of assigned responsibilities at job site.

10. Outside Class Assignments

None.

11. Texts

- a. Required Text(s):  
None
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: April 17, 2007

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 140 – ENTREPRENEURSHIP: DEVELOPING A BUSINESS PLAN

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 140	Entrepreneurship: Developing a Business Plan	3	3 hours lecture

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

This course is designed to help the student prepare a business plan suitable for submission to a bank or to investors. The student will prepare profit and loss statements, cash flow statements, and balance sheets; will determine financing, facilities, equipment, and personnel requirements; and will develop a marketing and distribution strategy.

4. Course Objectives

The student will:

- a. Construct proforma profit and loss statements.
- b. Formulate proforma cash flow statements.
- c. Set-up opening and year-end balance sheets.
- d. Examine financing requirements.
- e. Prepare a marketing strategy.
- f. Assess facilities and equipment requirements.
- g. Evaluate personnel requirements.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

- a. Developing a Business Plan:
  - (1) Profit and Loss Statements.
  - (2) Cash Flow.
  - (3) Balance Sheets.
- b. Financial requirements.
- c. Marketing strategy.
- d. Facilities and equipment requirements.
- e. Personnel planning.

8. Method of Instruction

- a. Lecture.
- b. Term project.

9. Methods of Evaluating Student Performance

- a. Objective testing.
- b. Written projects.
- c. Essay final exam.

10. Outside Class Assignments

Interview a local entrepreneur and report results to class.

11. Texts

- a. Required Text(s):
  - (1) Hisrich, Robert D. Entrepreneurship. Burr Ridge, IL: McGraw-Hill Higher Education, latest edition.
- b. Supplementary texts and workbooks:
  - None.

Date approved by the Governing Board: 4/02

REVIEWED BY DEPARTMENT  
Year Dean Dept.Chair.

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 141 - ENTREPRENEURSHIP: MANAGING A NEW BUSINESS

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 141	Entrepreneurship: Managing A New Business	3	3 hours lecture

2. Course Prerequisites

None.

3. Catalog Description

This course is designed to help the student apply theories of marketing, management, personnel, finance and production to problems encountered daily in managing a business. The focus of the course will be on practical solutions to common business management problems.

4. Course Objectives

The student will:

- a. Construct a distribution and pricing strategy.
- b. Evaluate the product characteristics favored by a market.
- c. Plan an advertising and promotion strategy.
- d. Construct a wage and promotion policy.
- e. Explain wage and hour laws, equal employment and wage taxation.
- f. List common OSHA safety citations and conduct a safety inspection.
- g. Explain the characteristics of an effective management style.
- h. Employ information from financial statements.
- i. Organize financial and internal control procedures.
- j. Explain the appropriate use of computers in business.
- k. Explain common production methods and develop production control procedures.
- l. Recognize various government agencies and reporting requirements.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

Practical application of components of each of the following:

- a. Marketing including exploration of distribution and pricing, favored products characteristics, advertising and promotion strategies.
- b. Finance including examination of state and federal laws relating to financial matters, reporting requirements, and financial internal control procedures and the role of computers in finance.
- c. Production including examination of OSHA regulations, common production methods, production control procedures and the use of computers in production.
- d. Personnel including exploration of effective management styles, relevant governmental agencies, reporting requirements, wage and promotion policies, wage and hour laws, equal employment and wage taxation.

8. Method of Instruction

Lecture.

9. Methods of Evaluating Student Performance

- a. Objective testing.
- b. Projects.
- c. Final exam including objective and essay questions.

10. Outside Assignments

- a. Reading Assignments from text.
- b. Written business operating plan.

11. Texts

- a. Required text(s):  
Tate, et. al. Successful Business Management. New York: Business Publications, Inc.: 1984.
- b. Supplementary texts and workbooks:  
None.

Date Approved by Governing Board: 2-86

Date Revised: 4-89

86-1004-002/bg  
rev. 5/89/bg

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 142 – PERSONAL SELLING AND PERSUASION

1. <u>Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 142	Personal Selling And Persuasion	3	3 hours lecture

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

This course emphasizes understanding and using persuasive communication skills in selling situations and in any business situation where one person wants to influence another person.

4. Course Objectives

The student will:

- a. Examine the importance of selling and using persuasive communication skills in selling situations and in any business situation where one person wants to influence another person.
- b. Exhibit an audience oriented attitude in written and oral presentations.
- c. Practice effective nonverbal behavior.
- d. Construct and use a successful sales or persuasive interview.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

- a. The role of personal selling.
- b. A career in selling.
- c. Persuading others in general business situations.
- d. Legal and ethical responsibilities in persuading or selling to others.
- e. Determinants of buying behavior.
- f. Interpersonal communication.
- g. The relationship building process.
- h. Successful prospecting.
- i. The approach.
- j. Problem recognition.
- k. The persuasive interview.
- l. Handling objections.
- m. Negotiations.
- n. Closing: making the request.

8. Method of Instruction

- a. Lecture, discussion, question and answer.
- b. Role-playing with the student acting as persuader/salesperson and instructor acting as prospect/audience.
- c. Student evaluation of others' persuasive interviews.

9. Methods of Evaluating Student Performance

- a. Examination, including quizzes on reading and lecture, and a final exam.
- b. Homework assignments.
- c. Practice of persuasive skills in role-playing situations.
- d. Instructor evaluation of students' persuasive interviews as a significant grade in the course; the final persuasive interview may be used as the final exam.

10. Outside Class Assignments

Preparation of a Persuasive Interview portfolio, containing information to use in the persuasive interview.

11. Texts

- a. Required Text(s):
  - (1) Marks, Ron. Personal Selling: A Relationship Approach. Upper Saddle River, NJ: Prentice Hall, latest edition.
- b. Supplementary texts and workbooks:
  - (1) Laborde, Genie Z. Influencing With Integrity: Management Skills for Communication and Negotiation. Palo Alto, CA: Syntony Publishing, latest edition.

Date approved by the Governing Board: 4/02

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 144 - ADVERTISING

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 144	Advertising	3	3 hours lecture

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

A basic course in the study of advertising, and its role as a marketing tool. Media scripts, newspapers, magazines, radio, television, outdoor, point-of-purchase, and direct mail and e-commerce will be covered. Copywriting, art and layout, mechanical production, and planning will be discussed.

4. Course Objectives

The student will:

- a. Compare and contrast the importance of advertising in our free enterprise economy as well as consumer behavior in relation to the advertising appeal.
- b. Evaluate the various jobs in advertising and their function and the knowledges and attitudes necessary in the development of advertising copy.
- c. Exhibit a skill in written persuasion using the principles of advertising.
- d. Analyze the proper uses of the various advertising media, the use of advertising budgets, and occupational futures in advertising.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

- a. Review of Market Fundamentals:
  - (1) Marketing Mix.
  - (2) The Promotion Mix.
  - (3) Consumer Psychology.
- b. Review of Media Option:
  - (1) Newspapers—Display and Classified Advertising
  - (2) Radio and Television.
  - (3) Outdoor and Point of Purchase.
  - (4) Direct Mail and E-Commerce.



8. Method of Instruction

- a. Lectures to cover basic topics and to cover materials not in the text.
- b. Class discussion of each topic after the foundation of knowledge is laid. Considerable attention to human behavior and motivation.
- c. Student preparation and analyses of advertisement.
- d. Guest speakers—experts in the field.
- e. Field trip to a center of advertising. Special attention paid to the utilization of advertising principles.

9. Methods of Evaluating Student Performance

- a. Essay and objective tests.
- b. Oral presentation of topic of interest.
- c. Essay final exam.

10. Outside Class Assignments

Visit local advertising agencies and report results to class.

11. Texts

- a. Required Text(s):
  - 1) Arens, William F. Contemporary Advertising. New York, NY: McGraw-Hill Education Group, latest edition.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: 4/02

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 146 - MARKETING

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 146	Marketing	3	3 hours lecture

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

This course focuses on the function of marketing in an organization. It examines the essential elements of a marketing strategy; product, promotion, distribution, and price; the effect of the business environment on marketing decisions; consumer behavior; identification of markets; and on current issues in marketing.

4. Course Objectives

The student will:

- a. Develop an understanding and appreciation of the complete marketing process of planning and executing the conception, pricing, promotion, and distribution of ideas, goods and services to create exchanges that satisfy individual and organizational objectives.
- b. Compare and contrast the various types of marketing options for different needs and determine which would be the most effective in each scenario.
- c. Analyze consumer behavior in relation to which marketing efforts to recommend.
- d. Distinguish between the managerial viewpoint in marketing as compared to the employee or sales perspective.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

This course provides an introduction to marketing and its environment, the selection of target markets, developing a marketing mix, planning, implementing and controlling marketing activities.

8. Method of Instruction

- a. Lecture to introduce basic topics and to cover materials not in the text and readings.
- b. Class discussion of each topic after the foundation of knowledge is laid.

8. Method of Instruction

- a. Lectures to cover basic topics and to cover materials not in the text.
- b. Class discussion of each topic after the foundation of knowledge is laid. Considerable attention to human behavior and motivation.
- c. Student preparation and analyses of advertisement.
- d. Guest speakers—experts in the field.
- e. Field trip to a center of advertising. Special attention paid to the utilization of advertising principles.

9. Methods of Evaluating Student Performance

- a. Essay and objective tests.
- b. Oral presentation of topic of interest.
- c. Essay final exam.

10. Outside Class Assignments

Visit local advertising agencies and report results to class.

11. Texts

- a. Required Text(s):
  - 1) Arens, William F. Contemporary Advertising. New York, NY: McGraw-Hill Education Group, latest edition.
- b. Supplementary texts and workbooks:
  - None.

Date approved by the Governing Board: 4/02

9. Methods of Evaluating Student Performance

- a. Objective tests following each topic.
- b. Midterm exams.
- c. Discussion, group participation for extra credit.
- d. Written final examination.

10. Outside Class Assignments

- a. Interview a practicing marketing manager and write a written report of interview.
- b. Reading assignment from the textbook.

11. Texts

- a. Required Text(s):
  - (1) Perreault. Essentials of Marketing. Burr Ridge, IL: McGraw-Hill Higher Education, latest edition.
- b. Supplementary texts and workbooks:
  - None.

Date approved by the Governing Board: 4/02

## GROSSMONT COLLEGE

### Official Course Outline

#### BUSINESS 148 – CUSTOMER RELATIONS MANAGEMENT

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 148	Customer Relations Management	1.5	1.5 hours lecture

#### 2. Course Prerequisites

None.

#### 3. Catalog Description

This course is designed to provide the student with certain key skills and attitudes necessary to meet effectively the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints and sales skills.

#### 4. Course Objectives

The student will:

- a. Assess influence of values and attitude on quality customer service.
- b. Analyze the importance of consistency of employer's and employees' values.
- c. Define professionalism as it relates to customer service.
- d. List key skills in order to effectively meet the customer needs.
- e. Practice valuable communication and listening techniques.
- f. Contrast the impact of positive customer service with poor customer service.
- g. Handle complaints from customers in a positive way.
- h. Understand the key components of customer relations management, particularly in food service businesses.

#### 5. Instructional Facilities

Standard classroom.

#### 6. Special Materials Required of Student

None.

#### 7. Course Content

- a. What basic values influence attitude in the workplace?
- b. What is professionalism as it relates to customer service?
- c. What is customer service?
  - 1) Why customer service is important.
  - 2) Why we need it.
  - 3) What is the difference between good customer service and great customer service?
  - 4) Customer satisfaction.
  - 5) Going beyond expectations.

7. Course Content continued

- d. Who are your customers?
  - 1) Internal customers.
  - 2) Serving internal customers.
  - 3) External customers.
  - 4) Team effort in customer service.
- e. Customer retention.
  - 1) The importance of customer service and customer loyalty.
  - 2) The value of long term customers.
  - 3) Making things right for your customer.
  - 4) Empathy.
- f. Communication.
  - 1) How to be a better listener.
  - 2) Active listening.
  - 3) Nonverbal communication.
  - 4) Telephone communication.
- g. A positive attitude contributes to success.
  - 1) What is attitude?
  - 2) Developing a positive attitude.
  - 3) Making customers feel special.
  - 4) Handling stress.
- h. Customer interaction.
  - 1) Handling complaints.
  - 2) Dealing with upset customers.
  - 3) Winning back unhappy customers.
  - 4) How to satisfy without over-promising.

8. Method of Instruction

- a. Lecture.
- b. Individual and group problem solving.
- c. Case analysis.
- d. Role playing and classroom simulations.

9. Methods of Evaluating Student Performance

- a. Analysis of written material.
- b. Oral and written case analysis.
- c. Class participation.
- d. Final exam.

10. Outside Class Assignments

Observe customer service in an outside business, such as in a hotel, restaurant, or tourist enterprise, and prepare a written report evaluating the quality of service.

11. Texts

- a. Required Text(s):
  - (1) Martin, William B. Quality Customer Service. Menlo Park, CA: Crisp Publications, latest edition.
- b. Supplementary texts and workbooks:  
None.

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 155 – HUMAN RESOURCES MANAGEMENT

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 155	Human Resources Management	3	3 hours lecture

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

Introduction to the management of human resources and an understanding of the impact and accountability to the organization of human resource activities. Global human resource strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, employee compensation and benefits, employee rights, and safety issues.

4. Course Objectives

The student will:

- a. Describe the unique activities of the Human Resources Department and its relationship with other units within the organization.
- b. Identify the major movements that have comprised the human resources movement in the United States.
- c. Identify Federal and State laws and their influence on labor relations.
- d. Explain the changing workplace environment: resizing, outsourcing, mergers.
- e. Enumerate legal implications, monetary costs, and human morale costs of making improper personnel decisions.
- f. Analyze workplace human resource needs and discuss some of the current legal and social in recruiting under-represented groups.
- g. Explain methodologies and related laws involved in employee recruitment, testing, selection, orientation.
- h. Compare options for employee development, training, motivation, and evaluation.
- i. Compare relations between unions and management in the first half of the century with those in present organizations.

5. Instructional Facilities

Standard classroom with audio-visual equipment and a chalk board or white board.

6. Special Materials Required of Student

None.

## BUSINESS 155 – HUMAN RESOURCES MANAGEMENT

### 7. Course Content

- a. Functions of a human resources department.
- b. Current trends in human resources management.
- c. Federal and state law governing employment.
- d. Impact of technological change on employees.
- e. Legal implications, monetary costs, and human morale costs of making improper personnel decisions.
- f. Human resource planning for job needs and reclassifications.
- g. Methods of employee recruitment, testing, selection, and orientation.
- h. Techniques for employee development, training, motivation and evaluation.
- i. Approaches to discipline, counseling, and employee assistance programs.
- j. Union relations and collective bargaining.

### 8. Method of Instruction

- a. Lecture.
- b. Group discussion.
- c. Case studies.
- d. Written assignments.

### 9. Methods of Evaluating Student Performance

- a. Objective tests.
- b. Essay tests.
- c. Case analysis projects.
- d. Written research paper.

### 10. Outside Class Assignments

- a. Interview of a practicing human resources manager.
- b. Write a written report to interview.

### 11. Texts

- a. Required Text(s):
  - (1) Bohlander, George, Scott Snell and Arthur Sherman. Managing Human Resources. 12<sup>th</sup> edition. South-Western College Publishing, 2001.
  - (2) Sherman, Arthur. Managing Human Resources, 12<sup>th</sup> Edition – Study Guide. South-Western College Publishing, 2001.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: 4/01



GROSSMONT COLLEGE

Official Course Outline

BUSINESS 156 – PRINCIPLES OF MANAGEMENT

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 156	Principles of Management	3	3 hours lectures

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

Planning, organizing, directing, and controlling for management. Interaction of the functions includes setting objectives, MBO, decision-making tools, alternative organization structures, leadership, motivation, communication, group dynamics, managements of stress and change, time management, ethics and diversity. A survey of the quantitative tools available to the manager is also made.

4. Course Objectives

The student will:

- a. Assess the various tools and approaches to management.
- b. Use effective planning and decision-making tools.
- c. Design an appropriate organization structure.
- d. Evaluate alternative leadership and motivation techniques.
- e. Plan a control system for any type of organization.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

- a. Introduction to management.
- b. History of management.
- c. Ethics and social responsibility.
- d. Setting goals, decision-making and planning.
- e. Organizing and organization structures.
- f. Communication, leadership, motivation and group dynamics.
- g. Controlling and controlling tools.

8. Method of Instruction

- a. Lectures to introduce basic topic and to cover materials not in the text and readings.
- b. Class discussion of each topic after the foundation of knowledge is laid.
- c. Student preparation and delivery of short talks on current articles as they relate to the topic under discussion.
- d. Evaluation and analysis of case study material by students and instructor.

9. Methods of Evaluating Student Performance

- a. Weekly quizzes.
- b. Oral presentations of topics of interest.
- c. Midterm and final examination with some writing components.

10. Outside Class Assignments

- a. Research in detail a management topic or
- b. Develop and execute a survey in an actual business environment.
- c. Report on items a or b above orally to the class.

11. Texts

- a. Required Text(s):  
(1) Certo, Samuel C. Modern Management. Upper Saddle River, NJ: Prentice Hall, latest edition.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: 4/02

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 158 – INTRODUCTION TO HOSPITALITY AND TOURISM MANAGEMENT

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 158	Introduction to Hospitality and Tourism Management	3	3 hours lecture

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

Overview of the hospitality and tourism industry with a focus on basic management theories and principles as they apply to hospitality and tourism; basic structure, organization, and management of industry components and the services/products they deliver.

4. Course Objectives

The student will:

- a. Comprehend the application of management principles and theory to the hospitality and tourism industry.
- b. Distinguish between the various components of the hospitality and tourism industry.
- c. Analyze the various employment options available in the hospitality and tourism industry.
- d. Compare and contrast the gaming and entertainment industry with other hospitality industry components.
- e. List and compare the major tourism destinations.

5. Instructional Facilities

Standard classroom with audio visual equipment available.

6. Special Materials Required of Student

None.

7. Course Content

- a. Course introduction; definition of terms; relevance in today's business world.
- b. Basic business management theories and principles; industry application.
- c. The hospitality industry; history and organization.
- d. The tourism industry; history and organization; key agencies.
- e. The hotel business; development and classification.

7. Course Content continued

- f. Food and beverage operations and management.
- g. Restaurant and catering operations and management; development and classification.
- h. The gaming and entertainment industry; management comparisons and contrasts.
- i. Travel agencies and organizations; transportation industry; air, water and land.
- j. Meetings, conventions and expositions.
- k. Recreation attractions, theme parks and resort industry; operations and management.
- l. Managed services in support of tourism.
- m. Destinations; economic and political issues; social/cultural impacts.

8. Method of Instruction

- a. Lecture.
- b. Group discussion.

9. Methods of Evaluating Student Performance

- a. Quizzes and competency based tests.
- b. Reports.
- c. Term papers.
- d. Homework.
- e. Comprehensive final exam utilizing both essay and objective questions.

10. Outside Class Assignments

Students will visit hospitality industry business in the area, interview managers in the industry and prepare a report detailing his/her findings. Research paper on hospitality and tourism.

11. Texts

- a. Required Text(s):
  - (1) Starr, Nona S. Viewpoint: An Introduction to Travel, Tourism, and Hospitality. Upper Saddle River, NJ: Prentice-Hall, Inc., latest edition.
- b. Supplementary texts and workbooks:
  - None.

Date approved by the Governing Board: 4/02

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 159 A-B-C-D – MANAGEMENT INTERNSHIP

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 159 A-B-C-D	Management Internship	3	180 hours work experience unpaid or 225 hours work experience paid

2. Prerequisites

None.

Corequisite

None.

Recommended Preparation

None.

3. Catalog Description

A work experience course to enable management students to gain practical experience in an organization and to apply knowledge gained in other business courses.

4. Course Objectives

The student will:

- a. Evaluate the organization's current management structure.
- b. Revise the organization's current structure as needed.
- c. Correlate classroom material to situations encountered at the internship site.
- d. Differentiate between desirable and undesirable work habits and personal traits.
- e. Conduct a successful job search in the field of management.

5. Instructional Facilities

- a. Access to the internet.
- b. Work sites applicable to student's job objectives in the management field.

6. Special Materials Required of Student

Electronic storage media.

7. Course Content

- a. Professional management structures.
- b. Responsibilities of an employee in a professional management environment.
- c. Job opportunities in the management field.

8. Method of Instruction

- a. On-site supervision by supervisor.
- b. Visits to work site.

9. Methods of Evaluating Student Performance

- a. Evaluation of on-the-job activities carried out by the on-site supervisor.
- b. Instructor performance appraisal.
- c. Student self-evaluation.
- d. Instructor evaluation of assigned responsibilities at job site.

10. Outside Class Assignments

None.

11. Texts

- a. Required Text(s):  
None.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: April 17, 2007

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 160 – HOSPITALITY MANAGERIAL ACCOUNTING AND CONTROLS

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 160	Hospitality Managerial Accounting and Controls	3	3 hours lecture

2. Course Prerequisites

A "C" or "CR" grade or higher in Business 121 or equivalent.

Recommended Preparation

None.

3. Catalog Description

Integrates the areas of managerial accounting and controls to applications in the hospitality industry. Topics include internal control and cost management, operations budgeting, occupancy projections and pricing decisions, credit policy and cash flow, and investment decision-making.

4. Course Objectives

The student will:

- a. Apply accounting principles to the variety of areas of hospitality operations.
- b. Assess accounting systems being used in various hospitality operations.
- c. Prepare a long-range budget for a hospitality business.
- d. Analyze the financial statements of hotels and other hospitality businesses.
- e. Compare and contrast financial control systems in lodging and eating establishments.

5. Instructional Facilities

Standard classroom with audio visual equipment available.

6. Special Materials Required of Student

None.

7. Course Content

- a. Introduction and accounting review.
- b. Analysis and interpretation of financial statements.
- c. Internal control; cost considerations in pricing; cost management.
- d. The cost-volume-profit approach to decisions.
- e. Operations budgeting; working capital/cash management.
- f. Investment decision-making; feasibility studies.
- g. Financial goals and information systems.
- h. Accounts receivable; credit card processing; credit policy/cash flow.

7. Course Content continued

- i. Purchasing and receiving; monthly inventory and month food/beverage cost.
- j. Daily food/beverage cost; actual versus standard cost.
- k. Cost-volume-profit considerations in hospitality organizations.
- l. Labor cost controls; cash flow.
- m. Break-even analysis; application to case studies.
- n. Establishing room rates; occupancy projections and pricing decisions.
- o. Room rate discounting and yield analysis.

8. Method of Instruction

- a. Lecture.
- b. Group discussion.
- c. Case studies.

9. Methods of Evaluating Student Performance

- a. Quizzes and competency based tests.
- b. Reports.
- c. Term papers.
- d. Homework.
- e. Comprehensive final exam utilizing both essay and objective questions.

10. Outside Class Assignments

The student will be given case studies including sample financial statements to analyze and prepare a report with recommendations.

11. Texts

- a. Required Text(s):
  - (1) Coltman, Michael M. Hospitality Management Accounting. New York, NY: Wiley and Sons, latest edition.
  - (2) Dittmer, Paul R. and Gerald G. Griffin. Principles of Food, Beverage and Labor Cost Controls: for Hotels and Restaurants. New York, NY: Wiley and Sons, latest edition.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: 4/02



GROSSMONT COLLEGE

Official Course Outline

BUSINESS 250 – INTRODUCTION TO INTERNATIONAL BUSINESS

1.	<u>Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
	BUS 250	Introduction to International Business	3	3 hours lecture

2. Course Prerequisites

None.

Corequisite

None.

Recommended Preparation

None.

3. Catalog Description

An overview of international business designed to provide both beginners and experienced business people with a global perspective on international trade including foreign investments, impact of financial markets, international marketing, and the operation of multi-national corporations. Classes will feature expert guest lecturers who will present practical solutions to actual problems in international trade.

4. Course Objectives

The student will:

- a. Define common terms used in international trade.
- b. Describe inflation and deflation and their effect on the business climate of a minimum of four countries.
- c. Analyze and evaluate the role of currency trading in the operation of an international business.
- d. Outline the structure of a multinational corporation and explain the advantages and disadvantages of such a corporation.
- e. Briefly describe the multinational accounting and finance functions.
- f. Compare the relationship between the size of a country and its likely performance in international business.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

- a. Nature of foreign trade:
  - (1) International trade theory.
  - (2) Governmental impact on foreign trade.
- b. Monetary systems:
  - (1) Foreign investment analysis.
  - (2) World trade/investment patterns.
  - (3) Economic environments.
  - (4) Foreign exchange--international payment.
  - (5) Multinational accounting, finance, and taxation.
- c. Cultural implications:
  - (1) Barriers to international trade.
  - (2) International trade diplomacy.
  - (3) Managing cross cultural differences.
  - (4) Foreign political and legal implications.
- d. International trade marketing and management:
  - (1) Export--east/west trade.
  - (2) Import--east/west trade.
  - (3) Management functions and controls.
  - (4) Planning and competition.
- e. Labor and personnel.
- f. Multinational predictions and projections.

8. Method of Instruction

- a. Lecture.
- b. Guest speakers.

9. Methods of Evaluating Student Performance

- a. Written assignments.
- b. Midterm examination.
- c. Essay examination.
- d. Objective examination.
- e. Reports on written assignments.
- f. Final examination.

10. Outside Class Assignments

- a. Research paper on one or more countries using software and library research.
- b. Reading assignments from the textbook.

11. Texts

- a. Required text(s):
  - 1) Hill, Charles W. L. Global Business Today. Burr Ridge, IL: McGraw-Hill Higher Education, latest edition.
- b. Supplementary texts and workbooks:
  - None.

Date approved by the Governing Board: 4/02

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 251 – IMPORT/EXPORT PROCEDURES

1. Course Number                      Course Title                                      Semester Units                      Hours  
BUS 251                                      Import/Export Procedures                                      2                                      2 hours lecture
2. Course Prerequisites  
None.  
Recommended Preparation  
None.
3. Catalog Description  
An in-depth examination of import/export techniques, terminology, methods of payment and collection, insurance and bonds, customs regulations and tariffs, Department of Commerce aids, export quotations and landed cost analysis.
4. Course Objectives  
The student will:
  - a. Apply terminology used in moving products across international boundaries.
  - b. Analyze the functions of a customs broker.
  - c. Recognize relevant elements of international banking, insurance and freight forwarding.
  - d. Employ U.S. customs regulations and tariffs.
5. Instructional Facilities  
Standard classroom.
6. Special Materials Required of Student  
None.
7. Course Content  
This course will cover the following topics:
  - a. Terminology.
  - b. Use of customs broker.
  - c. Banking: (methods of payment and collection: letter of credit).
  - d. Insurance: (kinds, claims, and bonding).
  - e. Using a freight forwarder.
  - f. Department of Commerce role.
  - g. Export quotation analysis.
  - h. U.S. Customs regulations and tariffs.
  - i. Import landed cost.
  - j. Classifying goods.

8. Method of Instruction

- a. Lecture.
- b. Guest speakers.

9. Methods of Evaluating Student Performance

- a. Essay tests including a final exam.
- b. Term project.

10. Outside Assignments

- a. Reading assignments and exercises from the textbook.
- b. Research for term project.

11. Texts

- a. Required text(s):
  - 1) Pembroke, Leslie. Import/Export Procedures. El Cajon, CA: Grossmont College Printing Department, latest edition.
- b. Supplementary texts and workbooks:
  - None.

Date approved by Governing Board: 4/02

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GROSSMONT COLLEGE

Official Course Outline

BUSINESS 252 - GLOBAL SOURCING, BUYING AND MANUFACTURING

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 252	Global Sourcing, Buying and Manufacturing	1.5	1.5 hours lecture

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

A course on locating and obtaining goods and services used for international trade. Sourcing on the Internet, the National Trade Data Bank and other computer-aided techniques for locating goods and trading partners are covered. Contracts, shipping terms and methods of payment are reviewed. The use of contract or offshore manufacturing facilities such as maquiladoras is discussed.

4. Course Objectives

The student will:

- a. Compare and contrast alternative methods of locating products using computer-aided sourcing techniques such as the Internet and NTDB.
- b. List the steps to be taken in preparing or responding to a request for quotation.
- c. Differentiate between buying on an FOB basis and a CIF basis.
- d. Analyze foreign exchange tables, duties, export licensing requirements.
- e. Compute the cost advantages of using a contract or offshore manufacturing facility.
- f. Describe the various regions of the world where contract manufacturing is undertaken.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

- a. Sourcing products and finding trading partners.
  - (1) Use of the NTDB.
  - (2) Use of the Internet.
  - (3) Use of the Thomas Register.
  - (4) Department of Commerce Services.
  - (5) Trade associations, consulates and other sources.

7. Course Content continued

- b. Obtaining goods and services.
  - (1) Requests for quotation.
  - (2) Purchase orders and pro-forma invoices.
  - (3) Review of INCO terms.
  - (4) Types of letters of credit.
  - (5) Other methods of payment.
- c. Maquiladoras, offshore and other contract manufacturing.
  - (1) Advantages and disadvantages of contract manufacturing.
  - (2) Maquiladoras.
  - (3) Sheltered versus direct operation.
  - (4) Asian contract manufacturing.

8. Method of Instruction

- a. Lecture.
- b. Classroom discussions.
- c. Group projects.
- d. Guest speakers.

9. Methods of Evaluating Student Performance

- a. Quizzes.
- b. Major sourcing project.
- c. Written final exam.

10. Outside Class Assignments

- a. At least one visit to the computer area of the LRC to review the computer and other research tools available.
- b. A sourcing project will be assigned.
- c. Reading assignments from the texts.

11. Texts

- a. Required Text(s):
  - (1) Exporter's Guide to the National Trade Data Bank. U.S. Department of Commerce, 1996.
  - (2) Walsh, Jeannine C. International Internet Resources. U.S. Department of Commerce, San Diego District Office, 1997.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: 6/98

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 253 – INTERNATIONAL MARKETING: EXPANDING EXPORTS

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 253	International Marketing: Expanding Exports	3	3 hours lecture

2. Course Prerequisites

None.

Corequisite

None.

Recommended Preparation

None.

3. Catalog Description

A course which examines the economic, legal, political, competitive and cultural environments of foreign markets in order to design appropriate products, establish price and develop promotion strategies to effectively reach those markets. Special focus is on preparing small to medium enterprises to compete abroad. Starting your own export management company is covered.

4. Course Objectives

The student will:

- a. Evaluate foreign markets for export potential.
- b. Describe and assess the barriers to entry in each foreign market.
- c. Design strategic plans to reach specific markets.
- d. Plan the startup of a small export management company.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

- a. Levels of international marketing involvement.
- b. The world economy.
- c. Cultural environment.
- d. Political-legal environment.
- e. International information sources.
- f. International product policy.
  - (1) What to sell.
  - (2) Packaging and labeling.
  - (3) Brands and trademarks.
- g. Distribution: Entering foreign markets.
- h. Managing international logistics.
- i. International promotion:
  - (1) Advertising.
  - (2) Personal selling.
  - (3) Sales promotion.
- j. Export pricing and terms.
- k. Starting your own export management company.

8. Method of Instruction

- a. Lectures.
- b. Discussion.

9. Methods of Evaluating Student Performance

- a. Two quizzes.
- b. A midterm.
- c. A final essay examination.

10. Outside Class Assignments

- a. Visit local marketing firm and report results to class.
- b. Reading assignments from the textbook.

11. Texts

- a. Required Text(s):
  - 1) U.S. Department of Commerce. A Basic Guide to Exporting. Novato, CA: World Trade Press, latest edition.
- b. Supplementary texts and workbooks:
  - None.

Date approved by the Governing Board: 4/02



GROSSMONT COLLEGE

Official Course Outline

BUSINESS 256 – INTERNATIONAL FINANCIAL TRANSACTIONS

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 256	International Financial Transactions	2	2 hours lecture

2. Course Prerequisites

None.

Corequisite

None.

Recommended Preparation

None.

3. Catalog Description

This course surveys the international monetary system as it affects import and export. Students will learn about letters of credit, drafts and other banking documents used in foreign commerce. They will also examine foreign exchange rates, financing of international trade, methods of reducing financial risk and services provided by an international banker.

4. Course Objectives

The student will:

- a. Examine appropriate method of payment for each type of international transaction.
- b. Compute foreign exchange rates.
- c. Analyze the international banking system as it applies to import and export.
- d. Describe what is necessary to successfully work with an International Banking Department.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

- a. An overview of the international banking and monetary systems.
- b. Documents commonly used.
  - (1) Letters of credit.
  - (2) Drafts.
- c. Foreign exchange rates and how they apply to international transactions.
- d. Receivables insurance and its use.
- e. Methods of reducing financial risk.
- f. Organization and structure of an international banking department.
  - (1) Locating a qualified international banker.
  - (2) Correspondent banking system.

8. Method of Instruction

- a. Lectures.
- b. Discussion.
- c. Guest lecturers.

9. Methods of Evaluating Student Performance

- a. Quizzes.
- b. Midterm.
- c. Final written examination.

10. Outside Class Assignments

- a. Interview an international banker and prepare a report for the class.
- b. Track movements in the exchange rates of selected foreign currencies.
- c. Reading assignments from the textbook.

11. Texts

- a. Required Text(s):
  - 1) Hinkelman, Edward G. and Molly Thurmond. A Short Course in International Payments. Novato, CA: World Trade Press, latest edition.
- b. Supplementary texts and workbooks:
  - None.

Date approved by the Governing Board: 4/02

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 257 - INTERNATIONAL TRANSPORTATION

1.	<u>Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
	BUS 257	International Transportation	1.5	1.5 hours lecture

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

This course deals with all aspects of international freight forwarding as utilized by an importer or an exporter. Domestic transportation is described as it relates to export and import shipments. All modes of transportation are explored; ocean, air, rail and truck. Quoting air and ocean shipments is covered, as well as auditing freight invoices and negotiating rates with freight forwarders.

4. Course Objectives

The student will:

- a. Calculate rates and all accessorial charges for air and ocean shipments.
- b. Evaluate and select the optimum mode of transportation taking into account cost versus time.
- c. Compare and contrast freight forwarders for their ability to offer the best combination of rates and services.
- d. Manage the movement of goods.

5. Instructional Facilities

Standard classroom with 45 seats.

6. Special Materials Required of Student

None.

7. Course Content

- a. Structure of international and domestic modes of transportation.
- b. Evaluation and selection of optimum modes of transportation.
- c. Negotiating rates with carriers.
- d. Calculating rates for shipments.

8. Method of Instruction

- a. Lecture.
- b. Discussion.

9. Methods of Evaluating Student Performance

- a. Midterm, including essay and problem solving questions.
- b. Final, including essay and problem solving questions.

10. Outside Class Assignments

- a. Assigned readings from class handouts.
- b. Writing summaries of articles found in the library or on the internet.
- c. Rating problems.

11. Texts

- a. Required Text(s):
  - (1) Selected readings in international transportation from magazines and journals such as: Export Today, Business Week, Journal of Commerce, World Trade Center Trader, Time, Transportation and Distribution, etc.
  - (2) Transportation industry handouts collected from industry booklets.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: 6/98

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 258 – THE CULTURAL DIMENSIONS IN INTERNATIONAL BUSINESS

1.	<u>Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
	BUS 258	The Cultural Dimensions in International Business	3	3 hours lecture

2. Course Prerequisites

None.

3. Catalog Description

A course examining the cultural barriers encountered when engaging in international trade. Coping effectively with the challenges of a foreign assignment and specific information on working and negotiating with foreign nationals will be presented.

4. Course Objectives

The student will:

- a. Discuss culture, cultural stereotypes and overcoming cultural differences.
- b. Develop an awareness and appreciation of the challenges of living and working overseas.
- c. Compare various negotiating techniques of different cultures.
- d. Analyze the culture shock syndrome resulting from a foreign deployment.
- e. Contrast business protocol and practices of Asians and Latin Americans.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

- a. Cultural impacts on global management:
  - (1) Managers as cosmopolitans.
  - (2) Cultural factors in communication.
  - (3) Negotiating across cultures.

7. Course Content (continued)

- b. Cultural impacts on international business:
  - (1) Managing business protocol.
  - (2) Culture shock and foreign deployment.
  - (3) The Knowledge Society.
  - (4) Synergistic collaboration across cultures.
- c. Cultural specifics and business/service abroad:
  - (1) Doing business with Latin Americans.
  - (2) Doing business with Asians.
  - (3) Doing business with Europeans.
  - (4) Doing business with Middle Easterners.
  - (5) Doing business with Africans.
  - (6) Evaluating cultural factors in new markets.

8. Method of Instruction

- a. Lecture.
- b. Guest speakers.

9. Methods of Evaluating Student Performance

- a. Written assignments.
- b. Midterm examination.
- c. Essay examination.
- d. Objective examination.
- e. Reports on written assignments.
- f. Final examination.

10. Outside Class Assignments

- a. Written reports describing cultural barriers and methods of overcoming those barriers for specific countries.
- b. Reading assignments from the textbook.

11. Texts

- a. Required text(s):
  - 1) Mitchell, Charles. A Short Course in International Business Culture. Novato, CA: World Trade Press, latest edition.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: 4/02

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 265 A-B-C-D - INTERNATIONAL BUSINESS INTERNSHIP

- | <u>1. Course Number</u> | <u>Course Title</u>               | <u>Semester Units</u> | <u>Hours</u>   |
|-------------------------|-----------------------------------|-----------------------|--|
| BUS 265 A-B-C-D         | International Business Internship | 1                     | 60 hours work experience unpaid or 75 hours work experience paid |
2. Course Prerequisites

None.

Recommended Preparation

None.
  3. Catalog Description

A work experience course to enable international business students to gain practical experience in an international business-oriented organization and to apply knowledge gained in other international business courses.
  4. Course Objectives

The student will:

    - a. Evaluate the organization's current marketing plan.
    - b. Revise the organization's current marketing plan as needed.
    - c. Relate classroom material to situations encountered at the internship site.
    - d. Exhibit desirable work habits and personal traits.
    - e. Acquire the ability to conduct a successful job search in the field of International Business.
  5. Instructional Facilities

Sufficient work sites to accommodate students.
  6. Special Materials Required of Student

None.
  7. Course Content

The instructor and student will work together to analyze and upgrade the student's performance on the job.
  8. Method of Instruction
    - a. The main instruction will occur while the student is employed in the International Business position.
    - b. When remedial or enrichment activities are indicated, these will be prescribed.

9. Methods of Evaluating Student Performance

- a. Forms completed by student's work site supervisor.
- b. Student self evaluation.
- c. Instructor evaluation.

10. Outside Class Assignments

None.

11. Texts

- a. Required Text(s):  
Prescribed on a basis of individual need.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: 5/99



GROSSMONT COLLEGE

Official Course Outline

BUSINESS 266 – INTERNSHIP IN INTERNATIONAL BUSINESS

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
BUS 266	Internship in International Business	2	10 hours work experience

2. Course Prerequisites

Limited to International Business majors who have completed at least 12 units in the major.

Corequisite

None.

Recommended Preparation

None.

3. Catalog Description

Work experience in a business organization engaged in international business. Intern spends between 120 and 150 hours per semester in on-the-job training.

4. Course Objectives

The student will:

- Complete a minimum of 120 and 150 hours of supervised work in an international business setting.
- Relate classroom material to situations encountered on the job.
- Exhibit desirable work habits and personal traits.
- Demonstrate the ability to conduct a successful job search in the field of international business.

5. Instructional Facilities

Sufficient work stations to accommodate students.

6. Special Materials Required of Student

None.

7. Course Content

The instructor and student will work together to analyze and upgrade the student's performance on the job.

8. Method of Instruction

- The main instruction will occur while the student is employed in the international business-related position.
- When remedial or enrichment activities are indicated, these will be prescribed.

9. Methods of Evaluating Student Performance

- a. Forms completed by student's supervisor.
- b. Student self-evaluation.
- c. Instructor evaluation.
- d. Final essay examination.

10. Outside Class Assignments

None.

11. Texts

- a. Required Text(s):  
Prescribed on the basis of individual need.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: 4/02

GROSSMONT COLLEGE

Official Course Outline

BUSINESS 267 – INTERNSHIP IN INTERNATIONAL BUSINESS

1. Course Number                      Course Title                      Semester Units                      Hours  
BUS 267                                      Internship in International Business                      3                                      15 hours work experience
2. Course Prerequisites  
Limited to International Business majors who have completed at least 12 units in the major.  
Recommended Preparation  
None.
3. Catalog Description  
Work experience in a business organization engaged in international business. Intern spends between 180 and 225 hours per semester in on-the-job training.
4. Course Objectives                      —  
The student will:
  - a. Complete a minimum of 180 or 225 hours of supervised work in an international business setting.
  - b. Relate classroom material to situations encountered on the job.
  - c. Exhibit desirable work habits and personal traits.
  - d. Demonstrate the ability to conduct a successful job search in the field of international business.
5. Instructional Facilities  
Sufficient work stations to accommodate students.
6. Special Materials Required of Student  
None.
7. Course Content  
The instructor and student will work together to analyze and upgrade the student's performance on the job.
8. Method of Instruction
  - a. The main instruction will occur while the student is employed in the international business-related position.
  - b. When remedial or enrichment activities are indicated, these will be prescribed.

9. Methods of Evaluating Student Performance

- a. Forms completed by student's supervisor.
- b. Student self-evaluation.
- c. Instructor evaluation.
- d. Final essay examination.

10. Outside Class Assignments

None.

11. Texts

- a. Required Text(s):  
Prescribed on the basis on individual need.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: 4/02

BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 109 ELEMENTARY ACCOUNTING					5	1	5				13	37	111.0	LESLIE	
3640	3.0	10	3		20	3	2				15	49	147.0	LESLIE	
3641N	3.0	19	6		8	3					34	50	147.0	JUDDKINS	PT
3642	3.0	9	4		4	3					62	136	405.0		
COURSE TOTAL		38	13	9	32	7	7								
BUS 110 INTRODUCTION TO BUSINESS						4	7				7	47	141.0	WEGGE	
3644	3.0	5	4	20		4	1				7	31	90.0	WEGGE	
3645	3.0	12	7	4		3	8				15	45	129.0	FITZGERALD	
3646N	3.0	4	7	8		7					29	123	360.0		
COURSE TOTAL		21	18	32		16	16								
BUS 114 EFFECTIVE JOB SEARCH						2					15	40	40.0	BROOKS	
3648	1.0	16	3	4		2					15	40	40.0		
COURSE TOTAL		16	3	4		2									
BUS 115 HUMAN RELATIONS IN BUSINESS						2	5				10	37	111.0	FITZGERALD	
3649	3.0	2	7	11		2					4	25	75.0	BRITT	
3650N	3.0	11	7	3		2	5				14	62	186.0		
COURSE TOTAL		13	14	14		4	5								
BUS 116 MEDICAL TERMINOLOGY						1					3	8	0.0	MCFADDEN	PT
3652 **	0.0	5	8	3		1					3	21	63.0	DUNDOVICH	PT
3653N	3.0	6	8	3		1					3	21	63.0		
COURSE TOTAL		6	8	3		1									
BUS 118 RETAIL MANAGEMENT						2	5	1			1	18	54.0	CARROLL	
3656N	3.0	2	7	2		2	5	1			1	18	54.0		
COURSE TOTAL		2	7	2		2	5	1							
BUS 120 FINANCIAL ACCOUNTING						3	2				8	46	180.0	SCHULMAN	PT
3658	4.0	19	7	7		5					1	43	76.8	WALLERY	XP
3660	4.0	11	20	6		3	1				7	52	200.0	RICHARDS	PT
3661	4.0	13	15	13		3	1				4	47	188.0	ASHLEY	XP
3663	4.0	12	14	13		3	1				4	41	164.0	ASHLEY	XP
3665N	4.0	9	15	3		4	2				8	35	140.0	MOLOKWU	PT
3667N	4.0	5	16	7		1	6	2			5	39	156.0	ASHLEY	PT
3669	4.0	3	8	1		1	5				20	45	180.0	WALLERY	
3670	4.0	3	6	1		1		1			27	45	180.0		
COURSE TOTAL		75	101	51		20	17	3	1	1	80	348	1284.8		
BUS 121 MANAGERIAL ACCOUNTING						1	2				3	14	56.0	SCHULMAN	PT
3671	4.0	4	4	2		1					3	14	56.0	WALLERY	
3672	4.0	22	19	9		2	2				2	56	98.7	ASHLEY	
3673	4.0	6	15	6		1					12	39	156.0	ASHLEY	
3674N	4.0	5	13	6		1					12	37	148.0	ASHLEY	
3675N	4.0	4	6	5		1	1				5	22	88.0	LAROCCA	PT
3676	4.0	4	4	4		2	3				27	46	184.0	HUMMELL	PT

\*\* CLASS NOT VALID FOR A.D.A -- NOTED ONLY (NOT INCLUDED IN TOTALS)

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 121 MANAGERIAL ACCOUNTING	47	61	32	7	(CONT'D)	6					61	214	730.7		
COURSE TOTAL															
BUS 122 INTERMEDIATE ACCOUNTING	4	3	1									8	32.0	TACCONI	PT
3677N	4	3	1									8	32.0		
COURSE TOTAL															
BUS 123A ACCOUNTING INTERNSHIP	4										1	5	0.0	WALLERY	
3678 **	4										1	5	0.0		
COURSE TOTAL															
BUS 123B ACCOUNTING INTERNSHIP	1											1	0.0	WALLERY	
3679 **	1											1	0.0		
COURSE TOTAL															
BUS 125 BUS LAW: LEGAL ENVIRONMENT/BUS	6	8					3				1	28	84.0	ORR	PT
3682	10	8					1				10	54	162.0	HILDEBRAND	PT
3683	13	8					4				5	54	162.0	HILDEBRAND	PT
3684	12	4					1				5	50	150.0	ORR	PT
3686	25	6					1		2		15	15	45.0	NELSON	PT
3687N	4	5									15	45	45.0	MILLS	PT
3690N	2	4									2	25	75.0	NELSON	PT
3694N	6	5									29	241	723.0		
COURSE TOTAL															
BUS 127 BUS ENGLISH AND COMMUNICATION	6	3					6				3	26	78.0	LESLIE	
3697	7	3					2				10	28	84.0	LESLIE	
3698	5	8					8				13	54	162.0		
COURSE TOTAL															
BUS 128 BUSINESS COMMUNICATION	6	6					2	1			7	30	90.0	SCHARFF	PT
3704	10	6									6	27	81.0	RILEY	PT
3705	5	6									6	34	102.0	FITZGERALD	XP
3706	6	11									5	36	108.0	FITZGERALD	
3707	4	15					3				5	40	120.0	PETERS	PT
3708N	31	3					1				4	32	96.0	LESLIE	PT
3709N	8	11					2				12	32	96.0	CAMARA	PT
3710N	14	3									45	231	693.0		
COURSE TOTAL															
BUS 137A MARKETING INTERNSHIP												8	0.0	BRITT	
3720 **												8	0.0		
COURSE TOTAL															
BUS 137C MARKETING INTERNSHIP												2	0.0	BRITT	
3722 **												2	0.0		
COURSE TOTAL															

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT	
BUS 140 ENTREPRENEURSHIP:DEV BUS PLAN																
3725N	3.0		5	9	1		1					17	51.0	HUSBANDS	PT	
COURSE TOTAL			5	9	1		1					17	51.0			
BUS 144 ADVERTISING																
3729N	3.0		3	4	1						2	10	30.0	PHELPS	PT	
COURSE TOTAL			3	4	1						2	10	30.0			
BUS 146 MARKETING																
3731	3.0		11	12	4	3	11				10	51	153.0	WEGGE		
3733N	3.0		9	9	3	2	1				12	36	108.0	WEGGE		
COURSE TOTAL			20	21	7	5	12				22	87	261.0			
BUS 147A SEMINAR/MARKETING & MANAGEMENT																
3735	1.0		13								1	13	13.0	BRITT		
3736N	1.0		13								1	16	16.0	BRITT		
COURSE TOTAL			26				2				2	29	29.0			
BUS 147B SEMINAR/MARKETING & MANAGEMENT																
3737	1.0		5	3			1					9	9.0	BRITT		
COURSE TOTAL			5	3			1					9	9.0			
BUS 147C SEMINAR/MARKETING & MANAGEMENT																
3740N	1.0		2									2	2.0	BRITT		
COURSE TOTAL			2									2	2.0			
BUS 152 BUSINESS MATHEMATICS																
3744N	2.0		4	1		5	1				4	16	32.0	FITZGERALD		
COURSE TOTAL			4	1		5	1				4	16	32.0			
BUS 155 HUMAN RESOURCES MANAGEMENT																
3745N	3.0		7	4	3		1					15	45.0	WEGGE		
COURSE TOTAL			7	4	3		1					15	45.0			
BUS 156 PRINCIPLES OF MANAGEMENT																
3747	3.0		8	5		3	1				6	23	69.0	BRITT		
3748N	3.0		6	7	2	1					6	16	48.0	BRITT		
COURSE TOTAL			14	12	5	4	1				6	39	117.0			
BUS 159A MANAGEMENT INTERNSHIP																
3749 **	0.0		24				1					25	0.0	BRITT		
COURSE TOTAL			24				1					25	0.0			
BUS 159B MANAGEMENT INTERNSHIP																
3750 **	0.0		7				1					8	0.0	BRITT		
COURSE TOTAL			7				1					8	0.0			

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 159C MANAGEMENT INTERNSHIP															
3751 **	0.0		1									1	0.0	BRITT	
COURSE TOTAL													0.0		
BUS 163 INTRO TO BASIC INSURANCE PRINC															
3755	3.0		4	4	4	1	2					21	63.0	CAPTAIN	PT
COURSE TOTAL													63.0		
BUS 164 COMP SOFTWARE FOR INS INDUSTRY															
3757	8		13	1			1					17	27.4	FORSTOT	PT
COURSE TOTAL													27.4		
BUS 165 MEDICAL INSURANCE BILLING															
3760 **	0.0		6	2								11	0.0	HOLLYFIELD	PT
COURSE TOTAL													0.0		
BUS 170 MEDICAL OFFICE MANAGEMENT															
3762 **	0.0		8	2								12	0.0	MCFADDEN	PT
COURSE TOTAL													0.0		
BUS 172 INTRO MICROCOMPUTER APPLICATNS															
3767	2.0		6	3								12	24.0	SMITH	
3768	2.0		3	3	2	5						15	30.0	DE-MARCO	
COURSE TOTAL													54.0		
BUS 173B MICROCOMPUTER WORD PROCESSING															
3774	2.0		1	2		1						6	12.0	DE-MARCO	
COURSE TOTAL													12.0		
BUS 174B MICROCOMPUTER DATABASE PKGS															
3781N	8		4	3	1							4	7.3	QUINN	
3782	4.0		1	3	1	1						5	16.0	HOTZ	
COURSE TOTAL													23.3		
BUS 175B MICROCOMPUTER ELEC SPREADSHEET															
3787	2.0		3	1								8	14.0	HOTZ	
COURSE TOTAL													14.0		
BUS 176 COMPUTERIZED ACCT APPLICATION															
3788	2.0		5	3	3	2	1		1			22	44.0	RICHARDS	PT
3789N	2.0		4	2	1							13	26.0	JUDKINS	PT
COURSE TOTAL													70.0		
BUS 177 DESKTOP PUBLISHING, LEVEL I															
3790N**	0.0		6	1		1						4	0.0	HATCH	PT
COURSE TOTAL													0.0		

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

S.T. WKS		HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 179 MICROCOMPUTER ACCOUNTING LAB															
3792	4	3.0	4	3	3	2	1				7	20	60.0	RICHARDS	PT
COURSE TOTAL			4	3	3	2	1				7	20	60.0		
BUS 185A PERSONAL COMPUTER FUNDAMENTALS															
3806	2	4.0						4		1		4	1.8	PATCHETT	
3807	2	4.0						5		1		6	2.7	SMERK	
COURSE TOTAL								9				10	4.5		
BUS 186A P C OPERATING SYSTEMS															
3808	2	4.0						3				3	1.4	SMERK	
COURSE TOTAL								3				3	1.4		
BUS 195 FAMILY INCOME MANAGEMENT															
3812	2	3.0	2	6	2		2				5	17	51.0	ENOWITZ	
3813	8	3.0	8	9	13	4	3				3	40	120.0	ENOWITZ	
3815	4	3.0	4	8	14	2	5				11	44	132.0	ENOWITZ	
3816N	4	3.0	4	3	5	1	4			1	4	22	66.0	ENOWITZ	
COURSE TOTAL			18	26	34	7	14				23	123	369.0		
BUS 199 SPECIAL STUDIES IN BUSINESS															
3899	2	9.0	2									2	18.0	WALLERY	
COURSE TOTAL			2									2	18.0		
BUS 216 MEDICAL OFFICE TRANSCRIPTION															
3822	2	5.0	2	1							1	4	20.0	DIEHL	PT
3824N	1	5.0	1	3	2						3	9	45.0	DUNDOVICH	PT
COURSE TOTAL			3	4	2						4	13	65.0		
BUS 217A MEDICAL TRANSCRIBING ENHANCMT															
3826	1	3.0	1	1	1						2	3	9.0	DIEHL	
3827N	3	3.0	1	1	2	1					2	4	12.0	DUNDOVICH	
COURSE TOTAL			1	1	2	1					2	7	21.0		
BUS 217B MEDICAL TRANSCRIBING ENHANCMT															
3828**	0	0.0									1	1	0.0	DIEHL	
COURSE TOTAL													0.0		
BUS 217C MEDICAL TRANSCRIBING ENHANCMT															
3830	1	3.0	1					1				2	6.0	DIEHL	
COURSE TOTAL			1					1				2	6.0		
BUS 218 ADVANCED MEDICAL TRANSCRIPTION															
3834	3	5.0	3	2								5	25.0	DIEHL	
3836N	1	5.0	1	1							1	3	15.0	DUNDOVICH	
COURSE TOTAL			4	3							1	8	40.0		

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 219															
3839	16	3.0	2	2	1						1	4	8.2	HARLEY	
COURSE TOTAL											1	4	8.2		
BUS 229															
3853N**	13	0.0	2	1							1	4	0.0	LISOWSKY	PT
COURSE TOTAL											1	4	0.0		
BUS 234															
3855N**	13	0.0	1								1	2	0.0	HAMPTON	PT
COURSE TOTAL											1	2	0.0		
BUS 250															
3859N	3.0		15	9	4						2	30	87.0	ARTEAGA	PT
COURSE TOTAL			15	9	4						2	30	87.0		
BUS 251															
3860N	10	3.2	11	8	8	2	2				1	32	56.7	PEMBROKE	PT
COURSE TOTAL			11	8	8	2	2				1	32	56.7		
BUS 253															
3862N	3.0		32	6	1						1	41	123.0	ARTEAGA	PT
COURSE TOTAL			32	6	1				1		1	41	123.0		
BUS 258															
3863	3.0		14	6	4	1	1				1	27	81.0	BRITT	
COURSE TOTAL			14	6	4	1	1				1	27	81.0		
BUS 265A															
3864**	0.0		10				2				4	16	0.0	BRITT	
COURSE TOTAL			10				2				4	16	0.0		
BUS 265B															
3865**	0.0		1								1	1	0.0	BRITT	
COURSE TOTAL			1								1	1	0.0		
BUS 265C															
3866**	0.0		1								1	1	0.0	BRITT	
COURSE TOTAL			1								1	1	0.0		
BUS 265D															
3867**	0.0		1								1	1	0.0	BRITT	
COURSE TOTAL			1								1	1	0.0		
BUS 266															
3868**	0.0		1								1	1	0.0	BRITT	
COURSE TOTAL			1								1	1	0.0		

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR
BUS 267														
3870 **			2									2	0.0	BRITT
COURSE TOTAL													0.0	
BUS 273														
3871			1		1							2	5.5	ANSPACH
COURSE TOTAL													5.5	
BUS 277														
3873N**			2		1	1						4	0.0	HATCH
COURSE TOTAL													0.0	
BUS 278														
3875N**			4								1	5	0.0	ROTH
COURSE TOTAL													0.0	
BUS 299														
3877									4			4	19.2	SCHROEDER
3892 **			1	3	1						1	6	0.0	SOWELL
3893			1	2		1						4	5.5	LESJIE
3895			4									4	1.8	BROOKS
3896N**			1								5	1	0.0	HAMPTON
3897 **			5	2		1			4			12	0.0	SIKES
COURSE TOTAL													26.5	
SUBJECT TOTAL			616	529	332	79	127	7	22	2	465	2179	6546.0	

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 086 ESSENTIAL SKILL/WRKPLCE SUCCES															
3522	2	4.0							14	7	3	24	9.6	LESLIE	XP
COURSE TOTAL									14	7	3	24	9.6		
BUS 109 ELEMENTARY ACCOUNTING															
3524	3.0		4	10	5	2	4				18	43	129.0	LESLIE	PT
3525N	3.0		18	6	3	1	8				8	44	132.0	JUDKINS	PT
3526	3.0		6	3		1	7				36	53	156.0	JUDKINS	PT
COURSE TOTAL			28	19	8	4	19				62	140	417.0		
BUS 110 INTRODUCTION TO BUSINESS															
3528	3.0		6	15	9	2	3				3	38	114.0	WEGGE	
3529	3.0		10	12	11	3	2		1		11	50	150.0	WEGGE	
3530N	3.0		4	12	10	2	1				16	45	135.0	WEGGE	
COURSE TOTAL			20	39	30	7	6		1		30	133	399.0		
BUS 114 EFFECTIVE JOB SEARCH															
3531	1.0		7	5		2	1				12	27	27.0	BROOKS	
3532	1.0		11	5		2	1				3	16	16.0	BROOKS	
COURSE TOTAL			18	5		4	1				15	43	43.0		
BUS 115 HUMAN RELATIONS IN BUSINESS															
3533	3.0		2	6	12	1	1				8	30	90.0	FITZGERALD	
3534N	3.0		5	10	6	1	2				18	41	120.0	FITZGERALD	
COURSE TOTAL			7	16	18	1	3				26	71	210.0		
BUS 116 MEDICAL TERMINOLOGY															
3535**	0.0		10	7	2	2	1	1			3	17	0.0	McFADDEN	PT
3536N	3.0		13	7	1	2	1				23	46	135.0	KHALIL	PT
COURSE TOTAL			13	7	1	2	1				23	46	135.0		
BUS 118 RETAIL MANAGEMENT															
3537N	3.0		5	10	4	1	5				5	30	90.0	CARROLL	PT
COURSE TOTAL			5	10	4	1	5				5	30	90.0		
BUS 120 FINANCIAL ACCOUNTING															
3538	4.0		14	16	7	2	1				4	44	176.0	SCHULMAN	PT
3540	8.0		19	16	12	3	3				4	54	182.9	WALERY	XP
3541	4.0		17	18	15	3	3				4	52	208.0	LAROCCA	PT
3542	4.0		17	18	15	2	2		1		3	56	224.0	ASHLEY	PT
3544N	4.0		15	22	7	3	2				3	52	208.0	ASHLEY	PT
3545N	4.0		8	18	3	1	1	1			12	43	172.0	MOLOKWU	PT
3547	4.0		2	5	2	1	13				21	41	160.0	ASHLEY	XP
3548	4.0		3	6	8	1	13				16	47	188.0	WALERY	XP
COURSE TOTAL			95	119	61	15	30	1	1		67	389	1518.9		
BUS 121 MANAGERIAL ACCOUNTING															
3550	4.0		8	8	6	6	1				13	42	168.0	LAROCCA	PT
3552	8.0		17	11	10	1	2				3	44	149.9	WALERY	PT

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

S.T. WKS	HRS	A	B	C	D	F (CONT'D)	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 121	MANAGERIAL ACCOUNTING													
3553	4.0	13	24	10	2					2	51	204.0	ASHLEY	XP
3555N	4.0	6	10	9	2					7	34	136.0	ASHLEY	XP
3556N	4.0	4	12	3			1			5	25	100.0	MOLOKWU	PT
3557	4.0	1	13	8	7	4				9	42	168.0	WALERY	PT
	COURSE TOTAL	49	78	46	18	7	1			39	238	925.9		
BUS 123A	ACCOUNTING INTERNSHIP													
3559**	0.0	6								1	7	0.0	WALERY	
	COURSE TOTAL											0.0		
BUS 123B	ACCOUNTING INTERNSHIP													
3560**	0.0	2									2	0.0	WALERY	
	COURSE TOTAL											0.0		
BUS 123C	ACCOUNTING INTERNSHIP													
3561**	0.0	1									1	0.0	WALERY	
	COURSE TOTAL											0.0		
BUS 125	BUS LAW: LEGAL ENVIRONMENT/BUS													
3564	3.0	13	16	6	1		1			9	47	141.0	HILDEBRAND	PT
3565	3.0	12	20	12	2	1				2	49	147.0	ORR	PT
3566	3.0	11	19	11	4					6	51	153.0	HILDEBRAND	PT
3567	3.0	27	15	2						1	46	138.0	ORR	PT
3570N	3.0	10	10	3						8	32	96.0	MILLER	PT
3573N	3.0	6	7	7	1					8	30	90.0	MILLS	PT
3574N	3.0	8	11	8	3	4				7	41	120.0	NELSON	PT
	COURSE TOTAL	87	98	49	11	9	1			41	296	885.0		
BUS 127	BUS ENGLISH AND COMMUNICATION													
3581	3.0	4	7	4	1					5	24	72.0	LESLIE	XP
3582	3.0	10	7	4	4	3				7	36	108.0	LESLIE	PT
3583N	3.0	2	1	3		1				6	14	42.0	LESLIE	PT
	COURSE TOTAL	16	15	11	5	8		1		18	74	222.0		
BUS 128	BUSINESS COMMUNICATION													
3587	3.0	6	19	4						2	31	90.0	SCHARFF	PT
3588	3.0	7	10	11		1	1			4	34	102.0	FITZGERALD	PT
3590	3.0	17	8	5						4	34	102.0	RILEY	PT
3591	3.0	11	7	3	1					7	29	87.0	SCHARFF	PT
3592N	3.0	12	10	4		4				5	36	108.0	LESLIE	XP
3593N	3.0	21	1			3	1			6	32	96.0	PETERS	PT
3594N	3.0	5	10	3	1					11	30	90.0	CAMARA	PT
	COURSE TOTAL	79	65	30	3	8	2			39	226	675.0		
BUS 137A	MARKETING INTERNSHIP													
3596**	0.0									4	14	0.0	FITZGERALD	
	COURSE TOTAL											0.0		

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR
BUS 137C MARKETING INTERNSHIP														
3598 **	0.0										1	1	0.0	FITZGERALD
COURSE TOTAL													0.0	
BUS 146 MARKETING														
3604	3.0		7	8	12	6	3				7	43	129.0	WEGGE
3605N	3.0		7	14	9	1	4	1			10	46	138.0	WEGGE
COURSE TOTAL			14	22	21	7	7	1			17	89	267.0	
BUS 147A SEMINAR/MARKETING & MANAGEMENT														
3606	1.0		6	2	2						2	12	12.0	FITZGERALD
3607N	1.0		6	1	1						5	13	13.0	FITZGERALD
COURSE TOTAL			12	3	3						7	25	25.0	
BUS 147B SEMINAR/MARKETING & MANAGEMENT														
3608	1.0		1								1	1	1.0	FITZGERALD
3609N	1.0		1	1							2	2	2.0	FITZGERALD
COURSE TOTAL			2	1							3	3	3.0	
BUS 147C SEMINAR/MARKETING & MANAGEMENT														
3610	1.0		1			1					2	2	2.0	FITZGERALD
3611N	1.0		1	1							1	1	1.0	FITZGERALD
COURSE TOTAL			1	1	1						3	3	3.0	
BUS 147D SEMINAR/MARKETING & MANAGEMENT														
3612	1.0		1								1	1	1.0	FITZGERALD
3613N	1.0		1								1	1	1.0	FITZGERALD
COURSE TOTAL			2								2	2	2.0	
BUS 150 INDIVIDUAL INCOME TAX ACCTG														
3615N	3.0		3	10	4						7	24	72.0	RICHARDS
COURSE TOTAL			3	10	4						7	24	72.0	
BUS 156 PRINCIPLES OF MANAGEMENT														
3622	3.0		4	5	5		3				10	27	81.0	FITZGERALD
COURSE TOTAL			4	5	5		3				10	27	81.0	
BUS 159A MANAGEMENT INTERNSHIP														
3624 **	0.0		9	1							2	13	0.0	FITZGERALD
COURSE TOTAL													0.0	
BUS 159B MANAGEMENT INTERNSHIP														
3625 **	0.0		3									3	0.0	FITZGERALD
COURSE TOTAL													0.0	
BUS 159C MANAGEMENT INTERNSHIP														
3626 **	0.0		1								2	2	0.0	FITZGERALD
COURSE TOTAL													0.0	

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 163	INTRO TO BASIC INSURANCE PRINC					1								
3629	3.0	4	2	3	1					8	19	54.0	CAPTAIN	PT
	COURSE TOTAL	4	2	3	1	1				8	19	54.0		
BUS 164	COMP SOFTWARE FOR INS INDUSTRY													
3630	8	6	3		1					6	16	18.3	FORSTOT	PT
	COURSE TOTAL	6	3		1					6	16	18.3		
BUS 165	MEDICAL INSURANCE BILLING													
3633 **	0.0	12	3	3						2	20	0.0	HOLLYFIELD	PT
	COURSE TOTAL	12	3	3						2	20	0.0		
BUS 170	MEDICAL OFFICE MANAGEMENT													
3635 **	0.0	12			3					3	18	0.0	MCFADDEN	PT
	COURSE TOTAL	12			3					3	18	0.0		
BUS 172	INTRO MICROCOMPUTER APPLICATNS													
3646	2.0	6	2	1						1	10	20.0	SMITH	PT
	COURSE TOTAL	6	2	1						1	10	20.0		
BUS 174B	MICROCOMPUTER DATABASE PKGS													
3660N	8	4	1											
	COURSE TOTAL	4	1											
BUS 176	COMPUTERIZED ACCT APPLICATION													
3665	2.0	3	7			2				8	20	38.0	RICHARDS	PT
	COURSE TOTAL	3	7			2				8	20	38.0		
BUS 177	DESKTOP PUBLISHING, LEVEL I													
3668N**	0.0	2				1				1	6	0.0	HATCH	PT
	COURSE TOTAL	2				1				1	6	0.0		
BUS 179	MICROCOMPUTER ACCOUNTING LAB													
3675	3.0	2	7			2				7	18	54.0	RICHARDS	PT
	COURSE TOTAL	2	7			2				7	18	54.0		
BUS 195	FAMILY INCOME MANAGEMENT													
3690	3.0	1	3	5	1	2				9	21	63.0	ENOWITZ	PT
3691	3.0	4	12	11	4	4				7	42	123.0	ENOWITZ	PT
3692	3.0	5	8	14	1	2				13	43	126.0	ENOWITZ	PT
3693N	3.0	10	12	3	2	1				11	39	117.0	ENOWITZ	PT
	COURSE TOTAL	20	35	33	8	9				40	145	429.0		
BUS 216	MEDICAL OFFICE TRANSCRIPTION													
3705	5.0	4	2			1				1	8	40.0	DIEHL	PT
3706N	5.0	3	3	2	1	1				5	12	60.0	DUNDOVICH	PT
	COURSE TOTAL	4	5	2	1	1				6	20	100.0		

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR		
BUS 217A MEDICAL TRANSCRIBING ENHANCMT																
3708		3.0	1	1							2	4	12.0	DIEHL		
3709N**		0.0									1	1	0.0	DUNDOVICH		
COURSE TOTAL			1	1							2	4	12.0			
BUS 217B MEDICAL TRANSCRIBING ENHANCMT																
3711		3.0	1	1							2	2	6.0	DIEHL		
COURSE TOTAL			1	1							2	2	6.0			
BUS 218 ADVANCED MEDICAL TRANSCRIPTION																
3716		5.0	2	1							3	3	15.0	DIEHL		
3718N		5.0	1		2				1	1	2	7	30.0	DUNDOVICH		
COURSE TOTAL			3	1	2			1	1	1	2	10	45.0			
BUS 219 TRANSCRIBING MACHINES																
3720		3.0	1								1	3	5.5	HARLEY		
COURSE TOTAL			1		1						1	3	5.5			
BUS 222 MEDICAL TRANSCRIP SKIL BUILDING																
3722N		1.0	8	4							4	16	16.0	DIEHL		PT
COURSE TOTAL			8	4							4	16	16.0			
BUS 233 PERSONAL INSURANCE																
3734N**		13.0	1								1	3	0.0	HAMPTON		PT
COURSE TOTAL			1								1	3	0.0			
BUS 250 INTRO/INTERNATIONAL BUSINESS																
3738		3.0	4	2							4	10	30.0	ROGERS		PT
3739N		3.0	10	3			2				3	18	54.0	ARTEAGA		PT
COURSE TOTAL			14	5			2				7	28	84.0			
BUS 252 GLOBAL SOURC BUY & MANUFACTUR																
3742N		8.0	10	9			1				3	36	45.3	ROGERS		PT
COURSE TOTAL			10	9			1				3	36	45.3			
BUS 256 INTRNTL FINANCIAL TRANSACTIONS																
3746N		10.0	20	9							3	34	56.7	ARTEAGA		PT
COURSE TOTAL			20	9				1			3	34	56.7			
BUS 257 INTERNATIONAL TRANSPORTATION																
3747N		8.0	9	14			2				3	34	42.5	MILLER		PT
COURSE TOTAL			9	14			2				3	34	42.5			
BUS 265A INTERNSHIP/INTERNATIONAL BUS																
3749**		0.0	12								2	14	0.0	MILLER		
COURSE TOTAL			12								2	14	0.0			

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 267															
3754**		0.0	2								1	3	0.0	MILLER	
COURSE TOTAL													0.0		
BUS 273															
3756		16	5				1				1	7	16.5	MAROVIC	
COURSE TOTAL		3.0					1					7	16.5		
BUS 277															
3759N**		0.0	3				1				1	5	0.0	HATCH	PT
COURSE TOTAL													0.0		
BUS 278															
3757N**		0.0	2									3	0.0	ROTH	PT
COURSE TOTAL			1										0.0		
BUS 299															
3762		1.5							4			4	6.0	SCHROEDER	PT
3763		3.0	3	6	1						2	12	36.0	DEAN	PT
3764**		0.0	4	3	1	1					1	10	0.0	HOLLYFIELD	PT
3766**		8									2	2	0.0	LESLIE	PT
3767**		8									2	2	0.0	BROOKS	PT
COURSE TOTAL		0.0	3	6	1				4		2	16	42.0		
SUBJECT TOTAL			574	624	350	96	127	8	22	8	513	2322	7070.0		

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BUSINESS AND PROFESSIONAL STUDIES BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 109 ELEMENTARY ACCOUNTING															
3640	3.0	8	10	8	3	4	3		1		15	48	144.0	LESLIE	PT
3641N	3.0	7	18	7	3	3	3				15	48	141.0	JUDKINS	PT
3642	3.0	10	10	4	3	9	9				15	48	144.0	JUDKINS	PT
COURSE TOTAL		38	25	16	3	16	16		1		45	144	429.0		
BUS 110 INTRODUCTION TO BUSINESS															
3644	3.0	7	10	10	3	4	4		1		12	47	141.0	WEGGE	
3645	3.0	8	10	8	6	2	2		1		10	45	135.0	WEGGE	
3646N	3.0	5	9	8	2	2	4				24	48	141.0	FITZGERALD	
COURSE TOTAL		20	29	26	11	6	6		2		46	140	417.0		
BUS 114 EFFECTIVE JOB SEARCH															
3648	1.0	43	3	1	3	3	3		1		15	65	65.0	BROOKS	
COURSE TOTAL		43	3	1	3	3	3		1		15	65	65.0		
BUS 115 HUMAN RELATIONS IN BUSINESS															
3649	3.0	9	3	1	1	1	1				8	21	63.0	BRITT	
3650N	3.0	16	8	8	1	3	3				10	43	129.0	BRITT	
COURSE TOTAL		25	11	9	1	1	1				18	64	192.0		
BUS 118 RETAIL MANAGEMENT															
3656N	3.0	3	6	3	3	3	3		1		3	19	57.0	CARROLL	PT
COURSE TOTAL		3	6	3	3	3	3		1		3	19	57.0		
BUS 120 FINANCIAL ACCOUNTING															
3658	4.0	13	15	10	1	4	4				8	51	204.0	SCHULMAN	PT
3660	4.0	11	19	6	2	2	2				9	47	69.5	ASHLEY	
3661	4.0	8	7	20	3	4	4				13	51	200.0	ASHLEY	
3663	4.0	15	13	16	4	4	4				7	59	236.0	RICHARDS	PT
3665N	4.0	12	15	11	5	3	3				7	53	212.0	LAROCCA	PT
3667N	4.0	10	10	7	1	3	3				20	50	196.0	ASHLEY	XP
3669	4.0	5	8	10	6	17	15		1		14	55	216.0	ZANDER	
3670	4.0	1	2	4	2	15	15		1		17	46	180.0	ZANDER	
COURSE TOTAL		75	89	84	21	46	46		1		95	412	1513.5		
BUS 121 MANAGERIAL ACCOUNTING															
3671	4.0	9	19	9	1	3	3				7	45	180.0	SCHULMAN	PT
3672	4.0	8	20	12	2	3	3				6	46	73.1	ASHLEY	XP
3673	4.0	11	16	5	2	1	1				10	48	188.0	ZANDER	XP
3674N	4.0	6	11	9	2	1	1				9	38	152.0	ASHLEY	XP
3675N	4.0	7	9	3	3	12	12				3	22	88.0	LAROCCA	PT
3676	4.0	2	4	6	3	16	16		1		23	50	188.0	ZANDER	XP
COURSE TOTAL		43	79	44	8	16	16		1		58	249	869.1		
BUS 123A ACCOUNTING INTERNSHIP															
3678**	0.0	6									2	8	0.0	ZANDER	
COURSE TOTAL		6									2	8	0.0		

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 123B ACCOUNTING INTERNSHIP															
3679 **	0.0		3								1	4	0.0	ZANDER	PT
COURSE TOTAL													0.0		
BUS 123C ACCOUNTING INTERNSHIP															
3680 **	0.0		2									2	0.0	ZANDER	PT
COURSE TOTAL													0.0		
BUS 123D ACCOUNTING INTERNSHIP															
3681 **	0.0		1									1	0.0	ZANDER	PT
COURSE TOTAL													0.0		
BUS 125 BUS LAW: LEGAL ENVIRONMENT/BUS															
3682	3.0		11	10	3		1	1			5	30	90.0	ORR	PT
3683	3.0		9	11	14	7	5	4			6	53	159.0	HILDEBRAND	PT
3684	3.0		10	12	6	7	3				10	52	156.0	HILDEBRAND	PT
3686	3.0		21	20	6	2					7	56	168.0	ORR	PT
3687N	3.0		8	6	4	1	5				11	35	102.0	MILLER	PT
3690N	3.0		3	8	8	5					7	31	93.0	MILLS	PT
3694N	3.0		4	4	6	3	4				4	25	75.0	NELSON	PT
COURSE TOTAL			66	71	47	25	18	5			50	282	843.0		
BUS 127 BUS ENGLISH AND COMMUNICATION															
3697	3.0		9	9	8	1	2				11	40	120.0	LESLIE	PT
3698	3.0		7	11	5	1	2				7	33	99.0	LESLIE	PT
COURSE TOTAL			16	20	13	2	4				18	73	219.0		
BUS 128 BUSINESS COMMUNICATION															
3704	3.0		5	8	3	1	4				9	30	84.0	RILEY	PT
3706	3.0		6	13	5	1	1				5	30	90.0	CAMARA	PT
3707	3.0		4	13	11	3	2				6	36	108.0	FITZGERALD	XP
3708N	3.0		5	8	4	1	3				12	37	99.0	LESLIE	PT
3709N	3.0		6	7	5	3	3				6	27	78.0	RILEY	PT
3710N	3.0		15	1	7	1	5	1	1		6	31	90.0	PETERS	PT
3712	6.0		7	9	1	2	18	1	1		4	26	60.3	SCHARFF	PT
COURSE TOTAL			48	59	36	2	18	1	1		48	213	609.3		
BUS 137A MARKETING INTERNSHIP															
3720 **	0.0		14		1		2				1	18	0.0	BRITT	PT
COURSE TOTAL													0.0		
BUS 137B MARKETING INTERNSHIP															
3721 **	0.0		8								1	9	0.0	BRITT	PT
COURSE TOTAL													0.0		
BUS 137C MARKETING INTERNSHIP															
3722 **	0.0		1									1	0.0	BRITT	PT
COURSE TOTAL													0.0		

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 137D MARKETING INTERNSHIP			1									1	0.0	BRITT	
3723 **	0.0												0.0		
COURSE TOTAL															
BUS 140 ENTREPRENEURSHIP:DEV BUS PLAN			9	4			2	7			14	36	108.0	HUSBANDS	
3725N	3.0										14	36	108.0		
COURSE TOTAL			9	4			2	7							
BUS 142 PERSONAL SELLING & PERSUASION			6	12	5						6	29	84.0	FITZGERALD	
3728	3.0										6	29	84.0		
COURSE TOTAL			6	12	5										
BUS 146 MARKETING			10	10	5	5	5				6	41	123.0	WEGGE	
3731	3.0										11	35	105.0	WEGGE	
3733N	3.0		9	7	3	1	4				17	76	228.0		
COURSE TOTAL			19	17	8	6	9								
BUS 147A SEMINAR/MARKETING & MANAGEMENT			16	1			2				1	18	18.0	BRITT	
3735	1.0										4	31	31.0	BRITT	
3736N	1.0		25				2				5	49	49.0		
COURSE TOTAL			41	1			2								
BUS 147B SEMINAR/MARKETING & MANAGEMENT			8								2	10	10.0	BRITT	
3737	1.0										2	7	7.0	BRITT	
3738N	1.0		7								2	17	17.0		
COURSE TOTAL			15												
BUS 147C SEMINAR/MARKETING & MANAGEMENT			1								3	3	0.0	BRITT	
3739 **	0.0										1	1	1.0	BRITT	
3740N	1.0										1	1	1.0		
COURSE TOTAL			1												
BUS 147D SEMINAR/MARKETING & MANAGEMENT			1								1	1	1.0	BRITT	
3742N	1.0										1	1	1.0		
COURSE TOTAL			1												
BUS 152 BUSINESS MATHEMATICS			4	2	2						10	18	34.0	FITZGERALD	
3744N	2.0										10	18	34.0		
COURSE TOTAL			4	2	2										
BUS 155 HUMAN RESOURCES MANAGEMENT			12	6	1	1					5	25	75.0	WEGGE	
3745N	3.0										5	25	75.0		
COURSE TOTAL			12	6	1	1									
BUS 156 PRINCIPLES OF MANAGEMENT			4	8	2		2				10	26	75.0	FITZGERALD	
3746	3.0										2	23	69.0	BRITT	
3747N	3.0		8	9	4						12	49	144.0		
COURSE TOTAL			12	17	6		2								

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BUSINESS AND PROFESSIONAL STUDIES

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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR
BUS 159A MANAGEMENT INTERNSHIP														
3749 **		0.0									4	38	0.0	BRITT
COURSE TOTAL													0.0	
BUS 159B MANAGEMENT INTERNSHIP														
3750 **		0.0										6	0.0	BRITT
COURSE TOTAL													0.0	
BUS 159C MANAGEMENT INTERNSHIP														
3751 **		0.0									1	1	0.0	BRITT
COURSE TOTAL													0.0	
BUS 159D MANAGEMENT INTERNSHIP														
3752 **		0.0										1	0.0	BRITT
COURSE TOTAL													0.0	
BUS 163 INTRO TO BASIC INSURANCE PRINC														
3755		3.0				1					6	30	90.0	CAPTAIN
COURSE TOTAL						5					6	30	90.0	
BUS 164 COMP SOFTWARE FOR INS INDUSTRY														
3757		2.0									6	28	20.1	FORSTOT
COURSE TOTAL						1					6	28	20.1	
BUS 176 COMPUTERIZED ACCT APPLICATION														
3788		2.0									8	30	60.0	RICHARDS
3789N		2.0									8	17	34.0	MAJCHER
COURSE TOTAL						1					16	47	94.0	
BUS 179 COMPUTERIZED ACCOUNTING LAB														
3792		3.0									11	30	90.0	RICHARDS
COURSE TOTAL						1					11	30	90.0	
BUS 195 FAMILY INCOME MANAGEMENT														
3812		3.0									6	42	123.0	ENOWITZ
3813		3.0									2	42	126.0	ENOWITZ
3815		3.0									4	45	135.0	ENOWITZ
3816N		3.0									17	44	129.0	ENOWITZ
COURSE TOTAL						3					29	173	513.0	
BUS 219 TRANSCRIBING MACHINES														
3839		16										5	13.7	HARLEY
COURSE TOTAL						1						5	13.7	
BUS 234 COMMERCIAL INSURANCE														
3855N**		13										2	0.0	LISOWSKY
COURSE TOTAL													0.0	

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BUSINESS AND PROFESSIONAL STUDIES

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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR		
BUS 250																
3859N			7	5	1						7	20	57.0	ARTEAGA	PT	
COURSE TOTAL		3.0	7	5	1						7	20	57.0			
BUS 251																
3860N			12	9	4	2					2	29	49.4	PEMBROKE	PT	
COURSE TOTAL		3.2	12	9	4	2					2	29	49.4			
BUS 253																
3862N			19	5	3						4	31	93.0	ARTEAGA	PT	
COURSE TOTAL		3.0	19	5	3						4	31	93.0			
BUS 258																
3863N			12	6	5						2	25	72.0	ROGERS	PT	
COURSE TOTAL		3.0	12	6	5						2	25	72.0			
BUS 265A																
3864 **			5								1	6	0.0	BRITT		
COURSE TOTAL		0.0	5								1	6	0.0			
BUS 265B																
3865 **			1									1	0.0	BRITT		
COURSE TOTAL		0.0	1									1	0.0			
BUS 266																
3868 **			1									1	0.0	BRITT		
COURSE TOTAL		0.0	1									1	0.0			
BUS 267																
3870 **											1	1	0.0	BRITT		
COURSE TOTAL		0.0									1	1	0.0			
BUS 299																
3871			1	1								3	4.1	LESLIE		
3872			3									3	1.4	BROOKS		
COURSE TOTAL			4	1	1							6	5.5			
SUBJECT TOTAL			614	559	376	90	172	20	5		550	2386	7052.6			

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 106 ESSENTIAL SKILL/WRKPLCE SUCCES															
3540	2	32.0							17	1	2	20	65.8	LESLIE	XP
3541	2	4.0							11	3	1	15	6.4	LESLIE	XP
COURSE TOTAL									28	4	3	35	72.2		
BUS 109 ELEMENTARY ACCOUNTING															
3542	3	0	4			6	2				16	41	120.0	LESLIE	PT
3544N	3	0	4		1	1	6	1			19	40	120.0	HAMILTON	PT
3545	3	0	4		3	5	2		1		19	37	105.0	MAJCHER	PT
COURSE TOTAL			17	12	11	12	10	1	1		54	118	345.0		
BUS 110 INTRODUCTION TO BUSINESS															
3547	3	0	8	16	9	5	2		1		6	47	141.0	WEGGE	
3548	3	0	9	11	6	4	1				10	41	123.0	WEGGE	
3550N	3	0	11	5	14			1			11	42	126.0	WEGGE	
COURSE TOTAL			28	32	29	9	3	1	1		27	130	390.0		
BUS 114 EFFECTIVE JOB SEARCH															
3552	1	0	44	3	1	2					12	62	62.0	BROOKS	
COURSE TOTAL			44	3	1	2					12	62	62.0		
BUS 115 HUMAN RELATIONS IN BUSINESS															
3555	3	0	11	6	3		2				7	29	87.0	BRITT	
3557N	3	0	10	5	1	1					8	25	75.0	BRITT	
COURSE TOTAL			21	11	4		2				15	54	162.0		
BUS 118 RETAIL MANAGEMENT															
3559N	3	0	5	8	1		3	1			6	24	72.0	CARROLL	PT
COURSE TOTAL			5	8	1		3	1			6	24	72.0		
BUS 120 FINANCIAL ACCOUNTING															
3561	4	0	7	9	12	2	5				12	47	188.0	SCHULMAN	PT
3562	8	0	9	13	7	3	8				6	46	146.3	ASHLEY	XP
3564	4	0	4	13	11	2	6				15	51	204.0	ASHLEY	PT
3565	4	0	14	8	13	6	8				8	57	228.0	LAROCCA	PT
3567N	4	0	6	16	13	3	2	1			4	45	180.0	HAMILTON	PT
3568N	4	0	9	2	6	4	1				14	46	180.0	ASHLEY	XP
3569N	4	0	2	4	9	4	5	1			16	40	160.0	MAJCHER	PT
3570	4	0	6	6	5	4	9				27	58	232.0	ZANDER	
3571	4	0	3	4	9	4	9	2			19	48	192.0	ZANDER	
COURSE TOTAL			60	75	85	32	63	2			121	438	1710.3		
BUS 121 MANAGERIAL ACCOUNTING															
3573	4	0	15	10	14	1	2				7	49	196.0	LAROCCA	PT
3574	8	0	16	16	6		1				4	43	142.6	ASHLEY	XP
3576	4	0	6	10	10	2	2				9	39	152.0	ASHLEY	PT
3578N	4	0	15	13	9	3	2				9	51	204.0	RICHARDS	PT
3579N	4	0	2	9	8	2	6				19	46	184.0	ZANDER	XP
3581	4	0	7	7	9	1	1				11	41	164.0	ZANDER	XP
COURSE TOTAL			54	65	56	10	24	1			59	269	1042.6		

BUSINESS AND PROFESSIONAL STUDIES

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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR
BUS 123A ACCOUNTING INTERNSHIP			25				1	1			7	34	0.0	ZANDER
COURSE TOTAL		0.0											0.0	
BUS 123B ACCOUNTING INTERNSHIP			22				1	1			2	26	0.0	ZANDER
COURSE TOTAL		0.0											0.0	
BUS 123C ACCOUNTING INTERNSHIP			19				1	1			2	23	0.0	ZANDER
COURSE TOTAL		0.0											0.0	
BUS 123D ACCOUNTING INTERNSHIP			16				1				2	19	0.0	ZANDER
COURSE TOTAL		0.0											0.0	
BUS 125 BUS LAW: LEGAL ENVIRONMENT/BUS						4	6	1			7	45	135.0	HILDEBRAND
3588		3.0	10	11	7		1				3	56	168.0	ORR
3589		3.0	21	23	7	2	1				14	59	177.0	HILDEBRAND
3590		3.0	10	19	9						1	56	168.0	ORR
3592		3.0	20	25	8						3	40	120.0	MILLER
3594N		3.0	10	15	9			1			13	39	111.0	MILLS
3596N		3.0	5	5	15	1	5				5	34	102.0	NELSON
3598N		3.0	6	11	6	1	1				46	329	981.0	
COURSE TOTAL			82	109	61	10	19	1	1					
BUS 127 BUS ENGLISH AND COMMUNICATION							2				8	31	93.0	LESLIE
3600		3.0	12	5	3	1	2				7	52	156.0	LESLIE
3601		3.0	15	15	8	5	2				15	83	249.0	
COURSE TOTAL			27	20	11	6	4							
BUS 128 BUSINESS COMMUNICATION							2				2	25	75.0	CAMARA
3605		3.0	7	10	4	3	2				7	35	102.0	RILEY
3606		3.0	1	11	13	1					6	31	93.0	RILEY
3608		3.0	5	14	5						2	37	108.0	WINSTON
3609		3.0	27	7	1						1	31	93.0	PETERS
3611N		3.0	17	8	2	1	2	1			4	24	72.0	SCHARFF
3612N		3.0	8	8	2	1	1				4	31	93.0	LESLIE
3613N		3.0	14	6	5	2	5	1			26	214	636.0	
COURSE TOTAL			79	64	32	7	6				1	34	0.0	BRITT
BUS 137A MARKETING INTERNSHIP			25				6						0.0	
COURSE TOTAL		0.0											0.0	
BUS 137B MARKETING INTERNSHIP			3									3	0.0	BRITT
COURSE TOTAL		0.0											0.0	

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BUSINESS AND PROFESSIONAL STUDIES -----

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR
BUS 137C MARKETING INTERNSHIP														
3617 **	4	0.0										4	0.0	BRITT
COURSE TOTAL													0.0	
BUS 144 ADVERTISING														
3619N	15	3.0	6	6	1		5				6	33	99.0	PHELPS
COURSE TOTAL													99.0	
BUS 146 MARKETING														
3620	10	3.0	12	9	3		5				6	45	135.0	WEGGE
3622N	10	3.0	4	1			3	1			5	24	72.0	WEGGE
COURSE TOTAL											11	69	207.0	
BUS 147A SEMINAR/MARKETING & MANAGEMENT														
3624	29	1.0	5	4			3				2	41	41.0	BRITT
3625N	19	1.0	7	3			3				2	34	33.0	BRITT
COURSE TOTAL											2	75	74.0	
BUS 147B SEMINAR/MARKETING & MANAGEMENT														
3627	4	1.0		2								6	6.0	BRITT
3628N	2	1.0										2	2.0	BRITT
COURSE TOTAL												8	8.0	
BUS 147C SEMINAR/MARKETING & MANAGEMENT														
3630	3	1.0		1								4	4.0	BRITT
3631N	2	1.0										2	2.0	BRITT
COURSE TOTAL												6	6.0	
BUS 147D SEMINAR/MARKETING & MANAGEMENT														
3633	1	1.0										1	1.0	BRITT
3634N	1	1.0										1	1.0	BRITT
COURSE TOTAL												2	2.0	
BUS 156 PRINCIPLES OF MANAGEMENT														
3636	4	3.0	3	5	1		1				4	18	54.0	ROGERS
COURSE TOTAL											4	18	54.0	
BUS 158 INTRO HOSPITALITY/TOURISM MGMT														
3637	2	3.0	7	7	1		1				3	20	60.0	DEAN
COURSE TOTAL											3	20	60.0	
BUS 159A MANAGEMENT INTERNSHIP														
3638 **	40	0.0					4				5	49	0.0	BRITT
COURSE TOTAL													0.0	
BUS 159B MANAGEMENT INTERNSHIP														
3639 **	3	0.0	2	1								6	0.0	BRITT
COURSE TOTAL													0.0	

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 159C MANAGEMENT INTERNSHIP												3	0.0	BRITT	
COURSE TOTAL			3										0.0	BRITT	
BUS 159D MANAGEMENT INTERNSHIP												1	0.0	BRITT	
COURSE TOTAL			1										0.0	BRITT	
BUS 163 INTRO TO BASIC INSURANCE PRINC						1	1					21	63.0	CAPTAIN	PT
COURSE TOTAL			6	2	4	1					7	21	63.0	CAPTAIN	
BUS 164 COMP SOFTWARE FOR INS INDUSTRY									1			21	42.0	FORSTOT	PT
COURSE TOTAL			13	5	3	1			1		6	21	42.0	FORSTOT	
BUS 174B COMPUTER DATABASE PKGS											1	1	0.0	QUINN	
COURSE TOTAL			8	0.0							1	1	0.0	QUINN	
BUS 176 COMPUTERIZED ACCT APPLICATION						1	2					32	60.0	RICHARDS	PT
COURSE TOTAL			13	5	3	1					8	32	60.0	RICHARDS	
BUS 179 COMPUTERIZED ACCOUNTING LAB						1	3					32	90.0	RICHARDS	PT
COURSE TOTAL			13	5	3	1					7	32	90.0	RICHARDS	
BUS 195 FAMILY INCOME MANAGEMENT						5	4				10	39	117.0	ENOWITZ	
COURSE TOTAL			6	10	4	5					6	40	120.0	ENOWITZ	
			7	14	8	5					8	43	126.0	ENOWITZ	
			4	7	13	5		1			11	42	132.0	ENOWITZ	
			9	9	9	4	1				35	164	495.0	ENOWITZ	
COURSE TOTAL			26	40	34	10	18								
BUS 219 TRANSCRIBING MACHINES							1					1	2.7	HARLEY	
COURSE TOTAL			16	3.0			1					1	2.7	HARLEY	
BUS 233 PERSONAL INSURANCE												3	0.0	HAMPTON	PT
COURSE TOTAL			13	0.0								3	0.0	HAMPTON	
BUS 235 DELIVERING INSURANCE SERVICES												2	0.0	LISOWSKY	PT
COURSE TOTAL			13	0.0								2	0.0	LISOWSKY	

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BUSINESS AND PROFESSIONAL STUDIES -----

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR		
BUS 250																
3667N		3.0	11	7	2			1			2	23	69.0	ARTEAGA		PT
COURSE TOTAL			11	7	2			1			2	23	69.0			
BUS 252							1				6	36	41.1	ROGERS		PT
3669N		3.0	14	8	5	2	1				6	36	41.1			
COURSE TOTAL			14	8	5	2	1				6	36	41.1			
BUS 256											6	27	26.4	ARTEAGA		PT
3671N		2.0	16	4				1			6	27	26.4			
COURSE TOTAL			16	4				1			6	27	26.4			
BUS 257											6	35	19.9	MILLER		PT
3673N		1.5	13	3	5	3	5				6	35	19.9			
COURSE TOTAL			13	3	5	3	5				6	35	19.9			
BUS 265A																
3674 **		4	2				1					2	0.0	BRITT		
3675 **		0.0	8									9	0.0	BRITT		
COURSE TOTAL			8				1					9	0.0			
BUS 267																
3681 **		0.0	1									1	0.0	BRITT		
COURSE TOTAL			1									1	0.0			
BUS 299											2	7	6.9	LESLIE		
3687		3.0	4			1					2	9	3.2	BROOKS		
3688		1.0	6			1	1				4	16	10.1			
COURSE TOTAL			10			1	1				4	16	10.1			
SUBJECT TOTAL			654	517	381	113	185	12	32	4	497	2395	7151.3			

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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 109 ELEMENTARY ACCOUNTING			4								7	34	102.0	LESLIE	PT
3640	3.0	7	13		10	2	1				14	50	147.0	MILLER	PT
3641N	3.0	10	11		24	4	8				14	38	114.0	MAJCHER	PT
3642	3.0	1	2		5	20	29				35	122	363.0		
COURSE TOTAL		18	26		39	6	29								
BUS 110 INTRODUCTION TO BUSINESS															
3644	3.0	9	9		10	3	2				14	47	141.0	WEGGE	PT
3645	3.0	7	12		24	1	3			1	5	53	159.0	REILLY	PT
3646N	3.0	14	16		5	2	2				7	47	141.0	WINSTON	PT
COURSE TOTAL		37	30		39	6	7		1	1	26	147	441.0		
BUS 114 EFFECTIVE JOB SEARCH															
3648	1.0	58			1	5	2				7	73	72.0	BROOKS	
COURSE TOTAL		58			1	5	2				7	73	72.0		
BUS 115 HUMAN RELATIONS IN BUSINESS															
3650N	3.0	13	5		2		6				3	29	84.0	KANSAS	PT
COURSE TOTAL		13	5		2		6				3	29	84.0		
BUS 118 RETAIL MANAGEMENT															
3656N	3.0	10	8		1		5				4	28	84.0	CARROLL	PT
COURSE TOTAL		10	8		1		5				4	28	84.0		
BUS 120 FINANCIAL ACCOUNTING															
3658	4.0	5	10		6	4	2				25	52	208.0	ASHLEY	PT
3659	4.0	2	5		12	6	2				27	54	216.0	ASHLEY	XP
3660	8	25	10		10	2	2				5	54	179.2	SCHULMAN	XP
3661	4.0	8	15		4	3	4				20	54	216.0	ASHLEY	XP
3665N	4.0	9	6		9	1	1				22	48	192.0	ASHLEY	XP
3667N	4.0	16	2		8	4	3				18	55	216.0	ASHLEY	XP
3669	4.0	2	10		5	1	8				28	54	216.0	ZANDER	XP
3670	4.0	4	5		2	4	9				26	50	188.0	ZANDER	XP
COURSE TOTAL		82	56		56	25	31				171	421	1631.2		
BUS 121 MANAGERIAL ACCOUNTING															
3671	4.0	2	3		2	3	2				18	30	120.0	ZANDER	XP
3672	8	8	26		15	2	4				2	53	186.5	SCHULMAN	PT
3673	4.0	6	5		7	3	4				13	38	152.0	ZANDER	XP
3674N	4.0	5	9		3	1	6				8	32	124.0	RICHARDS	PT
3675N	4.0	11	4		12	1	6				6	41	160.0	LAROCCA	PT
3676	4.0	3	4		10	7	6				12	44	176.0	ZANDER	XP
COURSE TOTAL		35	51		49	17	24				59	238	918.5		
BUS 125 BUS LAW: LEGAL ENVIRONMENT/BUS															
3682	3.0	21	11		10	2	6				4	51	153.0	ORR	PT
3683	3.0	11	10		16	6	5				5	54	162.0	HILDEBRAND	PT
3684	3.0	10	19		7	4	5				7	51	159.0	HILDEBRAND	PT
3686	3.0	21	21		9	4	2				2	35	153.0	ORR	PT
3687N	3.0	9	7		5	4	2				8	35	105.0	MILLER	PT
3690N	3.0	3	13		13	6	2				8	45	132.0	MILLS	PT

BUSINESS AND PROFESSIONAL STUDIES

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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR
BUS 125			75	81	60	22	15	3			34	290	864.0	
COURSE TOTAL														
BUS 127			11	5	6	1	3				1	27	81.0	LESLIE
3695	3.0		23	8	10	2	5				6	54	162.0	LESLIE
3697	3.0		34	13	16	3	8				7	81	243.0	
COURSE TOTAL														
BUS 128			15	7	1	1	1				5	29	87.0	WINSTON
3704	3.0		11	12	4	1	1				2	31	93.0	CAMARA
3706	3.0		6	18	4	2	1				8	29	87.0	RILEY
3708N	3.0		1	7	8	2	3				6	29	84.0	LESLIE
3709N	3.0		30	2	2	2	2				21	34	102.0	PETERS
3710N	3.0		69	16	4	3	3				6	35	105.0	KANSAS
COURSE TOTAL											21	187	558.0	
BUS 137A			3			1						4	0.0	MILLER
3720 **	0.0												0.0	
COURSE TOTAL														
BUS 137B											1	1	0.0	MILLER
3721 **	0.0												0.0	
COURSE TOTAL														
BUS 137C			1									1	0.0	MILLER
3722 **	0.0												0.0	
COURSE TOTAL														
BUS 137D			1									1	0.0	MILLER
3723 **	0.0												0.0	
COURSE TOTAL														
BUS 141			8	4							9	21	63.0	SORKIN
3726N	3.0		8	4							9	21	63.0	
COURSE TOTAL														
BUS 142			12				4				2	18	54.0	OSBOURNE
3728N	3.0		12				4				2	18	54.0	
COURSE TOTAL														
BUS 146			7	14	8	5	3				12	49	147.0	WEGGE
3731	3.0		7	7	4	1	3				9	31	93.0	WEGGE
3733N	3.0		14	21	12	6	6				21	80	240.0	
COURSE TOTAL														
BUS 147A			14									15	15.0	ALBERT
3736N	1.0													

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BUSINESS AND PROFESSIONAL STUDIES  
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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR
BUS 147A SEMINAR/MARKETING & MANAGEMENT	14					1						15	15.0	
COURSE TOTAL														
BUS 147B SEMINAR/MARKETING & MANAGEMENT	1	1.0									1	2	2.0	ALBERT
3738N	1	1.0									1	2	2.0	ALBERT
COURSE TOTAL														
BUS 147C SEMINAR/MARKETING & MANAGEMENT	1	1.0									1	1	1.0	ALBERT
3740N	1	1.0									1	1	1.0	ALBERT
COURSE TOTAL														
BUS 147D SEMINAR/MARKETING & MANAGEMENT		0.0									1	1	0.0	ALBERT
3742N**		0.0									1	1	0.0	ALBERT
COURSE TOTAL														
BUS 152 BUSINESS MATHEMATICS							2				1	14	28.0	REILLY
3744N		2.0					2				1	14	28.0	REILLY
COURSE TOTAL														
BUS 155 HUMAN RESOURCES MANAGEMENT						2		1			3	33	99.0	CARROLL
3745N		3.0					4	1			3	33	99.0	CARROLL
COURSE TOTAL														
BUS 156 PRINCIPLES OF MANAGEMENT							2				10	35	105.0	ROGERS
3747N		3.0					2				10	35	105.0	ROGERS
COURSE TOTAL														
BUS 159A MANAGEMENT INTERNSHIP											1	10	0.0	MILLER
3749 **		0.0									1	10	0.0	MILLER
COURSE TOTAL														
BUS 159B MANAGEMENT INTERNSHIP											1	1	0.0	MILLER
3750 **		0.0									1	1	0.0	MILLER
COURSE TOTAL														
BUS 159C MANAGEMENT INTERNSHIP											1	1	0.0	MILLER
3751 **		0.0									1	1	0.0	MILLER
COURSE TOTAL														
BUS 163 INTRO TO BASIC INSURANCE PRINC							4				2	26	75.0	CAPTAIN
3755		3.0					4				2	26	75.0	CAPTAIN
COURSE TOTAL														
BUS 164 COMP SOFTWARE FOR INS INDUSTRY											5	24	46.0	FORSTOT
3757		2.0									5	24	46.0	FORSTOT
COURSE TOTAL														

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BUSINESS AND PROFESSIONAL STUDIES

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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 176	COMPUTERIZED ACCT APPLICATION														
3788	2.0	13	2	3	1	5					1	25	46.0	RICHARDS	PT
3789N	2.0	4	5	2	5	5					12	28	60.0	MAJCHER	PT
	COURSE TOTAL	17	7	5	1	10					13	53	106.0		
BUS 179	COMPUTERIZED ACCOUNTING LAB														
3792	3.0	13	2	3	1	5					1	25	75.0	RICHARDS	PT
	COURSE TOTAL	13	2	3	1	5					1	25	75.0		
BUS 195	FAMILY INCOME MANAGEMENT														
3812	3.0	5	8	10	3	3		1			13	39	117.0	ENOWITZ	
3813	3.0	1	12	10	9	3			1		8	45	135.0	ENOWITZ	
3815	3.0	4	10	13	2	6					12	47	138.0	ENOWITZ	
3816N	3.0	6	9	10	1	1			2		11	40	120.0	ENOWITZ	
	COURSE TOTAL	16	39	43	12	13		1	3		44	171	510.0		
BUS 229	PROPERTY/LIABILITY INSURANCE														
3844N**	13	3	2	2								7	0.0	HAMPTON	PT
	COURSE TOTAL	13	2	2								7	0.0		
BUS 234	COMMERCIAL INSURANCE														
3855N**	13	0.0									1	1	0.0	LISOWSKY	PT
	COURSE TOTAL	13	0.0								1	1	0.0		
BUS 250	INTRO/INTERNATIONAL BUSINESS														
3859N	3.0	4	6	3	1	1		1			3	18	54.0	WEISBLAT	PT
	COURSE TOTAL	4	6	3	1	1		1			3	18	54.0		
BUS 251	IMPORT/EXPORT PROCEDURES														
3860N	10	3.2	9	5	1	4					5	29	43.9	PEMBROKE	PT
	COURSE TOTAL	9	5	5	1	4					5	29	43.9		
BUS 253	INTERNATIONAL MARKETING														
3862N	3.0	12	9	1	1	1		1			1	25	75.0	ARTEAGA	PT
	COURSE TOTAL	12	9	1	1	1		1			1	25	75.0		
BUS 258	CULTURAL DIMENSION/INTRNTL BUS														
3863N	3.0	5	7	5							1	18	54.0	ROGERS	PT
	COURSE TOTAL	5	7	5							1	18	54.0		
BUS 265A	INTERNSHIP/INTERNATIONAL BUS														
3864**	0.0	7									1	8	0.0	MILLER	
	COURSE TOTAL	7									1	8	0.0		
BUS 265B	INTERNSHIP/INTERNATIONAL BUS														
3865**	0.0	3										3	0.0	MILLER	
	COURSE TOTAL	3										3	0.0		

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BUSINESS AND PROFESSIONAL STUDIES

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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR
BUS 265C INTERNSHIP/INTERNATIONAL BUS														
3866 **		0.0										2	0.0	MILLER
COURSE TOTAL			2										0.0	
BUS 265D INTERNSHIP/INTERNATIONAL BUS														
3867 **		0.0									1	1	0.0	MILLER
COURSE TOTAL													0.0	
BUS 266 INTERNSHIP/INTERNATIONAL BUS														
3868 **		0.0									3	3	0.0	MILLER
COURSE TOTAL													0.0	
BUS 267 INTERNSHIP/INTERNATIONAL BUS														
3870 **		0.0									1	2	0.0	MILLER
COURSE TOTAL													0.0	
BUS 299 PREPARING BUS CORRESPONDENCE														
3871		8	1									2	2.7	LESLIE
3872		8	2									2	0.9	BROOKS
COURSE TOTAL			3	1								4	3.6	
SUBJECT TOTAL			575	495	347	113	194	10	4	1	489	2228	6908.2	

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BUSINESS AND PROFESSIONAL STUDIES  
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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 086 ESSENTIAL SKILL/WRKPLCE SUCCES															
3540	2	32.0							10	3		13	47.5	LESLIE	XP
COURSE TOTAL									10	3		13	47.5		
BUS 109 ELEMENTARY ACCOUNTING															
3542	3	3.0	5	4	5	5	1				11	31	90.0	LESLIE	XP
3544N	3	3.0	14	2	2	2	4	1			17	42	126.0	MILLER	PT
3545	3	3.0	19	7	6						16	48	141.0	LOACH	PT
COURSE TOTAL			38	13	13	7	5	1	1		44	121	357.0		
BUS 110 INTRODUCTION TO BUSINESS															
3547	3	3.0	9	18	12	8	5		1		5	58	174.0	WEGGE	PT
3548	3	3.0	8	11	12	1	1				10	43	129.0	REILLY	PT
3550N	3	3.0	5	7	9	2	6				10	33	96.0	REILLY	PT
COURSE TOTAL			22	36	33	11	6	1	1		25	134	399.0		
BUS 114 EFFECTIVE JOB SEARCH															
3552	1	1.0	17	10	2	1	1		1		9	40	40.0	SNIDER	PT
COURSE TOTAL			17	10	2	1	1		1		9	40	40.0		
BUS 115 HUMAN RELATIONS IN BUSINESS															
3557N	3	3.0	12	5	3	1	4				7	32	96.0	KANSAS	PT
COURSE TOTAL			12	5	3	1	4				7	32	96.0		
BUS 118 RETAIL MANAGEMENT															
3559N	3	3.0	4	3	2	1	2	1			7	19	57.0	CARROLL	PT
COURSE TOTAL			4	3	2	1	2	1			7	19	57.0		
BUS 120 FINANCIAL ACCOUNTING															
3561	4	4.0	6	8	4	1	1				19	39	156.0	ASHLEY	PT
3562	8	8.0	7	14	11	2	3				19	53	124.3	ZANDER	PT
3564	4	4.0	9	7	18	4	3				9	52	208.0	SCHULMAN	PT
3565	4	4.0	5	7	7	3	1				24	47	184.0	ASHLEY	PT
3567	4	4.0	9	5	6	4	7				16	47	184.0	RICHARDS	PT
3568N	4	4.0	2	11	9	2	3	1		1	16	45	180.0	ASHLEY	XP
3569N	4	4.0	2	10	7	1	1				22	42	164.0	ASHLEY	XP
3570	4	4.0	1	4	10	4	8				19	49	196.0	ZANDER	XP
3571	4	4.0	2	2	4	3	8				19	39	156.0	ZANDER	XP
COURSE TOTAL			43	70	76	24	32	1	1	2	165	413	1552.3		
BUS 121 MANAGERIAL ACCOUNTING															
3573	4	4.0	5	10	6	1	2				15	38	152.0	ASHLEY	XP
3574	8	8.0	8	19	7	1	2				14	51	135.3	ZANDER	XP
3576	4	4.0	8	22	8	1					17	46	184.0	SCHULMAN	PT
3578N	4	4.0	15	15	5					1	17	53	212.0	ASHLEY	PT
3579N	4	4.0	7	7	4	6	4				8	26	100.0	LAROCCA	PT
3581	4	4.0	3	4	7	8	8			1	15	39	156.0	ZANDER	XP
COURSE TOTAL			46	77	37	8	8			1	76	253	939.3		

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		S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR		
BUS 125	BUS LAW: LEGAL ENVIRONMENT/BUS																
3588	3.0	9	17	3				3				11	49	147.0	HILDEBRAND	PT	
3589	3.0	17	18	6								3	55	165.0	ORR	PT	
3590	3.0	11	20	6	1			2	1			5	46	138.0	HILDEBRAND	PT	
3592	3.0	16	23	11				1	1			3	55	165.0	ORR	PT	
3594N	3.0	6	10	2				1				12	31	93.0	MILLER	PT	
3596N	3.0	4	14	14	4			1				7	43	126.0	MILLS	PT	
3598N	3.0	9	9	8	2							10	38	114.0	MILLER	PT	
	COURSE TOTAL	72	111	64	10			7	2			51	317	948.0			
BUS 127	BUS ENGLISH AND COMMUNICATION																
3600	3.0	3	7	3	1			1				4	18	54.0	LESLIE	PT	
3601	3.0	5	4	3				1		1		4	18	54.0	LESLIE	PT	
	COURSE TOTAL	8	11	6	1			1		1		8	36	108.0			
BUS 128	BUSINESS COMMUNICATION																
3605	3.0	27	9	1	1			3				9	37	111.0	WINSTON	PT	
3606	3.0	2	9	5				6				3	29	87.0	RILEY	PT	
3608	3.0	19	4	1				3				6	33	99.0	KANSAS	PT	
3609	3.0	3	15	2				3				2	29	87.0	KELIHEN	PT	
3611N	3.0	21	3					1				4	27	81.0	PETERS	PT	
3612N	3.0	25	8	7				1				12	37	111.0	WINSTON	PT	
3613N	3.0	5	6					14				36	31	93.0	LESLIE	PT	
	COURSE TOTAL	102	54	16	1			14				15	223	669.0			
BUS 141	ENTREPRENEURSHIP:MANAG NEW BUS																
3619N	3.0	3	5	2					3			15	28	81.0	SORKIN	PT	
	COURSE TOTAL	3	5	2					3			15	28	81.0			
BUS 144	ADVERTISING																
3620N	3.0	10	2	1				2				7	22	66.0	OSBOURNE	PT	
	COURSE TOTAL	10	2	1				2				7	22	66.0			
BUS 146	MARKETING																
3621	3.0	3	3	6	2			4				5	23	69.0	WEGGE	PT	
3622N	3.0	8	10	8	1			1				14	42	123.0	WEGGE	PT	
3623	3.0	1										19	1	3.0	WEGGE	PT	
	COURSE TOTAL	12	13	14	3			5				19	66	195.0			
BUS 156	PRINCIPLES OF MANAGEMENT																
3636N	3.0	8	6	6	2			4				11	37	111.0	ROGERS	PT	
	COURSE TOTAL	8	6	6	2			4				11	37	111.0			
BUS 163	INTRO TO BASIC INSURANCE PRINC																
3644	3.0	6	4	2								2	14	42.0	CAPTAIN	PT	
	COURSE TOTAL	6	4	2								2	14	42.0			
BUS 164	COMP SOFTWARE FOR INS INDUSTRY																
3645	2.0	11										2	13	26.0	FORSTOT	PT	
	COURSE TOTAL	11										2	13	26.0			

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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 174B COMPUTER DATABASE PKGS															
3649N	8	4.0	2								1	3	3.7	QUINN	PT
COURSE TOTAL	2										1	3	3.7		
BUS 176 COMPUTERIZED ACCT APPLICATION															
3651	4	2.0	13	4	1		2				6	26	52.0	RICHARDS	PT
COURSE TOTAL	13		13	4	1		2				6	26	52.0		
BUS 179 COMPUTERIZED ACCOUNTING LAB															
3653	3	3.0	12	3	1		2				5	23	69.0	RICHARDS	PT
COURSE TOTAL	12		12	3	1		2				5	23	69.0		
BUS 195 FAMILY INCOME MANAGEMENT															
3655	3	3.0	3	7	7		3				17	37	111.0	ENOWITZ	
3656	5	3.0	5	8	9	2	4				13	41	123.0	ENOWITZ	
3657	7	3.0	7	13	9	1	5				10	45	135.0	ENOWITZ	
3659N	7	3.0	7	5	4		9				9	25	75.0	ENOWITZ	
COURSE TOTAL	22		22	33	29	3	12				49	148	444.0		
BUS 233 PERSONAL INSURANCE															
3664N**	13	0.0	1									2	0.0	LISOWSKY	PT
COURSE TOTAL	13		1									2	0.0		
BUS 235 DELIVERING INSURANCE SERVICES															
3665N**	13	0.0	2									2	0.0	LISOWSKY	PT
COURSE TOTAL	13		2									2	0.0		
BUS 250 INTRO/INTERNATIONAL BUSINESS															
3667N	5	3.0	4	2			1				4	16	48.0	WEISBLAT	PT
COURSE TOTAL	5		4	2			1				4	16	48.0		
BUS 252 GLOBAL SOURC BUY & MANUFACTUR															
3669N	8	3.0	5	6	1		3				3	24	28.8	ROGERS	PT
COURSE TOTAL	5		5	6	1		3				3	24	28.8		
BUS 256 INTRNTL FINANCIAL TRANSACTIONS															
3671N	11	2.9	8	6	2			1			8	25	31.0	ARTEAGA	PT
COURSE TOTAL	8		8	6	2			1			8	25	31.0		
BUS 257 INTERNATIONAL TRANSPORTATION															
3673N	8	1.5	3	6	6	1	3				9	28	13.0	PELLUM	PT
COURSE TOTAL	3		3	6	6	1	3				9	28	13.0		
BUS 265A INTERNSHIP/INTERNATIONAL BUS															
3675 **	6	0.0	2		1						3	12	0.0	WEISBLAT	
COURSE TOTAL	6		2		1						3	12	0.0		

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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR
BUS 265B INTERNSHIP/INTERNATIONAL BUS														
3676 **		0.0	1									1	0.0	WEISBLAT
COURSE TOTAL		0.0											0.0	
BUS 266 INTERNSHIP/INTERNATIONAL BUS														
3680 **		0.0	1								2	3	0.0	WEISBLAT
COURSE TOTAL		0.0											0.0	
BUS 267 INTERNSHIP/INTERNATIONAL BUS														
3681 **		0.0	1									2	0.0	WEISBLAT
COURSE TOTAL		0.0											0.0	
BUS 299 PREPARING BUS CORRESPONDENCE														
3687	8	3.0					1					2	1.4	LESLIE
3688	8	1.0					1					4	1.4	SNIDER
COURSE TOTAL			1	1			2					6	2.8	
SUBJECT TOTAL			485	483	324	74	115	7	15	6	571	2080	6426.4	

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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 109 ELEMENTARY ACCOUNTING															
3545	3.0	5	1	3	5	5	3				7	26	78.0	LESLIE	PT
3547N	3.0	8	2	2	1	3	4				20	38	114.0	LESLIE	PT
3548	3.0	6	2	3	4	4	5				6	21	60.0	LOACH	PT
3549	3.0	9	1	8	6	5	7				7	22	66.0	LOACH	PT
COURSE TOTAL		28	8	8	6	17	17				40	107	318.0		
BUS 110 INTRODUCTION TO BUSINESS															
3551	3.0	5	21	12	2	1					10	51	153.0	WEGGE	PT
3553	3.0	6	11	18	4	2					8	47	141.0	REILLY	PT
3554N	3.0	6	7	13	1	2		1			17	47	141.0	REILLY	PT
COURSE TOTAL		17	39	43	7	3		1			35	145	435.0		
BUS 115 HUMAN RELATIONS IN BUSINESS															
3556N	3.0	15	1	3		5	5		1		6	31	93.0	KANSAS	PT
COURSE TOTAL		15	1	3		5	5		1		6	31	93.0		
BUS 118 RETAIL MANAGEMENT															
3558N	3.0	3	4	5		3	3				1	16	48.0	CARROLL	PT
COURSE TOTAL		3	4	5		3	3				1	16	48.0		
BUS 120 FINANCIAL ACCOUNTING															
3560	4.0	3	10	13	3	3	2	1			14	47	188.0	HAMILTON	PT
3561	4.0	2	8	11	8	7	2				25	56	224.0	ZANDER	PT
3563	8	9	16	12	7	4	2		1		11	58	171.9	SCHULMAN	PT
3565	4.0	3	15	3	4	2	3		1		23	52	204.0	ASHLEY	PT
3566	4.0	4	2	6	2	2	2				20	36	140.0	ASHLEY	PT
3567N	4.0	5	4	7	3	2	1				18	44	184.0	HERN	PT
3568N	4.0	5	10	7	3	2	4				13	46	176.0	ASHLEY	XP
3569N	4.0	2	6	15	2	8	8				30	42	168.0	AUSTIN	XP
3570	4.0	4	4	6	4	10	3				19	48	192.0	ZANDER	XP
3571	4.0	2	2	4	2	3	7	1	2		201	35	140.0	ZANDER	XP
COURSE TOTAL		33	77	84	29	37	37	1	2		464	464	1787.9		
BUS 121 MANAGERIAL ACCOUNTING															
3573	4.0	7	4	3	3	3	2				12	29	116.0	ASHLEY	PT
3575	4.0	12	20	14	1	4	4				6	54	87.8	SCHULMAN	PT
3577	4.0	2	7	5	1	1	1				8	22	88.0	VOYLES	PT
3579N	4.0	10	13	3	2	1	3				20	49	196.0	ASHLEY	XP
3580N	4.0	12	5	3	2	3	3				4	27	104.0	LAROCCA	PT
3581	4.0	3	5	4	6	1	1				20	35	140.0	ZANDER	XP
COURSE TOTAL		46	54	29	6	11	11		2		70	216	731.8		
BUS 125 BUS LAW: LEGAL ENVIRONMENT/BUS															
3588	3.0	9	18	11	1	6	5	1			3	48	144.0	ORR	PT
3590	3.0	8	17	14	1	5	5				12	57	171.0	HILDEBRAND	PT
3591	3.0	1	1	8	2	2	2				10	19	57.0	BERGOVOY	PT
3592	3.0	10	18	7	1	1	1				9	48	144.0	HILDEBRAND	PT
3594	3.0	27	14	7	2	1	1				1	50	150.0	ORR	PT
3595N	3.0	5	10	2	2	1	1				1	27	81.0	MILLER	PT
3596N	3.0	4	12	1	2	1	1				5	25	75.0	MILLER	PT

BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 125	BUS LAW: LEGAL ENVIRONMENT/BUS (CONT'D)													
3598N	3.0	3	4	11	2					2	22	66.0	MILLS	PT
	COURSE TOTAL	66	94	61	9	16	1			49	296	888.0		
BUS 128	BUSINESS COMMUNICATION													
3602	3.0	29	2								31	93.0	WINSTON	PT
3604	3.0	20	4			1				5	32	96.0	KANSAS	PT
3606	3.0	6	8		1					5	25	75.0	RILEY	PT
3607	3.0	7	11		1					2	26	78.0	KELIHER	PT
3608N	3.0	7	10			2				5	27	81.0	SCHARFF	PT
3609N	3.0	2	7		1	1				13	27	78.0	BERGOVOY	PT
3610N	3.0	18	4				2			6	30	90.0	PETERS	PT
	COURSE TOTAL	89	46	18	3	4	2			36	198	591.0		
BUS 142	PERSONAL SELLING & PERSUASION													
3621N	3.0	11	2	3						3	21	63.0	OSBOURNE	PT
	COURSE TOTAL	11	2	3						3	21	63.0		
BUS 146	MARKETING													
3623	3.0	6	8	15	5					13	49	147.0	WEGGE	PT
3625N	3.0	5	6	6						5	24	69.0	WEGGE	PT
	COURSE TOTAL	11	14	21	5	4				18	73	216.0		
BUS 152	BUSINESS MATHEMATICS													
3639N	2.0	7	5	6						3	23	46.0	CAMPBELL	PT
	COURSE TOTAL	7	5	6						3	23	46.0		
BUS 155	HUMAN RESOURCES MANAGEMENT													
3641N	3.0	4	6	4						2	18	54.0	CARROLL	PT
	COURSE TOTAL	4	6	4						2	18	54.0		
BUS 156	PRINCIPLES OF MANAGEMENT													
3643N	3.0	5	4	3						4	21	60.0	ROGERS	PT
	COURSE TOTAL	5	4	3		5				4	21	60.0		
BUS 158	INTRO HOSPITALITY/TOURISM MGMT													
3644	3.0	22	1							5	28	84.0	LUND	PT
	COURSE TOTAL	22	1							5	28	84.0		
BUS 176	COMPUTERIZED ACCT APPLICATION													
3662	2.0	2	2	2						3	10	20.0	JENSEN	PT
3664N	2.0	1	5							5	13	26.0	JENSEN	PT
	COURSE TOTAL	3	7	2		3				8	23	46.0		
BUS 195	FAMILY INCOME MANAGEMENT													
3668	3.0	3	10	6						7	26	75.0	ENOWITZ	PT
3669	3.0	6	18	12	1					5	44	132.0	ENOWITZ	PT
3670	3.0	5	12	15	2					5	45	135.0	ENOWITZ	PT
3672N	3.0	6	9	5						7	27	81.0	ENOWITZ	PT
	COURSE TOTAL	20	49	38	3	7				24	142	423.0		

BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT	
BUS 229																
3674N**	13	0.0	1	1							1	3	0.0	HAMPTON	PT	
COURSE TOTAL													0.0			
BUS 250																
3678N	3	0	6	3	2	1					3	15	45.0	WEISBLAT	PT	
COURSE TOTAL													45.0			
BUS 251																
3680N	10	3.7	5	8	2	2	6				4	27	48.6	PEMBROKE	PT	
COURSE TOTAL													48.6			
BUS 253																
3682N	3	0	10	5	1						5	21	63.0	ARTEAGA	PT	
COURSE TOTAL													63.0			
BUS 258																
3685N	3	0	6	2	2	1					2	13	39.0	ROGERS	PT	
COURSE TOTAL													39.0			
BUS 265A																
3687**	0	0	3	3	2						4	12	0.0	WEISBLAT	PT	
COURSE TOTAL													0.0			
BUS 265B																
3688**	0	0	1	1								2	0.0	WEISBLAT	PT	
COURSE TOTAL													0.0			
BUS 266																
3692**	0	0	1								1	2	0.0	WEISBLAT	PT	
COURSE TOTAL													0.0			
BUS 267																
3694**	0	0	1	1								2	0.0	WEISBLAT	PT	
COURSE TOTAL													0.0			
SUBJECT TOTAL			407	429	335	72	127	5	4		519	1898	6080.3			

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BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

		S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 109 ELEMENTARY ACCOUNTING																
3542		3.0	4	4	10	15	1	1			1	3	15	45.0	LESLIE	
3544N		3.0	4	7	6	11	2	1				15	36	108.0	LESLIE	
3545		3.0	7	3	4	2	3	3				4	21	60.0	LOACH	
3546		3.0	8	2	14	34	3	8			1	5	23	69.0	LOACH	
	COURSE TOTAL		23	14	14	34	3	13				27	95	282.0		
BUS 110 INTRODUCTION TO BUSINESS																
3547		3.0	7	10	15	6	6	3				8	49	147.0	WEGGE	
3548		3.0	3	8	6	1	1	8				12	30	90.0	REILLY	PT
3549		3.0	11	4	2	1	1	1				16	29	87.0	WINSTON	PT
3550N		3.0	5	7	11	8	1	12				39	40	120.0	REILLY	PT
	COURSE TOTAL		26	29	34	8	12	12				10	148	444.0		
BUS 115 HUMAN RELATIONS IN BUSINESS																
3557N		3.0	19	7	11	2	2					10	37	111.0	KANSAS	PT
	COURSE TOTAL		19	7	11	2	2					10	37	111.0		
BUS 118 RETAIL MANAGEMENT																
3559N		3.0	4	5	3	2	2					14	14	42.0	CARROLL	PT
	COURSE TOTAL		4	5	3	2	2					14	14	42.0		
BUS 120 FINANCIAL ACCOUNTING																
3560		4.0	3	5	6	1	1	5				24	44	172.0	HAMILTON	PT
3561		4.0	6	7	13	2	2	3				11	42	168.0	VOYLES	PT
3562	8	8.0	11	21	10	3	3	5	1			15	51	182.9	SCHULMAN	PT
3564	8	4.0	12	9	7	2	2	1				23	47	58.5	ASHLEY	PT
3565		4.0	3	3	9	3	3	3				12	43	164.0	ASHLEY	XP
35667		4.0	3	4	10	2	2	5				23	46	184.0	ZANDER	PT
3568N		4.0	5	8	5	4	4	2				12	37	144.0	HERN	PT
3569N		4.0	9	10	6	4	4	7			1	14	45	180.0	WELLS	PT
3570		4.0	1	4	2	4	4	2				29	48	192.0	ZANDER	XP
3571		4.0	1	2	2	3	3	5			1	20	33	128.0	ZANDER	XP
	COURSE TOTAL		54	73	70	26	39	39		1	1	172	436	1573.4		
BUS 121 MANAGERIAL ACCOUNTING																
3573		4.0	9	12	7	1	1	1				9	38	152.0	ASHLEY	PT
3574	8	8.0	13	22	12	3	2	1				2	53	186.5	SCHULMAN	XP
3575	8	8.0	3	12	12	2	2	1				8	38	109.7	ASHLEY	PT
3576		4.0	7	8	6	1	1	2				2	31	100.0	VOYLES	XP
3577		4.0	3	8	2	1	1	1				9	15	60.0	ZANDER	XP
3578N		4.0	2	7	6	1	1	1			1	4	26	104.0	ASHLEY	XP
3579N		4.0	3	5	6	1	1	8			1	17	21	84.0	LAROCCA	PT
3581		4.0	41	4	5	10	14	14			1	59	37	148.0	ZANDER	PT
	COURSE TOTAL		41	78	56	10	14	14		1	1	172	259	944.2		
BUS 125 BUS LAW: LEGAL ENVIRONMENT/BUS																
3586		3.0	8	5	5	5	2	2				6	31	93.0	MILLER	PT
3588		3.0	12	14	7	3	3	2				9	47	138.0	HILDEBRAND	PT
3589		3.0	10	27	6	3	2	2				3	48	144.0	ORR	PT
3590		3.0	12	15	10	3	1	1				13	54	159.0	HILDEBRAND	PT

BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

S.T.		BUSINESS AND PROFESSIONAL STUDIES										TOTAL		INSTRUCTOR	PT
WKS	HRS	A	B	C	D	F	I	CR	NC	W	ENR	WSCH			
BUS 125		LEGAL ENVIRONMENT/BUS (CONT'D)													
3592	3.0	22	18	3						6	49	147.0	ORR		PT
3594N	3.0	3	15	7		1				4	30	90.0	MILLER		PT
3596N	3.0	1	5	3		1				8	18	54.0	BERGOVOY		PT
3598N	3.0	3	3	6						8	20	60.0	MILLS		PT
COURSE TOTAL		71	102	47	11	9				57	297	885.0			
BUS 128		BUSINESS COMMUNICATION													
3605	3.0	7	13	7		2				4	33	99.0	KELIHER		PT
3606	3.0	6	18	2		1				1	28	84.0	KELIHER		PT
3608	3.0	6	21	1						1	28	84.0	KELIHER		PT
3609	3.0	8	17	3						1	29	87.0	KELIHER		PT
3610N	3.0	5	2	1		2		1		5	15	45.0	ENTEZAM		PT
3611N	3.0	21	2		1	1				2	28	84.0	KANSAS		PT
3612N	3.0	16	4			3				5	28	84.0	PETERS		PT
3613N	3.0	1	8	7		1		1		3	20	60.0	BERGOVOY		PT
COURSE TOTAL		70	85	21	1	10				21	209	627.0			
BUS 144		ADVERTISING													
3620N	3.0	15		2						5	22	66.0	LUND		PT
COURSE TOTAL		15		2						5	22	66.0			
BUS 146		MARKETING													
3621	3.0	3	8	10		5				7	35	105.0	WEGGE		PT
3622N	3.0	7	7	5		2				6	28	84.0	WEGGE		PT
COURSE TOTAL		10	15	15	3	7				13	63	189.0			
BUS 156		PRINCIPLES OF MANAGEMENT													
3636N	3.0	4	6	5		4				7	26	78.0	ROGERS		PT
COURSE TOTAL		4	6	5	4	4				7	26	78.0			
BUS 158		INTRO HOSPITALITY/TOURISM MGMT													
3637	3.0	15								5	20	60.0	LUND		PT
COURSE TOTAL		15								5	20	60.0			
BUS 176		COMPUTERIZED ACCT APPLICATION													
3651	2.0	3	1							4	8	16.0	JENSEN		PT
COURSE TOTAL		3	1							4	8	16.0			
BUS 195		FAMILY INCOME MANAGEMENT													
3655	3.0	1	5	6		3				4	16	48.0	ENOWITZ		PT
3656	3.0	3	6	9						3	25	75.0	ENOWITZ		PT
3657	3.0	5	9	8		1		1		12	36	108.0	ENOWITZ		PT
3659N	3.0	5	4	13		1				5	29	87.0	ENOWITZ		PT
COURSE TOTAL		14	24	36	2	4		2		24	106	318.0			
BUS 233		PERSONAL INSURANCE													
3664N**	13 0.0	1			2	1				1	6	0.0	LISOWSKY		PT

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BUSINESS AND PROFESSIONAL STUDIES  
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S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 233	PERSONAL INSURANCE											0.0		
	COURSE TOTAL													
BUS 235	DELIVERING INSURANCE SERVICES													
3665N**	13 0.0	1	1	1							4	0.0	AMOR	PT
	COURSE TOTAL													
BUS 250	INTRO/INTERNATIONAL BUSINESS													
3667N	3 0	11	2	2		1					19	57.0	ARTEAGA	PT
	COURSE TOTAL	11	2	2		1					19	57.0		
BUS 252	GLOBAL SOURC BUY & MANUFACTUR													
3669N	8 3.0	9	4	4							20	23.3	ROGERS	PT
	COURSE TOTAL	9	4	4							20	23.3		
BUS 256	INTRNTL FINANCIAL TRANSACTIONS													
3671N	11 2.9	8	6	1							16	27.3	ARTEAGA	PT
	COURSE TOTAL	8	6	1							16	27.3		
BUS 257	INTERNATIONAL TRANSPORTATION													
3673N	8 1.5	6	8	1	1						19	11.0	PELLUM	PT
	COURSE TOTAL	6	8	1	1						19	11.0		
BUS 265A	INTERNSHIP/INTERNATIONAL BUS													
3675**	0 0	6									7	0.0	MILLER	
	COURSE TOTAL													
BUS 265B	INTERNSHIP/INTERNATIONAL BUS													
3676**	0 0	2									2	0.0	MILLER	
	COURSE TOTAL													
BUS 265C	INTERNSHIP/INTERNATIONAL BUS													
3677**	0 0	1									1	0.0	MILLER	
	COURSE TOTAL													
BUS 266	INTERNSHIP/INTERNATIONAL BUS													
3680**	0 0	5									5	0.0	MILLER	
	COURSE TOTAL													
BUS 267	INTERNSHIP/INTERNATIONAL BUS													
3681**	0 0	2	1								4	0.0	MILLER	
	COURSE TOTAL													
	SUBJECT TOTAL	403	459	312	71	109		4	3	453	1814	5754.2		

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BUSINESS AND PROFESSIONAL STUDIES

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COURSE	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 109 ELEMENTARY ACCOUNTING															
3545	3	4	3	4	1	1					10	19	57.0	LESLIE	PT
3547N	3	4	4	2	4	1	5				21	37	111.0	LESLIE	PT
3548	3	5	6	1	1	1	7				7	26	78.0	LOACH	PT
3549	3	3	4	2	2	1	8				6	24	72.0	LOACH	PT
COURSE TOTAL	17	14	17	14	8	3	20				44	106	318.0		
BUS 110 INTRODUCTION TO BUSINESS															
3551	4	9	4	9	3	3	3				14	42	126.0	REILLY	PT
3553	1	4	10	10	8	2	2				13	38	114.0	MILLER	PT
3554N	12	11	6	6	4	4	5				13	46	135.0	KELIHER	PT
COURSE TOTAL	17	24	25	15	15	5					40	126	375.0		
BUS 115 HUMAN RELATIONS IN BUSINESS															
3556N	5	4	3	3							7	19	57.0	RANGUS	PT
COURSE TOTAL	5	4	3	3							7	19	57.0		
BUS 120 FINANCIAL ACCOUNTING															
3560	2	3	8	3	3	3	6				27	49	196.0	HAMILTON	PT
3561	7	10	12	10	1	1	3				15	48	192.0	VOYLES	PT
3563	3	8	10	10	4	4	4				16	45	106.1	ASHLEY	PT
3565	12	16	14	14	4	4	1		1		16	54	175.5	SCHULMAN	PT
3566	2	8	2	6	9	4	1				15	45	180.0	ASHLEY	PT
3567	5	11	5	5	4	4	4	1		1	18	44	176.0	ASHLEY	PT
3568N	6	4	6	6	1	1	15				15	48	192.0	WELLS	PT
3569N	2	9	2	9	9	8	8		1		16	44	176.0	HERN	PT
3570	3	3	3	3	1	9	9		1		31	54	212.0	ZANDER	XP
3571	4	8	4	8	22	3	3				28	38	148.0	ZANDER	XP
COURSE TOTAL	46	80	71	22	58	2	2	2	2	1	187	469	1753.6		
BUS 121 MANAGERIAL ACCOUNTING															
3573	2	1	5	1	1	1	1				8	17	64.0	ZANDER	XP
3574	1	1	7	1	1	1	1				17	28	40.2	ASHLEY	XP
3575	17	23	6	4	3						5	51	168.2	SCHULMAN	PT
3577	5	5	4	3	1	1	1				3	16	64.0	ZANDER	XP
3579N	1	4	3	3	2	2	2				10	15	60.0	ASHLEY	XP
3580N	6	19	3	8	5	5	5				24	45	172.0	VOYLES	PT
3581	2	4	3	3	1	3	9	1			24	40	156.0	ZANDER	XP
COURSE TOTAL	34	57	36	22	58	2	2	2	2	1	72	212	724.4		
BUS 125 BUS LAW: LEGAL ENVIRONMENT/BUS															
3588	10	17	6	6	4	4	4	1			8	46	138.0	ORR	PT
3590	14	11	10	3	5	5	2	1			5	49	147.0	HILDEBRAND	PT
3591	20	12	7	11	2	2		1			8	49	147.0	ORR	PT
3592	17	14	11	4	1	1					6	48	144.0	HILDEBRAND	PT
3594	5	8	4	4	1	1					5	22	63.0	KELIHER	PT
3595N	8	4	4	4	1	1	1				5	22	66.0	MILLER	PT
3596N	1	3	1	3	1	1	1				13	19	57.0	BERGOVOY	PT
3598N	3	8	14	14	1	1	1				3	21	63.0	MILLS	PT
COURSE TOTAL	78	77	47	25	14	5	14	2	2	1	53	276	825.0		

BUSINESS AND PROFESSIONAL STUDIES

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	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 128 BUSINESS COMMUNICATION															
3602	3.0	27	6			1	2				1	36	108.0	WINSTON	PT
3604	3.0	5	12	4			1				6	28	84.0	KELIHER	
3605	3.0	8	14	4			1				5	32	93.0	KELIHER	
3606	3.0	4	12	2		1	2				7	26	78.0	LESLIE	
3607	3.0	4	10	1			2				5	23	66.0	KELIHER	
3608N	3.0	3	2	1			1				3	10	30.0	CARCIOPPOLO	XP
3609N	3.0	8	6	1			3				3	18	54.0	RILEY	PT
3610N	3.0	11	62	13	3		8	2			10	25	72.0	PETERS	PT
COURSE TOTAL		70									40	198	585.0		
BUS 141 ENTREPRENEURSHIP:MANAG NEW BUS															
3620N	3.0	4	6	3					1		12	26	72.0	RANGUS	PT
COURSE TOTAL		4	6	3					1		12	26	72.0		
BUS 142 PERSONAL SELLING & PERSUASION															
3621N	3.0	6	2								4	12	30.0	OSBOURNE	PT
COURSE TOTAL		6	2								4	12	30.0		
BUS 146 MARKETING															
3625N	3.0	16	5								11	32	96.0	LUND	PT
COURSE TOTAL		16	5								11	32	96.0		
BUS 152 BUSINESS MATHEMATICS															
3639N	2.0	2	6	1		1	1				1	12	24.0	MILLER	PT
COURSE TOTAL		2	6	1		1	1				1	12	24.0		
BUS 155 HUMAN RESOURCES MANAGEMENT															
3641N	3.0	4	7	3			1				1	16	48.0	CARROLL	PT
COURSE TOTAL		4	7	3			1				1	16	48.0		
BUS 156 PRINCIPLES OF MANAGEMENT															
3643N	3.0	2	3	3	1						4	13	39.0	ROGERS	PT
COURSE TOTAL		2	3	3	1						4	13	39.0		
BUS 158 INTRO HOSPITALITY/TOURISM MGMT															
3644	3.0	19	2								8	29	84.0	LUND	PT
COURSE TOTAL		19	2								8	29	84.0		
BUS 176 COMPUTERIZED ACCT APPLICATION															
3662	2.0	3	3	1			1				3	3	6.0	JENSEN	
3664N	2.0	3	3	1			1				3	11	22.0	JENSEN	
COURSE TOTAL		6	3	1			2				3	14	28.0		
BUS 195 FAMILY INCOME MANAGEMENT															
3669	3.0	6	17	4	1			1			12	41	123.0	ENOWITZ	
3670	3.0	5	14	8	1		1				9	38	114.0	ENOWITZ	
3672N	3.0	4	10	1			1				3	19	57.0	KUNIYOSHI	
COURSE TOTAL		15	41	13	2		2	1			24	98	294.0		

BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT	
BUS 229 PROPERTY/LIABILITY INSURANCE																
3674N**	13	0.0	1									2	0.0	LISOWSKY	PT	
COURSE TOTAL													0.0			
BUS 234 COMMERCIAL INSURANCE																
3676N**	13	0.0	1									2	0.0	HAMPTON	PT	
COURSE TOTAL													0.0			
BUS 250 INTRO/INTERNATIONAL BUSINESS							1									
3678N	3.0		8	5	2		1				1	17	51.0	ROGERS	PT	
COURSE TOTAL													51.0			
BUS 251 IMPORT/EXPORT PROCEDURES																
3680N	10	3.2	7	10	7	1	1			1	7	34	49.4	PELLUM	PT	
COURSE TOTAL													49.4			
BUS 253 INTERNATIONAL MARKETING																
3682N	3.0		11	7						1	3	22	66.0	ARTEAGA	PT	
COURSE TOTAL													66.0			
BUS 258 CULTURAL DIMENSION/INTRNTL BUS																
3685N	3.0		10	3								13	39.0	BONILLA	PT	
COURSE TOTAL													39.0			
BUS 265A INTERNSHIP/INTERNATIONAL BUS																
3687**	0.0		3								2	5	0.0	MILLER		
COURSE TOTAL													0.0			
BUS 265B INTERNSHIP/INTERNATIONAL BUS																
3688**	0.0		2									2	0.0	MILLER		
COURSE TOTAL													0.0			
BUS 265C INTERNSHIP/INTERNATIONAL BUS																
3689**	0.0		2									2	0.0	MILLER		
COURSE TOTAL													0.0			
BUS 266 INTERNSHIP/INTERNATIONAL BUS																
3692**	0.0		3								1	4	0.0	MILLER		
COURSE TOTAL													0.0			
SUBJECT TOTAL			377	418	236	56	121	8	4	3	521	1744	5558.4			

\*\* CLASS NOT VALID FOR A.D.A -- NOTED ONLY (NOT INCLUDED IN TOTALS)

BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	
BUS 086 ESSENTIAL SKILL/WRKPLCE SUCCES															
3539	2	4.0							15	5	1	21	9.1	LESLIE	XP
COURSE TOTAL									15	5	1	21	9.1		
BUS 109 ELEMENTARY ACCOUNTING															
3542	3	3.0	3				1				1	8	24.0	LESLIE	
3544N	1	3.0	1				5		1		13	23	63.0	LESLIE	
3545	1	3.0	1		1		6				6	18	54.0	LOACH	
3546	1	3.0	2				9				8	20	60.0	LOACH	
COURSE TOTAL			7		6	1	21		1		28	69	201.0		
BUS 110 INTRODUCTION TO BUSINESS															
3547	5	3.0	8		9	5	5	1			8	40	117.0	SCHARFF	PT
3548	9	3.0	6		7	3	7		1		11	44	132.0	AUBRY	PT
3550N	3	3.0	7		9	8	3		1		8	31	90.0	REILLY	PT
COURSE TOTAL			21		25	8	15		1		27	115	339.0		
BUS 115 HUMAN RELATIONS IN BUSINESS															
3557N	9	3.0	4		4	1	5	1			5	29	87.0	CARROLL	PT
COURSE TOTAL			4		4	1	5	1			5	29	87.0		
BUS 118 RETAIL MANAGEMENT															
3559N	4	3.0	3		3		6				2	18	54.0	CARROLL	PT
COURSE TOTAL			3		3		6				2	18	54.0		
BUS 120 FINANCIAL ACCOUNTING															
3560	2	4.0			5	1					12	20	80.0	MOLOKWU	PT
3561	4	4.0	2		5	2					10	19	76.0	MOLOKWU	PT
3562	1	4.0	3		5	5					20	39	156.0	ASHLEY	XP
3564	8	4.0	8		9	4	5				13	38	45.7	ZANDER	XP
3565	8	8.0	6		12		2				17	45	102.4	ASHLEY	PT
3566	4	4.0	7		8	1	9				17	45	180.0	ASHLEY	PT
3567	2	4.0	9		6	4	2				28	51	204.0	MILLER	PT
3568N	4	4.0	6		7	1	6				28	52	204.0	WELLS	PT
3569N	6	4.0	5		7	2	5				19	44	176.0	HERN	PT
3570	3	4.0	1		1	4	4				31	44	164.0	ZANDER	XP
3571	1	4.0	3		1	5	2				30	42	160.0	ZANDER	XP
COURSE TOTAL			29		66	29	38				225	439	1548.1		
BUS 121 MANAGERIAL ACCOUNTING															
3573	8	4.0	8		11	4	3				12	46	180.0	VOYLES	PT
3574	4	4.0	5		5						15	19	76.0	ASHLEY	XP
3575	8	8.0	4		7		4				10	29	69.5	ASHLEY	XP
3576	8	8.0	3		5	2	2				13	38	91.4	ASHLEY	XP
3578N	9	4.0	11		17	1	4				17	55	220.0	VOYLES	PT
3581	7	4.0	4		4	6	4				11	36	144.0	ZANDER	PT
COURSE TOTAL			35		49	13	13				68	223	780.9		
BUS 125 BUS LAW: LEGAL ENVIRONMENT/BUS															
3586	18	3.0	17		10		1				6	52	156.0	ORR	PT
3588	7	3.0	15		11	1	6				4	44	132.0	HILDEBRAND	PT

BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

S.T.		BUS LAW: LEGAL ENVIRONMENT/BUS (CONT'D)	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
WKS	HRS											
BUS 125	3.0	12										
3589	3.0	13	5	1				1	51	150.0	ORR	PT
3590	3.0	7	2					3	50	150.0	HILDEBRAND	PT
3592	3.0	22	2					8	30	87.0	MILLER	PT
3594N	3.0	6	1					7	40	120.0	KELIHER	XP
3598N	3.0	14	2	1				3	30	90.0	KELIHER	XP
COURSE TOTAL		11	2	1				32	297	885.0		
BUS 128	3.0	82	11	9								
3605	3.0	7						4	32	93.0	KELIHER	PT
3606	3.0	20	1	1				4	30	90.0	KELIHER	PT
3608	3.0	6	2					3	33	99.0	KELIHER	PT
3609	3.0	15						7	17	51.0	RILEY	PT
3610N	3.0	8						3	29	87.0	CARCIOPPOLO	PT
3611N	3.0	22	1	1				4	17	51.0	SCHARFF	PT
3612N	3.0	5						3	32	96.0	CAMARA	PT
3613N	3.0	22	4	3				4	27	78.0	SCHARFF	PT
COURSE TOTAL		85	4	3				32	217	645.0		
BUS 144	3.0	12						6	26	78.0	LUND	PT
3620N	3.0	12						6	26	78.0	LUND	PT
COURSE TOTAL		12						6	26	78.0		
BUS 146	3.0	5						4	30	87.0	SCHARFF	XP
3621	3.0	9	3	1				1	14	42.0	SCHARFF	XP
3622N	3.0	3	1	2				1	44	129.0		
COURSE TOTAL		10	4	2				5	44	129.0		
BUS 156	3.0	9						9	35	102.0	RANGUS	PT
3632N	3.0	9						9	35	102.0	RANGUS	PT
COURSE TOTAL		9						9	35	102.0		
BUS 158	3.0	9						3	18	54.0	LUND	PT
3634	3.0	9						3	18	54.0	LUND	PT
COURSE TOTAL		9						3	18	54.0		
BUS 160	3.0	2						4	13	36.0	REILLY	PT
3643N	3.0	4						4	13	36.0	REILLY	PT
COURSE TOTAL		2						4	13	36.0		
BUS 176	2.0	1						2	4	8.0	AUBRY	PT
3651	2.0	1						2	4	8.0	AUBRY	PT
COURSE TOTAL		1						2	4	8.0		
BUS 195	3.0	4						8	40	120.0	ENOWITZ	PT
3656	3.0	8	1	2				10	31	93.0	ENOWITZ	PT
3657	3.0	4	1	1				4	28	84.0	KUNIYOSHI	PT
3659N	3.0	11	2	5				22	99	297.0		
COURSE TOTAL		19	2	5				22	99	297.0		



BUSINESS AND PROFESSIONAL STUDIES

BUSINESS AND PROFESSIONAL STUDIES

	S.T. WKS	HRS	A	B	C	D	F	I	CR	NC	W	TOTAL ENR	TOTAL WSCH	INSTRUCTOR	PT
BUS 229 PROPERTY/LIABILITY INSURANCE			1				1					3	0.0	HAMPTON	PT
3661N** COURSE TOTAL	13	0.0											0.0		
BUS 233 PERSONAL INSURANCE			1			1						3	0.0	LISOWSKY	PT
3664N** COURSE TOTAL	13	0.0											0.0		
BUS 250 INTRO/INTERNATIONAL BUSINESS			4	4	3						6	25	72.0	ROGERS	PT
3667N COURSE TOTAL	3.0		12	4	3						6	25	72.0		
BUS 252 GLOBAL SOURC, BUY & MANUFACTUR			8	7	8	2	1				4	30	35.7	ROGERS	PT
3669N COURSE TOTAL	8	3.0	17	7	8	2	1				4	30	35.7		
BUS 256 INTRNTL FINANCIAL TRANSACTIONS			17	4	2	1	1				4	28	43.7	ARTEAGA	PT
3671N COURSE TOTAL	11	2.9	17	4	2	1	1				4	28	43.7		
BUS 257 INTERNATIONAL TRANSPORTATION			6	7	7	1	3				1	25	32.9	PELLUM	PT
3673N COURSE TOTAL	8	3.0	6	7	7	1	3				1	25	32.9		
BUS 265A INTERNSHIP/INTERNATIONAL BUS			8	1							1	10	0.0	MILLER	PT
3675** COURSE TOTAL	0.0		8	1							1	10	0.0		
BUS 265B INTERNSHIP/INTERNATIONAL BUS			1									1	0.0	MILLER	PT
3676** COURSE TOTAL	0.0		1									1	0.0		
BUS 265C INTERNSHIP/INTERNATIONAL BUS			2									2	0.0	MILLER	PT
3677** COURSE TOTAL	0.0		2									2	0.0		
BUS 265D INTERNSHIP/INTERNATIONAL BUS			1									2	0.0	MILLER	PT
3678** COURSE TOTAL	0.0		1									2	0.0		
BUS 267 INTERNSHIP/INTERNATIONAL BUS			4	1							1	6	0.0	MILLER	PT
3681** COURSE TOTAL	0.0		4	1							1	6	0.0		
SUBJECT TOTAL			371	403	288	76	124	3	19	5	486	1775	5437.4		

\*\* CLASS NOT VALID FOR A.D.A -- NOTED ONLY (NOT INCLUDED IN TOTALS)

**MMIB – APPENDIX 6**

**RESULTS OF STUDENT SURVEY**

# Grossmont College Department of Management, Marketing, International Business and Hospitality Student Survey

Fall 2006

n=162

1. Indicate the subject/discipline in which you are completing this current survey:

	Frequency	Percent
International Business	63	39.4
Marketing	46	28.8
Management	32	20.0
Hospitality & Tourism	16	10.0
Retail Management	3	1.9
<b>Total</b>	<b>160</b>	<b>100.0</b>
No Response	2	
<b>Total</b>	<b>162</b>	

2. How many courses have you taken in this subject/discipline at Grossmont College? (including this current course and any repeated courses)

	Frequency	Percent
One	77	47.5
Two	25	15.4
Three	8	4.9
More than three	52	32.1
<b>Total</b>	<b>162</b>	<b>100.0</b>

3. Is your major in this subject/discipline?

	Frequency	Percent
Yes	91	57.2
Closely related to major	39	24.5
No	18	11.3
Undecided	11	6.9
<b>Total</b>	<b>159</b>	<b>100.0</b>
No Response	3	
<b>Total</b>	<b>162</b>	

4a. How did you find out about this class?

	Frequency	Percent
Class schedule / College	113	70.2
Grossmont College Counselor	32	19.9
Grossmont Webpage (online)	22	13.7
Friend or family member	17	10.6
Grossmont College Instructor	4	2.5
Student recommendation	4	2.5
Work referral	2	1.2
Grossmont College presentation or special event. (teacher came to class, career day, campus activity)	1	1.0
Other	8	5.0

\*Note: Since respondents are able to select more than one option, the total percent may not equal 100. Percentage is based on the total number of students responding to this item (i.e., 161).

4b. How did you find out about this class? (other)

	Frequency
High School course	2
Cuyamaca College counselor	1
New Horizons program	1
Night classes	1
Rate my professor	1

5a. What is your reason(s) for taking classes in this subject area?

	Frequency	Percent
Required for major	93	58.1
Improve job skills	55	34.4
General interest	52	32.5
Improve basic skills/college success (reading, writing, English, math, computer skills)	18	11.3
Fits my schedule	17	10.6
Transfer	16	10.0
General education requirement	14	8.8
Prerequisite	8	5.0
Other	3	1.9

\*Note: Since respondents are able to select more than one option, the total percent may not equal 100. Percentage is based on the total number of students responding to this item (i.e., 160).

5b. What is your reason(s) for taking classes in this subject area? (other)

	Frequency
Improve persuasion	1
Permission to work	1

6. How many hours per week do you spend studying for this class? (not including class time)

	Frequency	Percent
None	17	10.6
1 - 3 hours	96	59.6
4 - 6 hrs	38	23.6
7 - 10 hours	6	3.7
More than 10 hours	4	2.5
<b>Total</b>	<b>161</b>	<b>100.0</b>
No Response	1	
<b>Total</b>	<b>162</b>	

7. Which of the following helped you learn the material for classes in this subject area best? (select all that apply)

	Frequency	Percent
Lecture	119	74.4
Text	75	46.9
Handouts	70	43.8
Instructor's experience	64	40.0
Quizzes	50	31.3
Homework	44	27.5
Videos/DVDs	29	18.1
Group work in class	21	13.1
Computer presentations	18	11.3
Slides, transparencies	16	10.0
Study groups	7	4.4
Instructor website	4	2.5
Computer Lab	2	1.3
Tutoring	2	1.3

\*Note: Since respondents are able to select more than one option, the total percent may not equal 100. Percentage is based on the total number of students responding to this item (i.e., 160).

8a. What would be your preferred start time(s) for courses to be offered? : Weekdays

	Frequency	Percent
Evening: Monday-Thursday (4pm-9pm)	85	52.8
Morning/Afternoon (9am-3pm)	56	34.8
Evening: Friday (4pm- 9pm)	37	23.0
No preference	32	19.9
Early Morning (7am-8am)	31	19.3

Note: Since respondents are able to select more than one option, the total percent may not be equal to 100. Percentages are based on the total number of respondents to this item (i.e., 161)

j. What would be your preferred start time(s) for courses to be offered?: Saturdays

	Frequency	Percent
No preference	60	37.3
Morning/Afternoon (9am-3pm)	31	19.3
Early Morning (7am-8am)	16	9.9
Evening (4pm-9pm)	11	6.8

Note: Since respondents are able to select more than one option, the total percent may not be equal to 100. Percentages are based on the total number of respondents to this item (i.e., 161)

8c. What would be your preferred start time(s) for courses to be offered? : Sundays

	Frequency	Percent
No preference	64	40.3
Morning/Afternoon (9am-3pm)	20	12.6
Evening (4pm-9pm)	12	7.5
Early Morning (7am-8am)	5	3.1

Note: Since respondents are able to select more than one option, the total percent may not be equal to 100. Percentages are based on the total number of respondents to this item (i.e., 159)

9a. Do you intend to transfer to another institution to continue your education?

	Frequency	Percent
Yes	72	46.2
No	84	53.8
<b>Total</b>	<b>156</b>	<b>100.0</b>
No Response	6	
<b>Total</b>	<b>162</b>	

9b. If yes, which college?

	Frequency
SDSU	23
To a University of California	3
Art Institute	1
Cal Poly	1
Coleman College	1
Cuyamaca	1
Mesa College	1
Out of state	1
University of Hawaii	1

9c. Will you be:

	Frequency	Percent
Full-time	38	60.3
Part-time	25	39.7
<b>Total</b>	<b>63</b>	<b>100.0</b>
No Response	99	
<b>Total</b>	<b>162</b>	

10a. Please indicate how often you use each of the following campus resources: (Bookstore)

	Frequency	Percent
Often: 2-4 times per week	9	5.9
Sometimes: once per week	35	22.9
Rarely: 1-2 times per semester	98	64.1
Never	11	7.2
<b>Total</b>	<b>153</b>	<b>100.0</b>
No Response	5	
N/A	4	
<b>Total</b>	<b>162</b>	

10b. Please indicate how often you use each of the following campus resources: (Career Center)

	Frequency	Percent
Often: 2-4 times per week	4	2.7
Sometimes: once per week	1	.7
Rarely: 1-2 times per semester	47	31.8
Never	96	64.9
<b>Total</b>	<b>148</b>	<b>100.0</b>
No Response	7	
N/A	7	
<b>Total</b>	<b>162</b>	

10c. Please indicate how often you use each of the following campus resources: (Counseling Office)

	Frequency	Percent
Often: 2-4 times per week	5	3.3
Sometimes: once per week	9	6.0
Rarely: 1-2 times per semester	93	61.6
Never	44	29.1
<b>Total</b>	<b>151</b>	<b>100.0</b>
No Response	7	
N/A	4	
<b>Total</b>	<b>162</b>	

10d. Please indicate how often you use each of the following campus resources: (Department chair or coordinator)

	Frequency	Percent
Often: 2-4 times per week	1	.7
Sometimes: once per week	3	2.1
Rarely: 1-2 times per semester	17	11.9
Never	122	85.3
<b>Total</b>	<b>143</b>	<b>100.0</b>
No Response	10	
N/A	9	
<b>Total</b>	<b>162</b>	

10e. Please indicate how often you use each of the following campus resources: (English Writing Lab)

	Frequency	Percent
Often: 2-4 times per week	12	8.4
Sometimes: once per week	12	8.4
Rarely: 1-2 times per semester	28	19.6
Never	91	63.6
<b>Total</b>	<b>143</b>	<b>100.0</b>
No Response	8	
N/A	11	
<b>Total</b>	<b>162</b>	

10f. Please indicate how often you use each of the following campus resources: (LRC: Computer Lab - SETL)

	Frequency	Percent
Often: 2-4 times per week	27	18.5
Sometimes: once per week	19	13.0
Rarely: 1-2 times per semester	23	15.8
Never	77	52.7
<b>Total</b>	<b>146</b>	<b>100.0</b>
No Response	10	
N/A	6	
<b>Total</b>	<b>162</b>	

10g. Please indicate how often you use each of the following campus resources: (LRC: Instructional Media -video carrels)

	Frequency	Percent
Often: 2-4 times per week	1	.7
Sometimes: once per week	3	2.1
Rarely: 1-2 times per semester	13	9.3
Never	123	87.9
<b>Total</b>	<b>140</b>	<b>100.0</b>
No Response	12	
N/A	10	
<b>Total</b>	<b>162</b>	

10h. Please indicate how often you use each of the following campus resources: (LRC: Main Library)

	Frequency	Percent
Often: 2-4 times per week	37	24.3
Sometimes: once per week	38	25.0
Rarely: 1-2 times per semester	35	23.0
Never	42	27.6
<b>Total</b>	<b>152</b>	<b>100.0</b>
No Response	6	
N/A	4	
<b>Total</b>	<b>162</b>	

10i. Please indicate how often you use each of the following campus resources: (Tutoring Center - in LRC)

	Frequency	Percent
Often: 2-4 times per week	8	5.6
Sometimes: once per week	11	7.6
Rarely: 1-2 times per semester	37	25.7
Never	88	61.1
<b>Total</b>	<b>144</b>	<b>100.0</b>
No Response	13	
N/A	5	
<b>Total</b>	<b>162</b>	

10j. Please indicate how often you use each of the following campus resources: (Other)

	Frequency
Math Lab (Often)	1
Tech Mall (Often)	1
Veteran Affairs (Rarely)	1

11. To what extent do you feel you were prepared to take this class? (In terms of your writing skills, ability to work with college texts, etc.)

	Frequency	Percent
To a great extent	58	36.7
To a moderate extent	46	29.1
To a very great extent	46	29.1
To a small extent	8	5.1
<b>Total</b>	<b>158</b>	<b>100.0</b>
No Response	4	
<b>Total</b>	<b>162</b>	

12. Considering your expectations before taking this course, indicate how difficult / easy you feel the course is:

	Frequency	Percent
Much more difficult than expected	5	3.2
More difficult than expected	22	13.9
About as expected	92	58.2
Easier than expected	28	17.7
Much easier than expected	11	7.0
<b>Total</b>	<b>158</b>	<b>100.0</b>
No Response	4	
<b>Total</b>	<b>162</b>	



13. How did you hear about the Grossmont College Management, Marketing, International Business, and Hospitality Programs?

	Frequency
College catalog/ Class Schedule	18
Counselor/ Transfer Center	11
Friends/ Family	13
Online	7
Through a class	4
Work	3

14a. Do you currently have a degree?

	Frequency	Percent
Yes	49	31.4
No	107	68.6
<b>Total</b>	<b>156</b>	<b>100.0</b>
No Response	6	
<b>Total</b>	<b>162</b>	

14b. If yes, in what major? and at what college or university?

	Frequency
Business, University in Japan	3
English, Taylor University	2
English, University in Japan	2
MBA, Fort Hays University	2
Automotive Technology, Cuyamaca	1
Business, Grossmont, CSUSM	1
Business Management, Mendocino Comm. College	1
Criminal Justice, SDSU	1
Electrical Engineering, University of Arizona	1
Electrical Engineering, USD	1
Engineering, SDSU	1
Economics, University in Brazil	1
Exercise Science, Ball University	1
Fine Arts, SDSU	1
Health Science Education, University in Japan	1
IO Psychology, SDSU	1
International Business, Grossmont College	1
International Economics, University in Japan	1
Investment, Asia Pacific University	1
Liberal Studies, Los Positas College	1
Management, University in Japan	1
Photography, Seoul Art College	1
Social Science, SDSU	1
Social Sociology, University in Japan	1
Turism, Slovakia	1
Turism, University in Brazil	1

15. Gender

	Frequency	Percent
Male	82	51.6
Female	77	48.4
<b>Total</b>	<b>159</b>	<b>100.0</b>
No Response	3	
<b>Total</b>	<b>162</b>	

16. Age

	Frequency	Percent
Under 20	10	6.3
20-24	66	41.5
25-29	43	27.0
30-49	38	23.9
50 or older	2	1.3
<b>Total</b>	<b>159</b>	<b>100.0</b>
No Response	3	
<b>Total</b>	<b>162</b>	

17. Ethnicity (mark one)

	Frequency	Percent
White, Non-Hispanic and not of Middle Eastern descent	64	40.5
Asian	52	32.9
Hispanic	25	15.8
Black	5	3.2
Filipino	3	1.9
Middle Eastern	2	1.3
Native American	2	1.3
Pacific Islander	1	.6
Other	4	2.5
<b>Total</b>	<b>158</b>	<b>100.0</b>
No Response	4	
<b>Total</b>	<b>162</b>	

18. Primary Language (mark one)

	Frequency	Percent
English	88	57.9
Japanese	35	23.0
Korean	8	5.3
Spanish	5	3.3
Russian	3	2.0
Italian	2	1.3
Arabic/Chaldean	1	.7
Chinese	1	.7
French	1	.7
Other	8	5.3
<b>Total</b>	<b>152</b>	<b>100.0</b>
No Response	10	
<b>Total</b>	<b>162</b>	

18. Primary Language (other)

	Frequency
Portuguese	4
Thai	4
Hungarian	1
Swedish	1

## Comments

1. Awesome teacher Priscilla Rogers.
2. I would like a more flexible class schedule, a lot of classes I needed were too early, I work full time.
3. Mrs. Carroll is great teacher.
4. I would like more tutoring services.
5. The cafeteria is too expensive for students, it should be cheaper.
6. Great class! The teacher made the subject interesting.
7. Please bring more guess speakers.
8. The more courses and offerings, the better.
9. I wish you offered more marketing classes. Sometimes I can't take a class because it is offered only in spring or fall semesters.
10. Great classes and good instructors.
11. This class has been helpful in making my decision to pursue a degree and career in hospitality management.
12. Books cost too much.
13. The Schedule times for the HTM courses is great, other colleges offer minimal HTM courses only during mid-day which do no accommodate working students.
14. I want to get the quiz questions to study myself.
15. Mr. Lund is a wonderful teacher.
16. Please continue the Business program and related courses.
17. More online courses.
18. Professor Rangus is the best management teacher at Grossmont College.
19. I am very pleased to have Pat as my instructor. She always has offered me help and good advice. I look forward to taking more classes with her.
20. Tests are hard.

**MMIB – APPENDIX 7**

**STATISTICAL DATA: OUTCOMES PROFILE**

Gender	Success and Retention by Gender Fall 2001									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Male	156	73.2%	27	12.7%	30	14.1%	183	85.9%	213	100.0%
Female	216	83.1%	19	7.3%	25	9.6%	235	90.4%	260	100.0%
Not Reported	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	100.0%
<b>Total</b>	<b>372</b>	<b>78.6%</b>	<b>46</b>	<b>9.7%</b>	<b>55</b>	<b>11.6%</b>	<b>418</b>	<b>88.4%</b>	<b>473</b>	<b>100.0%</b>

Gender	Success and Retention by Gender Fall 2002									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Male	172	67.7%	23	9.1%	59	23.2%	195	76.8%	254	100.0%
Female	225	80.4%	10	3.6%	45	16.1%	235	83.9%	280	100.0%
Not Reported	2	100.0%	0	0.0%	0	0.0%	2	100.0%	2	100.0%
<b>Total</b>	<b>399</b>	<b>74.4%</b>	<b>33</b>	<b>6.2%</b>	<b>104</b>	<b>19.4%</b>	<b>432</b>	<b>80.6%</b>	<b>536</b>	<b>100.0%</b>

Gender	Success and Retention by Gender Fall 2003									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Male	114	62.3%	31	16.9%	38	20.8%	145	79.2%	183	100.0%
Female	157	77.0%	15	7.4%	32	15.7%	172	84.3%	204	100.0%
Not Reported	1	100.0%	0	0.0%	0	0.0%	1	100.0%	1	100.0%
<b>Total</b>	<b>272</b>	<b>70.1%</b>	<b>46</b>	<b>11.9%</b>	<b>70</b>	<b>18.0%</b>	<b>318</b>	<b>82.0%</b>	<b>388</b>	<b>100.0%</b>

Gender	Success and Retention by Gender Fall 2004									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Male	106	72.1%	21	14.3%	20	13.6%	127	86.4%	147	100.0%
Female	102	65.8%	15	9.7%	38	24.5%	117	75.5%	155	100.0%
Not Reported	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	100.0%
<b>Total</b>	<b>208</b>	<b>68.9%</b>	<b>36</b>	<b>11.9%</b>	<b>58</b>	<b>19.2%</b>	<b>244</b>	<b>80.8%</b>	<b>302</b>	<b>100.0%</b>

Gender	Success and Retention by Gender Fall 2005									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Male	64	61.5%	7	6.7%	33	31.7%	71	68.3%	104	99.9%
Female	113	80.7%	0	0.0%	27	19.3%	113	80.7%	140	100.0%
Not Reported	2	100.0%	0	0.0%	0	0.0%	2	100.0%	2	100.0%
<b>Total</b>	<b>179</b>	<b>72.8%</b>	<b>7</b>	<b>2.8%</b>	<b>60</b>	<b>24.4%</b>	<b>186</b>	<b>75.6%</b>	<b>246</b>	<b>100.0%</b>

Age	Success and Retention by Age Fall 2001									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Less than 20	29	50.0%	14	24.1%	15	25.9%	43	74.1%	58	100.0%
20 - 24	122	73.1%	21	12.6%	24	14.4%	143	85.6%	167	100.1%
25 - 29	97	88.2%	5	4.5%	8	7.3%	102	92.7%	110	100.0%
30 - 49	111	88.8%	6	4.8%	8	6.4%	117	93.6%	125	100.0%
50+	13	100.0%	0	0.0%	0	0.0%	13	0.0%	13	100.0%
<b>Total</b>	<b>372</b>	<b>78.6%</b>	<b>46</b>	<b>9.7%</b>	<b>55</b>	<b>11.6%</b>	<b>418</b>	<b>88.4%</b>	<b>473</b>	<b>100.0%</b>

Age	Success and Retention by Age Fall 2002									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Less than 20	44	57.1%	6	7.8%	27	35.1%	50	64.9%	77	100.0%
20 - 24	101	64.7%	14	9.0%	41	26.3%	115	73.7%	156	100.0%
25 - 29	122	84.7%	8	5.6%	14	9.7%	130	90.3%	144	100.0%
30 - 49	120	83.9%	5	3.5%	18	12.6%	125	87.4%	143	100.0%
50+	12	75.0%	0	0.0%	4	25.0%	12	0.0%	16	100.0%
<b>Total</b>	<b>399</b>	<b>74.4%</b>	<b>33</b>	<b>6.2%</b>	<b>104</b>	<b>19.4%</b>	<b>432</b>	<b>80.6%</b>	<b>536</b>	<b>100.0%</b>

Age	Success and Retention by Age Fall 2003									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Less than 20	34	56.7%	7	11.7%	19	31.7%	41	68.3%	60	100.0%
20 - 24	92	65.2%	22	15.6%	27	19.1%	114	80.9%	141	99.9%
25 - 29	65	73.0%	12	13.5%	12	13.5%	77	86.5%	89	100.0%
30 - 49	70	81.4%	5	5.8%	11	12.8%	75	87.2%	86	100.0%
50+	11	91.7%	0	0.0%	1	8.3%	11	0.0%	12	100.0%
<b>Total</b>	<b>272</b>	<b>70.1%</b>	<b>46</b>	<b>11.9%</b>	<b>70</b>	<b>18.0%</b>	<b>318</b>	<b>82.0%</b>	<b>388</b>	<b>100.0%</b>

Age	Success and Retention by Age Fall 2004									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Less than 20	31	51.7%	15	25.0%	14	23.3%	46	76.7%	60	100.0%
20 - 24	72	68.6%	11	10.5%	22	21.0%	83	79.0%	105	100.1%
25 - 29	52	86.7%	4	6.7%	4	6.7%	56	93.3%	60	100.1%
30 - 49	45	69.2%	5	7.7%	15	23.1%	50	76.9%	65	100.0%
50+	8	66.7%	1	8.3%	3	25.0%	9	0.0%	12	100.0%
<b>Total</b>	<b>208</b>	<b>68.9%</b>	<b>36</b>	<b>11.9%</b>	<b>58</b>	<b>19.2%</b>	<b>244</b>	<b>80.8%</b>	<b>302</b>	<b>100.0%</b>

Age	Success and Retention by Age Fall 2005									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Less than 20	17	65.4%	0	0.0%	9	34.6%	17	65.4%	26	100.0%
20 - 24	70	74.5%	2	2.1%	22	23.4%	72	76.6%	94	100.0%
25 - 29	35	81.4%	1	2.3%	7	16.3%	36	83.7%	43	100.0%

30 - 49	52	72.2%	1	1.4%	19	26.4%	53	73.6%	72	100.0%
50+	5	45.5%	3	27.3%	3	27.3%	8	0.0%	11	100.1%
<b>Total</b>	<b>179</b>	<b>72.8%</b>	<b>7</b>	<b>2.8%</b>	<b>60</b>	<b>24.4%</b>	<b>186</b>	<b>75.6%</b>	<b>246</b>	<b>100.0%</b>

Ethnicity	Success and Retention by Ethnicity Fall 2001									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Asian	110	90.2%	7	5.7%	5	4.1%	117	95.9%	122	100.0%
Black non-Hispanic	15	68.2%	3	13.6%	4	18.2%	18	81.8%	22	100.0%
Filipino	1	50.0%	1	50.0%	0	0.0%	2	100.0%	2	100.0%
Hispanic	42	71.2%	9	15.3%	8	13.6%	51	86.4%	59	100.1%
American Indian/Alaskan Native	7	70.0%	2	20.0%	1	10.0%	9	90.0%	10	100.0%
Other	17	65.4%	2	7.7%	7	26.9%	19	73.1%	26	100.0%
Pacific Islander	3	75.0%	1	25.0%	0	0.0%	4	100.0%	4	100.0%
White non-Hispanic	176	78.2%	20	8.9%	29	12.9%	196	87.1%	225	100.0%
Unknown	1	33.3%	1	33.3%	1	33.3%	2	66.7%	3	99.9%
<b>Total</b>	<b>372</b>	<b>78.6%</b>	<b>46</b>	<b>9.7%</b>	<b>55</b>	<b>11.6%</b>	<b>418</b>	<b>88.4%</b>	<b>473</b>	<b>100.0%</b>

Ethnicity	Success and Retention by Ethnicity Fall 2002									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Asian	65	86.7%	5	6.7%	5	6.7%	70	93.3%	75	100.0%
Black non-Hispanic	21	63.6%	6	18.2%	6	18.2%	27	81.8%	33	100.0%
Filipino	3	50.0%	1	16.7%	2	33.3%	4	66.7%	6	100.0%
Hispanic	48	64.9%	5	6.8%	21	28.4%	53	71.6%	74	100.1%
American Indian/Alaskan Native	2	28.6%	1	14.3%	4	57.1%	3	42.9%	7	100.0%
Other	20	80.0%	3	12.0%	2	8.0%	23	92.0%	25	100.0%
Pacific Islander	2	50.0%	0	0.0%	2	50.0%	2	50.0%	4	100.0%
White non-Hispanic	225	75.8%	12	4.0%	60	20.2%	237	79.8%	297	100.0%
Unknown	13	86.7%	0	0.0%	2	13.3%	13	86.7%	15	100.0%
<b>Total</b>	<b>399</b>	<b>74.4%</b>	<b>33</b>	<b>6.2%</b>	<b>104</b>	<b>19.4%</b>	<b>432</b>	<b>80.6%</b>	<b>536</b>	<b>100.0%</b>

Ethnicity	Success and Retention by Ethnicity Fall 2003									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Asian	94	92.2%	6	5.9%	2	2.0%	100	98.0%	102	100.0%
Black non-Hispanic	7	43.8%	4	25.0%	5	31.3%	11	68.8%	16	100.1%
Filipino	5	100.0%	0	0.0%	0	0.0%	5	100.0%	5	100.0%
Hispanic	36	60.0%	13	21.7%	11	18.3%	49	81.7%	60	100.0%
American Indian/Alaskan Native	3	75.0%	0	0.0%	1	25.0%	3	75.0%	4	100.0%
Other	4	57.1%	0	0.0%	3	42.9%	4	57.1%	7	100.0%
Pacific Islander	0	0.0%	0	0.0%	1	100.0%	0	0.0%	1	100.0%
White non-Hispanic	112	63.6%	22	12.5%	42	23.9%	134	76.1%	176	100.0%
Unknown	11	64.7%	1	5.9%	5	29.4%	12	70.6%	17	100.0%
<b>Total</b>	<b>272</b>	<b>70.1%</b>	<b>46</b>	<b>11.9%</b>	<b>70</b>	<b>18.0%</b>	<b>318</b>	<b>82.0%</b>	<b>388</b>	<b>100.0%</b>

Ethnicity	Success and Retention by Ethnicity Fall 2004									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Asian	43	89.6%	3	6.3%	2	4.2%	46	95.8%	48	100.0%
Black non-Hispanic	8	36.4%	4	18.2%	10	45.5%	12	54.5%	22	100.1%
Filipino	5	45.5%	2	18.2%	4	36.4%	7	63.6%	11	100.1%



Hispanic	36	66.7%	7	13.0%	11	20.4%	43	79.6%	54	100.1%
American Indian/Alaskan Native	1	50.0%	1	50.0%	0	0.0%	2	100.0%	2	100.0%
Other	6	54.5%	3	27.3%	2	18.2%	9	81.8%	11	100.0%
Pacific Islander	2	66.7%	1	33.3%	0	0.0%	3	100.0%	3	100.0%
White non-Hispanic	92	70.8%	14	10.8%	24	18.5%	106	81.5%	130	100.1%
Unknown	15	71.4%	1	4.8%	5	23.8%	16	76.2%	21	100.0%
<b>Total</b>	<b>208</b>	<b>68.9%</b>	<b>36</b>	<b>11.9%</b>	<b>58</b>	<b>19.2%</b>	<b>244</b>	<b>80.8%</b>	<b>302</b>	<b>100.0%</b>

Ethnicity	Success and Retention by Ethnicity Fall 2005									
	Success		No Success		Withdrawal		Retention		Total	
	N	%	N	%	N	%	N	%	N	%
Asian	55	88.7%	2	3.2%	5	8.1%	57	91.9%	62	100.0%
Black non-Hispanic	3	33.3%	0	0.0%	6	66.7%	3	33.3%	9	100.0%
Filipino	5	55.6%	0	0.0%	4	44.4%	5	55.6%	9	100.0%
Hispanic	28	66.7%	2	4.8%	12	28.6%	30	71.4%	42	100.1%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%	0	#DIV/0!	0	0.0%
Other	2	50.0%	0	0.0%	2	50.0%	2	50.0%	4	100.0%
Pacific Islander	0	0.0%	0	0.0%	1	100.0%	0	0.0%	1	100.0%
White non-Hispanic	77	72.0%	3	2.8%	27	25.2%	80	74.8%	107	100.0%
Unknown	9	75.0%	0	0.0%	3	25.0%	9	75.0%	12	100.0%
<b>Total</b>	<b>179</b>	<b>72.8%</b>	<b>7</b>	<b>2.8%</b>	<b>60</b>	<b>24.4%</b>	<b>186</b>	<b>75.6%</b>	<b>246</b>	<b>100.0%</b>

	<b>Degrees and Certificates Awarded by Semester</b>									
	<b>Academic Year 2001-2002</b>			<b>Academic Year 2002-2003</b>			<b>Academic Year 2003-2004</b>			<b>Acader</b>
	<b>Fall 2001</b>	<b>Spring 2002</b>	<b>Summer 2002</b>	<b>Fall 2002</b>	<b>Spring 2003</b>	<b>Summer 2003</b>	<b>Fall 2003</b>	<b>Spring 2004</b>	<b>Summer 2004</b>	<b>Fall 2004</b>
<b>Gender</b>	N	N	N	N	N	N	N	N	N	N
<b>Degrees</b>	9	14	1	7	12	1	7	8	2	5
<b>Certificates</b>	8	16	2	14	14	1	11	14	5	7
<b>Total</b>	<b>17</b>	<b>30</b>	<b>3</b>	<b>21</b>	<b>26</b>	<b>2</b>	<b>18</b>	<b>22</b>	<b>7</b>	<b>12</b>

Academic Year 2004-2005		Academic Year 2005-2006	
Spring 2005	Summer 2005	Fall 2005	Spring 2006
N	N	N	N
8	0	5	9
11	3	4	7
19	3	9	16

**MMIB – APPENDIX 8**

**EFFICIENCY REPORT**

**Grossmont College**  
**Efficiency**  
**(Earned WSCH/FTEF)**

**Grossmont College Efficiency Report**

	2000 - Fall	2001 - Spring	2001 - Fall	2002 - Spring	2002 - Fall	2003 - Spring	2003 - Fall	2004 - Spring	2004 - Fall	2005 - Spring	2005 - Fall	2006 - Spring
ANTH	670	610	555	719	668	700	685	706	698	601	647	581
AOJ	444	412	487	487	540	538	570	569	560	524	483	478
ARBC	405	390	383	325	345	295	351	410	350	298	365	331
ART	524	514	514	491	506	516	505	500	485	459	447	430
ASL	464	455	430	473	417	449	466	433	363	363	354	386
ASTR	626	440	631	612	592	565	547	565	545	504	514	451
BIO	638	634	673	696	763	720	760	758	729	765	723	692
BOT	N/A	N/A	462	446	491	500	552	386	364	341	350	257
BUS	483	459	453	512	543	555	573	530	505	468	469	472
CA	N/A	N/A	433	426	296	377	350	399	401	387	362	371
CCS	423	498	491	483	488	476	539	483	425	415	482	473
CD	501	451	500	509	547	522	511	523	530	502	525	430
CHEM	451	463	454	489	530	533	559	562	518	530	556	526
CHIN	N/A	N/A	N/A	N/A	450	435	255	435	465	360	405	450
COMM	461	437	445	446	460	431	464	437	435	425	417	386
CSIS	469	455	428	410	392	381	419	392	414	384	377	395
CVTE	386	368	285	265	360	329	366	339	385	357	357	346
DANC	404	419	423	454	411	480	395	444	443	419	429	376
ECON	795	667	747	745	736	736	778	747	649	639	614	765
ED	300	353	150	269	379	161	210	210	195	270	203	268
ENGL	375	346	361	344	381	369	366	354	354	335	345	311
ES	531	463	564	509	573	484	535	495	536	460	481	435
ESL	368	366	378	381	401	375	375	351	350	331	326	322
FACS	515	478	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FREN	371	375	367	370	347	367	380	384	347	337	318	305
FS	N/A	N/A	581	457	623	534	608	656	540	566	477	471
GEOG	558	535	567	568	585	543	583	532	530	498	482	447
GEOL	533	480	456	495	480	485	490	422	376	371	411	343
GERM	337	369	315	345	379	424	456	392	367	377	315	359
HED	614	625	737	725	871	776	848	799	819	734	694	765
HESC	293	282	294	327	381	516	510	254	473	159	609	256
HIST	532	537	552	591	570	618	614	601	605	561	545	499
HUM	553	528	535	610	576	534	526	515	466	448	392	371
ITAL	526	480	435	350	300	465	503	458	465	420	420	285
JAPN	417	366	408	353	437	341	433	468	471	444	473	443
LIR	N/A	N/A	N/A	N/A	N/A	N/A	373	N/A	164	373	239	294
MATH	593	526	592	572	629	584	613	565	593	499	545	462
MCOM	416	422	386	396	402	421	391	405	395	399	363	375
MM	N/A	N/A	255	270	N/A	291	N/A	206	N/A	137	N/A	N/A
MUS	459	485	473	464	462	491	465	499	472	487	430	414
NURS	278	334	271	248	247	228	253	235	250	254	207	241
OCEA	485	443	528	424	495	453	509	547	473	518	518	536
OTA	335	305	220	122	187	212	245	238	241	218	303	390
PDC	470	398	470	470	452	386	416	391	438	342	431	331
PDSS	613	629	739	640	1739	849	842	1631	802	1577	1730	1486
PHIL	555	552	541	594	560	588	595	594	539	490	468	422
PHYC	422	405	405	378	482	444	444	402	452	387	403	371
POSC	613	575	596	627	665	622	641	638	637	602	526	508
PSC	578	464	572	486	609	492	572	648	600	568	512	414

**Grossmont College**  
**Efficiency**  
**(Earned WSCH/FTEF)**

	2000 - Fall	2001 - Spring	2001 - Fall	2002 - Spring	2002 - Fall	2003 - Spring	2003 - Fall	2004 - Spring	2004 - Fall	2005 - Spring	2005 - Fall	2006 - Spring
<b>PSY</b>	686	624	651	673	704	709	684	638	627	622	579	545
<b>RELG</b>	671	660	564	675	520	621	483	576	515	591	413	413
<b>RESP</b>	201	159	173	158	166	150	182	144	209	184	230	188
<b>RUSS</b>	324	360	234	271	349	344	335	330	335	297	271	230
<b>SCI</b>	538	474	422	499	508	579	598	489	505	394	515	384
<b>SLPA</b>	N/A	N/A	225	255	262	195	220	195	268	215	208	184
<b>SOC</b>	644	534	673	630	716	668	680	681	662	568	603	487
<b>SPAN</b>	397	363	384	401	402	384	397	388	362	352	333	330
<b>SPDV</b>	85	96	109	100	103	112	83	108	68	88	58	92
<b>THTR</b>	329	319	324	338	308	312	309	303	313	295	299	287
<b>Total</b>	479	453	470	468	493	478	492	472	474	442	440	411

**MMIB – APPENDIX 9**

**DEGREES AND CERTIFICATES AWARDED**

**Degrees and Certificates Awarded by Semester**

	Academic Year 2001-2002						Academic Year 2002-2003						Academic Year 2003-2004						Academic Year 2004-2005						Academic Year 2005-2006			
	Fall 2001		Spring 2002		Summer 2002		Fall 2002		Spring 2003		Summer 2003		Fall 2003		Spring 2004		Summer 2004		Fall 2004		Spring 2005		Summer 2005		Fall 2005		Spring 2006	
	N		N		N		N		N		N		N		N		N		N		N		N		N		N	
<b>Gender</b>	N		N		N		N		N		N		N		N		N		N		N		N		N		N	
<b>Degrees</b>	9	14	1		12	1	7		8	8	2	7		8	8	2	5		5	5	8	0	5		5	5	9	
<b>Certificates</b>	8	16	2		14	1	14		14	14	1	11		14	14	5	7		7	7	11	3	4		4	4	7	
<b>Total</b>	17	30	3		21	2	18		22	22	7	12		19	19	7	12		12	12	19	3	9		9	9	16	



**MMIB – APPENDIX 10**

**SABBATICALS, CONFERENCES, WORKSHOPS AND STAFF  
DEVELOPMENT ACTIVITIES**

<b>10. Sabbaticals, Conference, Workshop and Staff Development Activities</b>	
<b>NAME</b>	<b>ACTIVITY</b>
<b>Carlos Arteage</b>	AACC - American Association of Clinical Chemistry International Conference & Trade Show Washington, DC
	RELEVANCE International Marketing
	SBPC - Brazilian Society of Clinical Pathology International Conference & Trade Show Sao Paulo, Brazil
	RELEVANCE International Business
	International Trade Shows in Germany, Mexico, Argentina & Chile
	RELEVANCE International Business & Financial Transactions
<b>Olivia Carroll</b>	Employment Law Seminars
	RELEVANCE Human Resource Management
	Investigation Training Seminar
	RELEVANCE Human Resource Management
	Conducted 23 Sexual Harassment Training Classes
	RELEVANCE Sexual Harassment Training
	Conducted 4 Business Ethics Training Classes
	RELEVANCE Ethics in Management
	Conducted 5 Diversity Training Classes
	RELEVANCE Diversity in the Workplace
<b>Eric Lund</b>	National University - San Diego Completed Bachelors Degree Business Administration
	RELEVANCE Business Management Business Marketing
	National University - San Diego 15 Units of Masters Degree Completed Instructional Technology
	RELEVANCE Distance Education
	ED214 - Cuyamaca College
	RELEVANCE Distance Education

<b>Lance Montalto</b>	GAPSEMC - Recruiting & Marketing to Students Strategies, Techniques & Secrets on recruiting Students.	Marketing Education Skills
	AACSB - Development and Communication Conference	Strategic Marketing Education
	AMA - Marketing Higher Education Symposium	Marketing
	MGSM Marketing Staff Retreat	Marketing
<b>Nate Scharff</b>	Podcasting Seminar	Learned about podcasting as a teaching tool.
Conferences/Staff Development	Held by @One Summer Institute June 13 – 15, 2006	
	Freelance Consumer Research Project for Jack in the Box Weeks of 5/29 – 7/31	Coordinated and finalized consumer focus group and field research studies for new product launches. Relevant experience for my marketing Courses (specifically, market research and new product development)
<b>Professional Development:</b>		
Tuesday, 8/15/06	Meet 05/06 Faculty Distance Education Track 1: <i>Judy Zander</i> Attention Deficit Hyperactivity Disorder: <i>Scott Barr</i> B.P.S. Division Meeting Business Dept. Meeting Distance Ed Track 2. Beginning Blackboard	Distance Education  Classroom Procedures
Wednesday, 8/16/06	Cottonwood Golf Course. Joint Summit Lunch	Distance Education
Thursday, 8/17/06	Joint Summit United Faculty Meeting	

	New FT Faculty Orientation	
<b>Priscilla Rogers</b>	ED 214 - Cuyamaca College	Distance Education
<b>Professional Development</b>	Educating the Global Citizen - Presenter	International Business & Diversity
	Beginning Front Page	Program Web Page
	Intermediate Front Page	Program Web Page
	Web CT Training	Distance Education
	Intro to Pedagogy I & II - Online Learning	Distance Education
	Beginning Blackboard	Distance Education
	Intermediate Blackboard	Distance Education
	Integrating Student Success	Distance Education
	International Business & Tech Issues	International Business
	Articulation & Transfer	Student Issues

**MMIB – APPENDIX 11**

**DEPARTMENT EQUIVALENCIES**

## **APPENDIX 11**

### **MMIB - DEPARTMENT EQUIVALENCIES**

**There seems to be some confusion between the Vice President of Academic Affairs Office and Personnel with regard to the equivalencies. This is the list as carried by the department:**

**Full-Time Faculty: Rogers, Priscilla E.**

**Adjunct Faculty: Arteaga, Carlos**

**Luna, DeAnna**

**Lund, Eric**

**MMIB – APPENDIX 12**

**SUBJECT WSCH ANALYSIS REPORT**

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES

\*\*\* CENSUS CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	MAX WSCH	EARNED WSCH	EARNED WSCH	% OF MAX
					WSCH/FTEF	WSCH	WSCH/FTEF	
A0J 110	210500	1.800	1260.00	700.00	1287.00	715.00	102.14	
A0J 111	210530	.200	135.00	675.00	48.00	240.00	35.55	
A0J 120	210500	.200	105.00	525.00	54.00	270.00	51.42	
A0J 125	210500	.200	150.00	750.00	93.00	465.00	62.00	
A0J 128	210500	.111	44.00	396.39	48.00	432.43	109.09	
A0J 130	210500	.222	88.00	396.39	90.00	405.40	102.27	
A0J 148	210500	.283	110.00	388.69	110.00	388.69	100.00	
A0J 150	210500	.350	120.00	342.85	180.00	514.28	150.00	
A0J 199	210500	.600	9.00	9.00	9.00	9.00	100.00	
A0J 200	210500	.200	420.00	700.00	393.00	655.00	93.57	
A0J 201	210530	.200	135.00	675.00	36.00	180.00	26.66	
A0J 202	210500	.200	135.00	675.00	138.00	690.00	102.22	
A0J 204	210500	.200	135.00	675.00	75.00	375.00	55.55	
A0J 206	210500	.700	150.00	750.00	171.00	855.00	114.00	
A0J 218	210500	.350	240.00	342.85	278.00	222.85	65.00	
A0J 220	210500	.200	105.00	525.00	93.00	465.00	88.57	
A0J 230	210500	.200	105.00	525.00	111.00	555.00	105.71	
A0J 240	210500	.350	120.00	342.85	192.00	548.57	160.00	
A0J 252	210500	.283	100.00	353.35	140.00	494.69	140.00	
A0J 254	210500	6.849	3786.00	552.78	3580.00	522.70	94.55	
*****	A0J							
B0T 101	051400	.325	18.00	55.38	144.00	443.07	800.00	
B0T 107	051400	.266	120.00	451.12	86.00	323.30	71.66	
*****	B0T	.591	138.00	233.50	230.00	389.17	166.66	
BUS 109	051400	.600	420.00	700.00	405.00	675.00	96.42	
BUS 110	050100	.600	396.00	660.00	360.00	600.00	90.90	
BUS 114	051400	.400	36.00	36.00	40.00	40.00	111.11	
BUS 115	050600	.200	300.00	750.00	186.00	465.00	62.00	
BUS 116	051420	.200	150.00	750.00	63.00	315.00	42.00	
BUS 118	050950	.869	175.00	375.00	54.00	270.00	72.00	
BUS 120	050200	1.335	1400.00	749.06	1208.00	646.33	86.28	
BUS 121	050200	1.267	1000.00	749.06	632.00	473.40	63.20	
BUS 122	050200	1.400	1000.00	374.53	32.00	119.85	32.00	
BUS 125	050100	1.400	1050.00	750.00	723.00	516.42	68.85	
BUS 127	051400	1.750	60.00	150.00	162.00	405.00	270.00	
BUS 128	050100	.200	699.00	399.42	6	396.00	99.14	
BUS 140	050600	.400	150.00	750.00	51.00	255.00	34.00	
BUS 144	050900	.134	144.00	720.00	30.00	150.00	20.83	
BUS 146	050950	.133	75.00	559.70	261.00	652.50	87.00	
BUS 147A	050100	.200	60.00	451.12	40.00	298.50	53.33	
BUS 152	050600	.400	150.00	750.00	32.00	240.60	30.00	
BUS 155	050600	.200	300.00	750.00	45.00	225.50	39.00	
BUS 156	051400	.266	90.00	450.00	63.00	315.00	70.00	
BUS 163	050200	.150	45.00	300.00	84.00	315.78	133.33	
BUS 176	050200	.800	540.00	675.00	369.00	400.00	68.33	
BUS 179	130400	.800	18.00	18.00	18.00	18.00	100.00	
BUS 195	050600							
BUS 199	050600							

210500



DIVISION -- BUSINESS AND PROFESSIONAL STUDIES \*\*\* CENSUS CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
BUS 216	051400	.566	200.00	353.35	135.00	238.51	67.50
BUS 250	050990	.200	150.00	750.00	87.00	435.00	58.00
BUS 253	050990	.200	150.00	750.00	123.00	615.00	82.00
BUS 258	050990	.200	96.00	480.00	81.00	405.00	84.37
*****	BUS	13.270	8244.00	621.25	6154.00	463.75	74.64
CA 166	130630	.067	25.00	373.13	28.00	417.91	112.00
*****	CA	.067	25.00	373.13	28.00	417.91	112.00
CD 109	130510	.150	66.00	440.00	30.00	200.00	45.45
CD 111	130510	.150	66.00	440.00	54.00	360.00	81.81
CD 123	130510	.200	108.00	540.00	87.00	435.00	80.55
CD 124	130510	.200	135.00	675.00	81.00	405.00	60.00
CD 125	130510	2.400	1884.00	785.00	1536.00	640.00	81.52
CD 126	130510	.600	405.00	675.00	234.00	390.00	57.77
CD 127	130510	.200	135.00	675.00	135.00	675.00	100.00
CD 128	130510	.200	135.00	675.00	123.00	615.00	91.11
CD 129	130510	.400	270.00	675.00	171.00	427.50	63.33
CD 130	130510	.200	111.00	555.00	93.00	465.00	83.78
CD 131	130510	.600	405.00	675.00	234.00	390.00	57.77
CD 132	130510	.200	66.00	330.00	48.00	240.00	72.72
CD 134	130510	.200	135.00	675.00	66.00	330.00	48.88
CD 137	130510	.200	135.00	675.00	147.00	735.00	98.00
CD 141	130510	.200	111.00	555.00	81.00	405.00	60.00
CD 145	130510	.200	135.00	675.00	45.00	225.00	40.54
CD 299	130510	.200	135.00	675.00	117.00	585.00	86.66
*****	CD	6.500	4452.00	684.92	3282.00	504.92	73.71
CSIS105	070300	.849	600.00	706.71	515.00	606.59	85.83
CSIS110	070300	5.950	3864.00	649.41	3276.00	550.58	84.78
CSIS112	070300	.800	300.00	375.00	270.00	337.50	90.00
CSIS113	070300	.600	216.00	360.00	210.00	350.00	97.22
CSIS114	070300	.283	200.00	706.71	165.00	583.03	82.50
CSIS115	070300	.350	144.00	411.42	126.00	360.00	87.50
CSIS119	070300	.800	372.00	465.00	297.00	371.25	79.83
CSIS132	070300	.284	120.00	422.53	112.50	396.12	93.75
CSIS134	070300	.849	390.00	459.36	380.00	447.58	97.43
CSIS135	070300	.283	120.00	424.02	120.00	424.02	100.00
CSIS136	070300	.283	120.00	424.02	120.00	424.02	100.00
CSIS140	070300	.350	144.00	411.42	120.00	342.85	83.33
CSIS141	070300	.217	104.00	479.26	40.00	184.33	38.46
CSIS151D	070300	1.000	438.00	438.00	309.00	309.00	70.54
CSIS165	070300	.350	144.00	411.42	48.00	137.14	33.33
CSIS172	070300	.266	148.00	556.39	102.00	383.45	68.91
CSIS173B	070300	.133	100.00	751.87	38.00	285.71	38.00
CSIS174B	070300	.133	200.00	1503.75	68.00	511.27	34.00
CSIS175B	070300	.133	100.00	751.87	50.00	375.93	50.00
CSIS177A	070300	.350	150.00	750.00	63.00	315.00	42.00
CSIS190	069900	.350	144.00	411.42	138.00	394.28	95.83
CSIS195	070300	.167	72.00	431.13	87.00	320.93	120.83

SUBJECT TOP	TOTAL FTEF	MAX WSCH	MAX WSCH / FTEF	EARNED WSCH	EARNED WSCH / FTEF	% OF MAX
AOJ 102	.364	112.00	307.10	91.00	249.52	81.25
AOJ 103	.470	190.97	406.31	109.13	232.19	57.14
AOJ 200	.200	135.00	675.00	60.00	300.00	44.44
AOJ	1.034	437.97	423.28	260.13	251.40	59.39
BOT 299	.067	30.00	447.76	4.00	59.70	13.33
BOT	.067	30.00	447.76	4.00	59.70	13.33
BUS 120	.267	100.00	374.53	86.00	322.09	86.00
BUS 121	.267	100.00	374.53	112.00	419.47	112.00
BUS 164	.133	60.00	451.12	34.00	255.63	56.66
BUS 251	.133	60.00	451.12	64.00	481.20	106.66
BUS 299	.233	186.75	801.50	29.00	124.46	15.52
BUS	1.033	506.75	490.56	325.00	314.61	64.13
CA 163	.067	25.00	373.13	30.00	447.76	120.00
CA	.067	25.00	373.13	30.00	447.76	120.00
CD 101	.067	30.00	447.76	16.25	242.53	54.16
CD 125	.200	105.00	525.00	99.00	495.00	94.28
CD 131	.200	202.50	1012.50	112.50	562.50	55.55
CD 148	.200	135.00	675.00	90.00	450.00	66.66
CD 299	.166	112.22	676.02	87.27	525.72	77.76
CD	.833	584.72	701.94	405.02	486.21	69.26
CSIS142	.266	96.00	360.90	84.00	315.78	87.50
CSIS143	.266	96.00	360.90	62.00	233.08	64.58
CSIS145	.133	48.00	360.90	26.00	195.48	54.16
CSIS174B	.266	148.00	556.39	56.00	345.86	95.83
CSIS274B	.133	100.00	751.87	28.00	210.52	37.83
CSIS275B	.133	100.00	751.87	28.00	210.52	28.00
CSIS	1.197	536.00	447.78	302.00	252.29	56.34
HESC110	.200	75.00	375.00	46.50	232.50	62.00
HESC299	2.050	791.25	385.97	593.44	289.48	75.00
HESC	2.250	866.25	385.00	639.94	284.41	73.87
NURS223	3.016	680.00	225.41	660.00	218.78	97.05
NURS225	3.116	724.50	232.45	736.00	236.14	101.58
NURS299	.268	80.00	298.50	55.00	205.22	68.75
NURS	6.401	1484.50	231.90	1451.00	226.67	97.74
RESP112	.450	120.00	266.66	48.00	106.66	40.00
RESP	.450	120.00	266.66	48.00	106.66	40.00

RUN ON: 28-2002 09:39:51  
 REPORT INCLUDES: GROSSMONT COLLEGE ONLY  
 DIVISION -- BUSINESS AND PROFESSIONAL STUDIES

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
AOJ 110	210500	1.800	1350.00	750.00	1320.00	733.33	97.77
AOJ 120	210500	.200	135.00	675.00	66.00	330.00	48.88
AOJ 125	210500	.200	135.00	675.00	150.00	330.00	111.11
AOJ 148	210500	.283	100.00	353.35	120.00	424.02	120.00
AOJ 150	210500	.350	120.00	342.85	198.00	565.71	165.00
AOJ 200	210500	.600	405.00	675.00	381.00	635.00	94.07
AOJ 202	210500	.200	150.00	750.00	153.00	765.00	102.00
AOJ 204	210500	.400	240.00	600.00	141.00	352.50	58.75
AOJ 206	210500	.200	150.00	750.00	162.00	810.00	108.00
AOJ 207	210500	.200	135.00	675.00	36.00	180.00	26.66
AOJ 208	210500	.200	135.00	675.00	105.00	525.00	77.77
AOJ 218	210500	.350	120.00	342.85	126.00	360.00	105.00
AOJ 220	210500	.350	120.00	342.85	132.00	377.14	110.00
AOJ 230	210500	.200	105.00	525.00	138.00	690.00	131.42
AOJ 240	210500	.200	135.00	675.00	87.00	435.00	64.44
AOJ 252	210500	.350	120.00	342.85	102.00	291.42	85.00
AOJ 254	210500	.283	100.00	353.35	100.00	353.35	100.00
AOJ 260	210500	.200	111.00	555.00	36.00	180.00	32.43
*****	AOJ	6.566	3866.00	588.79	3553.00	541.12	91.90
BOT 101	051400	.325	120.00	451.12	108.00	332.30	108.00.00
BOT 107	051400	.266	120.00	451.12	86.00	323.30	71.66
BOT 299	051400	.658	120.00	182.37	34.00	507.46	340.00.00
*****	BOT				228.00	346.50	190.00
BUS 109	051400	.600	450.00	750.00	417.00	695.00	92.66
BUS 110	050100	.600	450.00	750.00	399.00	665.00	88.66
BUS 114	051400	.134	60.00	447.76	43.00	320.89	71.66
BUS 115	050600	.400	246.00	615.00	210.00	525.00	85.36
BUS 116	051420	.200	222.00	1110.00	135.00	675.00	60.81
BUS 118	050950	.200	150.00	750.00	90.00	450.00	60.00
BUS 120	050200	1.869	1400.00	749.06	1336.00	714.82	95.42
BUS 121	050200	1.335	1000.00	749.06	776.00	581.27	77.60
BUS 125	050100	1.400	1035.00	739.28	885.00	632.14	85.50
BUS 127	051400	.600	195.00	325.00	222.00	370.00	113.84
BUS 128	050100	1.750	681.00	389.14	675.00	385.71	99.11
BUS 146	050900	.400	300.00	750.00	267.00	667.50	89.00
BUS 147A	050950	.134	55.00	410.44	33.00	246.26	60.00
BUS 150	050200	.200	150.00	750.00	72.00	360.00	48.00
BUS 156	050600	.200	132.00	660.00	81.00	405.00	61.36
BUS 163	051400	.200	90.00	450.00	54.00	270.00	60.00
BUS 176	050200	.133	40.00	300.75	42.00	315.78	105.00
BUS 179	050200	.150	60.00	400.00	54.00	360.00	90.00
BUS 195	130400	.800	540.00	675.00	429.00	536.25	79.44
BUS 216	051400	.566	300.00	530.03	166.00	293.28	55.33
BUS 222	051400	.067	30.00	447.76	16.00	238.80	53.33
BUS 250	050990	.400	219.00	547.50	84.00	210.00	38.35
BUS 299	051400	.300	105.00	350.00	42.00	140.00	40.00
*****	BUS	12.638	7910.00	625.89	6528.00	516.53	82.52

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES \*\*\* DAILY CENSUS CLASSES \*\*\*

SUBJECT TOP	TOTAL FTEF	MAX WSCH	MAX WSCH /FTEF	EARNED WSCH	EARNED WSCH /FTEF	% OF MAX
AOJ 101 210500	.312	157.50	504.64	125.00	400.51	79.36
AOJ 104 210500	.993	759.38	764.19	236.25	237.74	31.11
AOJ 199 210500		1.13	1.13	1.13	1.13	100.00
AOJ 250C 210500	.100	37.50	375.00	28.50	285.00	76.00
***** AOJ	1.405	955.51	679.69	390.88	278.04	40.90
BOT 124 051400				14.00	14.00	1400.00
***** BOT				14.00	14.00	1400.00
BUS 086 051400	.268	15.00	55.97	12.00	44.77	80.00
BUS 120 050200	.267	200.00	749.06	208.00	779.02	104.00
BUS 121 050200	.267	200.00	749.06	176.00	659.17	88.00
BUS 164 051400	.133	60.00	451.12	32.00	240.60	53.33
BUS 252 050900	.100	72.00	720.00	52.50	525.00	72.91
BUS 256 050990	.133	100.00	751.87	66.00	496.24	66.00
BUS 257 050990	.100	72.00	720.00	51.00	510.00	70.83
***** BUS	1.268	719.00	567.03	597.50	471.21	83.10
CA 163 130630	.067	35.00	522.38	36.00	537.31	102.85
CA 166 CA	.067	35.00	522.38	34.00	507.46	97.14
***** CA	.134	70.00	522.38	70.00	522.38	100.00
CD 103 130510	.067	22.00	328.35	18.00	268.65	81.81
CD 125 130510	.400	315.00	787.50	249.00	622.50	79.04
CD 127 130510	.200	135.00	675.00	114.00	570.00	84.44
CD 128 130510	.200	135.00	675.00	129.00	645.00	95.55
CD 299 CD	.316	237.38	749.77	97.50	307.95	41.07
***** CD	1.183	844.38	713.39	607.50	513.26	71.94
CSIS142 070300	.399	108.00	270.67	108.00	270.67	100.00
CSIS143 070300	.399	108.00	270.67	88.00	220.55	81.48
CSIS144 070300	.133	36.00	270.67	20.00	150.37	55.55
CSIS145 070300	.133	36.00	270.67	30.00	225.56	83.33
CSIS174B 070300	.266	148.00	556.39	54.00	203.00	36.48
CSIS175B 070300	.133	100.00	751.87	44.00	330.82	44.00
CSIS274B 070300	.266	98.00	368.42	43.00	161.65	43.87
CSIS275B 070300	.133	100.00	751.87	40.00	300.75	40.00
CSIS299 CSIS	.200	734.00	355.96	30.00	150.00	3000.00
***** CSIS	2.062			457.00	221.62	62.26
CVTE225 121300	.150	69.00	460.00	51.00	340.00	73.91
***** CVTE	.150	69.00	460.00	51.00	340.00	73.91
HESC150 219900	.200	60.00	300.00	28.50	142.50	47.50
***** HESC	.200	60.00	300.00	28.50	142.50	47.50
NURS133 120300	1.592	384.00	241.06	351.60	220.72	91.56
NURS135 120300	1.686	384.00	227.75	345.60	204.98	90.00
NURS137 120300	1.684	384.00	227.97	351.60	208.73	91.56

RUN ON: 27-2003 12:00:20 SUBJECT WSCH / ANALYSIS

REPORT INCLUDES: GROSSMONT COLLEGE ONLY \*\*\* ALL SHORT TERM CLASSES \*\*\*

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES \*\*\* CENSUS CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
A0J 110	210500	2.000	1485.00	742.50	1479.00	739.50	99.59	
A0J 111	210530	.200	150.00	750.00	90.00	450.00	60.00	
A0J 128	210500	.111	44.00	396.39	44.00	396.39	100.00	
A0J 130	210500	.222	88.00	396.39	96.00	432.43	109.09	
A0J 140	210500	.200	105.00	525.00	69.00	345.00	65.71	
A0J 148	210500	.566	110.00	194.34	245.00	432.86	222.72	
A0J 150	210500	.350	120.00	342.85	192.00	548.57	160.00	
A0J 200	210500	.600	450.00	750.00	471.00	785.00	104.66	
A0J 202	210500	.200	150.00	750.00	159.00	795.00	106.00	
A0J 204	210500	.200	150.00	750.00	150.00	750.00	100.00	
A0J 206	210500	.200	150.00	750.00	186.00	930.00	124.00	
A0J 208	210500	.200	150.00	750.00	135.00	675.00	90.00	
A0J 218	210500	.700	240.00	342.85	270.00	385.71	112.50	
A0J 220	210500	.350	120.00	342.85	102.00	291.42	85.00	
A0J 230	210500	.200	105.00	525.00	96.00	480.00	91.42	
A0J 240	210500	.200	105.00	525.00	72.00	360.00	68.57	
A0J 252	210500	.350	120.00	342.85	198.00	565.71	165.00	
A0J 254	210500	.283	100.00	353.35	140.00	494.69	140.00	
***** A0J		7.132	3942.00	552.72	4194.00	588.05	106.39	
B0T 107	051400	.266	120.00	451.12	134.00	503.75	111.66	
B0T 161	051400	.200	150.00	750.00	135.00	477.03	135.00	
B0T 216	051400	.283	100.00	353.35	344.00	459.27	92.97	
***** BOT		.749	370.00	493.99	344.00	459.27	92.97	
BUS 109	051400	.600	420.00	700.00	429.00	715.00	102.14	
BUS 110	050100	.600	450.00	750.00	417.00	695.00	92.66	
BUS 114	051400	.067	36.00	537.31	65.00	970.14	180.55	
BUS 115	050600	.400	246.00	615.00	192.00	480.00	78.04	
BUS 118	050950	.200	75.00	375.00	57.00	285.00	76.00	
BUS 120	050200	1.869	1400.00	749.06	1444.00	772.60	103.14	
BUS 121	050100	1.335	1000.00	749.06	796.00	596.25	79.60	
BUS 125	051400	1.400	1050.00	750.00	843.00	602.14	80.28	
BUS 127	051400	1.400	60.00	150.00	219.00	547.50	365.31	
BUS 128	050100	1.500	576.00	384.00	549.00	366.00	95.31	
BUS 140	050600	.200	150.00	750.00	108.00	540.00	72.00	
BUS 142	050950	.400	96.00	480.00	84.00	420.00	87.50	
BUS 146	050900	.400	300.00	750.00	228.00	570.00	76.00	
BUS 147A	050950	.134	100.00	451.12	71.00	529.85	71.00	
BUS 152	050100	.133	60.00	451.12	34.00	255.63	56.66	
BUS 155	050600	.200	150.00	750.00	75.00	375.00	50.00	
BUS 156	050600	.400	300.00	750.00	144.00	360.00	48.00	
BUS 163	051400	.200	90.00	450.00	106.00	350.00	78.89	
BUS 176	050200	.266	338.34	338.34	106.00	398.49	117.77	
BUS 179	050200	.150	45.00	300.00	90.00	600.00	200.00	
BUS 195	130400	.800	540.00	675.00	513.00	641.25	95.00	
BUS 250	050990	.200	108.00	540.00	57.00	285.00	52.77	
BUS 253	050990	.200	150.00	750.00	93.00	465.00	62.00	
BUS 258	050990	.200	144.00	720.00	72.00	360.00	50.00	

*** DAILY CENSUS CLASSES ***									
SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX		
AOJ 102	210500	.287	144.00	500.86	85.50	297.39	59.37		
AOJ 103	210500	.440	226.41	513.86	109.97	249.59	48.57		
AOJ 110	210500	.200	150.00	750.00	81.00	405.00	54.00		
AOJ 240	210500	.200	118.13	590.65	44.63	223.15	37.78		
AOJ 262B	210500	.067	50.00	746.26	17.00	253.73	34.00		
AOJ 262C	210500	.067	50.00	746.26	21.00	313.43	42.00		
AOJ 262D	210500	.067	50.00	746.26	18.00	268.65	36.00		
*****	AOJ	1.329	788.54	593.28	377.10	283.72	47.82		
BOT 101A	051400	.326			243.00	745.39	24300.00		
*****	BOT	.326			243.00	745.39	24300.00		
BUS 120	050200	.267	100.00	374.53	90.00	337.07	90.00		
BUS 121	050200	.267	100.00	374.53	90.00	337.07	90.00		
BUS 128	050100	.250	96.00	384.00	69.00	276.00	71.87		
BUS 164	051400	.133	30.00	225.56	28.00	210.52	93.33		
BUS 251	050990	.133	60.00	451.12	58.00	436.09	96.66		
*****	BUS	1.050	386.00	367.61	335.00	319.04	86.78		
CA 163	130630	.067	25.00	373.13	19.00	283.58	76.00		
*****	CA	.067	25.00	373.13	19.00	283.58	76.00		
CD 125	130510	.200	105.00	525.00	78.00	390.00	74.28		
CD 129	130510	.200	135.00	675.00	111.00	555.00	82.22		
CD 148	130510	.200	135.00	675.00	114.00	570.00	84.44		
CD 168	130510	.067	40.00	597.01	35.00	522.38	87.50		
CD 169	130510	.067	45.00	671.64	35.00	522.38	77.77		
CD 299	130510	.300	204.72	682.40	192.24	640.80	93.90		
*****	CD	1.034	664.72	642.86	565.24	546.65	85.03		
CSIS105	070300	.283			120.00	424.02	12000.00		
CSIS132	070300	.142			155.00	387.32	5500.00		
CSIS142	070300	.399			106.00	265.66	110.41		
CSIS143	070300	.266	96.00	240.60	48.00	180.45	50.00		
CSIS144	070300	.133	96.00	360.90	32.00	240.60	66.66		
CSIS145	070300	.133	48.00	360.90	32.00	240.60	66.66		
CSIS174B	070300	.266	100.00	375.93	87.71	329.73	87.71		
CSIS186A	070300	.033			11.50	348.48	1150.00		
CSIS186B	070300	.033			11.50	348.48	1150.00		
CSIS274B	070300	.266	100.00	375.93	97.73	367.40	97.73		
CSIS275B	070300	.133	100.00	751.87	54.00	406.01	54.00		
CSIS299	070300	.342			120.86	353.39	12086.00		
*****	CSIS	2.429	588.00	242.07	776.30	319.59	132.02		
HESC110	219900	.200	75.00	375.00	84.00	420.00	112.00		
HESC150	219900	.200	75.00	375.00	51.00	255.00	68.00		
HESC299	219900	1.025	412.50	402.43	346.50	338.04	84.00		
*****	HESC	1.425	562.50	394.73	481.50	337.89	85.60		

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
A0J 110	210500	2.000	1500.00	1500.00	750.00	1383.00	691.50	92.20
A0J 120	210500	.200	150.00	150.00	750.00	93.00	465.00	62.00
A0J 125	210500	.200	150.00	150.00	750.00	111.00	555.00	74.00
A0J 148	210500	.566	200.00	200.00	353.35	240.00	424.02	120.00
A0J 150	210500	.350	120.00	120.00	342.85	222.00	634.28	185.00
A0J 200	210500	.600	405.00	405.00	675.00	462.00	770.00	114.07
A0J 201	210530	.200	111.00	111.00	555.00	45.00	225.00	40.54
A0J 202	210500	.200	150.00	150.00	750.00	189.00	945.00	126.00
A0J 204	210500	.200	105.00	105.00	525.00	163.00	315.00	60.00
A0J 206	210500	.200	150.00	150.00	750.00	195.00	975.00	130.00
A0J 208	210500	.200	105.00	105.00	525.00	178.00	390.00	74.28
A0J 210	210530	.200	150.00	150.00	750.00	144.00	720.00	96.00
A0J 218	210500	.350	120.00	120.00	342.85	158.00	428.57	125.00
A0J 220	210500	.350	120.00	120.00	342.85	168.00	480.00	140.00
A0J 230	210500	.400	210.00	210.00	525.00	249.00	622.50	118.57
A0J 240	210500	.200	150.00	150.00	750.00	72.00	360.00	48.00
A0J 252	210500	.350	120.00	120.00	342.85	186.00	531.42	155.00
A0J 254	210500	.283	100.00	100.00	353.35	155.00	547.70	155.00
***** A0J		7.049	4116.00	4116.00	583.91	4205.00	596.53	102.16
B0T 107	051400	.266	20.00	20.00	75.18	126.00	473.68	630.00
B0T 161	051400	.200	150.00	150.00	750.00	114.00	570.00	76.00
B0T 216	051400	.283	150.00	150.00	530.03	131.00	462.89	87.33
B0T 222	051420	.067	30.00	30.00	447.76	14.00	208.95	46.66
***** BOT		.816	350.00	350.00	428.92	385.00	471.81	110.00
BUS 109	051400	.600	375.00	375.00	625.00	345.00	575.00	92.00
BUS 110	050100	.600	450.00	450.00	750.00	390.00	650.00	86.66
BUS 114	051400	.067	15.00	15.00	223.88	62.00	925.37	413.33
BUS 115	050600	.400	246.00	246.00	615.00	162.00	405.00	65.85
BUS 118	050950	.200	132.00	132.00	660.00	72.00	360.00	54.54
BUS 120	050200	2.136	1600.00	1600.00	749.06	1564.00	732.20	97.75
BUS 121	050200	1.335	1000.00	1000.00	749.06	900.00	674.15	90.00
BUS 127	050100	1.400	1035.00	1035.00	739.28	981.00	700.71	94.78
BUS 128	050100	1.750	60.00	60.00	150.00	249.00	622.50	415.00
BUS 144	050900	.200	672.00	672.00	384.00	636.00	363.42	94.64
BUS 146	050900	.400	150.00	150.00	750.00	99.00	495.00	66.00
BUS 147A	050950	.134	87.00	87.00	750.00	207.00	517.50	69.00
BUS 156	050600	.200	132.00	132.00	649.25	90.00	671.64	103.44
BUS 158	050600	.200	150.00	150.00	660.00	54.00	270.00	40.90
BUS 163	051400	.200	15.00	15.00	75.00	60.00	300.00	40.00
BUS 164	051400	.133	10.00	10.00	75.18	63.00	315.78	420.00
BUS 176	050200	.133	20.00	20.00	150.37	42.00	481.20	320.00
BUS 179	050200	.150	30.00	30.00	200.00	90.00	600.00	300.00
BUS 195	130400	.800	540.00	540.00	675.00	495.00	618.75	91.66
BUS 250	050990	.200	144.00	144.00	720.00	69.00	345.00	47.91
***** BUS		11.638	7163.00	7163.00	615.48	6694.00	575.18	93.45
CA 280	130630	.067	20.00	20.00	298.50	28.00	417.91	140.00

DS 16 2003 08:27:12  
 RUN ON: 16 2003 08:27:12  
 REPORT INCLUDES: GROSSMONT COLLEGE ONLY \*\*\* ALL SHORT TERM CLASSES \*\*\*

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES \*\*\* DAILY CENSUS CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
AOJ 100	210500	.208	116.44	559.80	116.44	559.80	100.00
AOJ 101	210500	.083	37.03	446.14	31.11	374.81	84.01
AOJ 104	210500	.966	718.88	743.64	175.73	181.78	24.44
AOJ 110	210500	.200	150.00	750.00	84.00	420.00	56.00
AOJ 199	210500	.100	1.50	1.50	1.50	1.50	100.00
AOJ 250B	210500	.067	45.00	600.00	39.00	390.00	65.00
AOJ 262A	210500	1.624	1128.85	671.64	13.00	194.02	28.88
*****	AOJ			694.80	460.78	283.60	40.81
BOT 101A	051400	.163			111.00	680.98	11100.00
BOT 102	051400	.163			3.00	3.00	300.00
*****	BOT				114.00	699.38	11400.00
BUS 086	051400	.536	22.50	41.97	79.50	148.32	353.33
BUS 120	050200	.267	200.00	749.06	184.00	689.13	92.00
BUS 121	050200	.267	200.00	749.06	168.00	629.21	84.00
BUS 252	050900	.100	72.00	720.00	51.00	510.00	70.83
BUS 256	050990	.133	68.75	516.91	37.13	279.17	54.00
BUS 257	050990	.100	36.00	360.00	26.25	262.50	72.91
*****	BUS	1.403	599.25	427.12	545.88	389.08	91.09
CA 163	130630	.067	35.00	522.38	26.00	388.05	74.28
CA 166	130630	.067	35.00	522.38	25.00	373.13	71.42
*****	CA	.134	70.00	522.38	51.00	380.59	72.85
CD 125	130510	.400	330.00	825.00	204.00	510.00	61.81
CD 128	130510	.200	135.00	675.00	132.00	660.00	97.77
CD 138	130510	.200	189.00	945.00	157.50	787.50	83.33
CD 299	130510	.134	90.00	671.64	68.00	507.46	75.55
*****	CD	.934	744.00	796.57	561.50	601.17	75.47
CSIS105	070300	.283			99.75	352.47	9975.00
CSIS132	070300	.142			50.25	353.87	5025.00
CSIS142	070300	.399			136.00	340.85	106.25
CSIS143	070300	.266	128.00	320.80	66.00	248.12	63.46
CSIS144	070300	.133	104.00	390.97	30.00	225.56	62.50
CSIS145	070300	.133	48.00	360.90	30.00	225.56	62.50
CSIS172	070300	.133	48.00	751.87	56.00	421.05	56.00
CSIS173B	070300	.133	100.00	751.87	78.00	586.46	78.00
CSIS174B	070300	.266	48.00	180.45	60.00	225.56	125.00
CSIS186A	070300	.033			10.00	303.03	1000.00
CSIS186B	070300	.033			10.00	303.03	1000.00
CSIS274B	070300	.266	48.00	180.45	62.00	233.08	129.16
CSIS280	070300	.133			39.00	293.23	3900.00
CSIS299	070300	.342	624.00	231.53	104.38	305.20	10438.00
*****	CSIS	2.695			831.38	308.48	1333.23
CVTE225	121300	.150	75.00	500.00	66.00	440.00	88.00



DIVISION -- BUSINESS AND PROFESSIONAL STUDIES \*\*\* CENSUS CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	MAX WSCH	WSCH/FTEF	EARNED WSCH	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
AOJ 110	210500	2.200	1650.00	1650.00	1617.00	750.00	1617.00	735.00	98.00	
AOJ 111	210500	.200	150.00	150.00	81.00	750.00	81.00	405.00	54.00	
AOJ 120	210500	.200	105.00	105.00	66.00	525.00	66.00	330.00	62.85	
AOJ 126	210500	.200	150.00	150.00	51.00	750.00	51.00	255.00	34.00	
AOJ 128	210500	.111	44.00	44.00	48.00	396.39	48.00	432.43	109.09	
AOJ 130	210500	.222	88.00	88.00	102.00	396.39	102.00	459.45	115.90	
AOJ 148	210500	.566	220.00	220.00	260.00	388.69	260.00	459.36	118.18	
AOJ 150	210500	.350	120.00	120.00	204.00	342.85	204.00	582.85	170.00	
AOJ 200	210500	.600	450.00	450.00	465.00	750.00	465.00	775.00	103.33	
AOJ 202	210500	.200	150.00	150.00	159.00	750.00	159.00	795.00	106.00	
AOJ 204	210500	.400	300.00	300.00	228.00	750.00	228.00	570.00	76.00	
AOJ 206	210500	.200	150.00	150.00	213.00	750.00	213.00	1065.00	142.00	
AOJ 208	210500	.700	240.00	240.00	270.00	675.00	270.00	465.00	68.88	
AOJ 218	210500	.350	120.00	120.00	138.00	342.85	138.00	385.71	112.50	
AOJ 220	210500	.400	210.00	210.00	180.00	342.85	180.00	394.28	115.00	
AOJ 230	210500	.200	105.00	105.00	96.00	525.00	96.00	450.00	85.71	
AOJ 240	210500	.350	120.00	120.00	192.00	342.85	192.00	548.57	91.42	
AOJ 252	210500	.283	100.00	100.00	180.00	353.35	180.00	536.04	160.00	
AOJ 254	210500	7.932	4607.00	4607.00	4643.00	580.81	4643.00	585.35	180.00	
*****	AOJ									
BOT 101	051400	.325	20.00	20.00	156.00	75.18	156.00	480.00	15600.00	
BOT 107	051400	.266	150.00	150.00	1150.00	750.00	1150.00	563.90	750.00	
BOT 161	051420	.283	125.00	125.00	123.00	441.69	123.00	615.00	82.00	
BOT 216	051400	1.074	295.00	295.00	559.00	274.67	559.00	459.36	104.00	
*****	BOT									
BUS 109	051400	.600	360.00	360.00	363.00	600.00	363.00	605.00	100.83	
BUS 110	050100	.600	450.00	450.00	441.00	750.00	441.00	735.00	98.00	
BUS 114	051400	.067	75.00	75.00	72.00	1119.40	72.00	1074.62	96.00	
BUS 115	050600	.200	150.00	150.00	84.00	750.00	84.00	420.00	56.00	
BUS 118	050950	.859	1400.00	1400.00	84.00	750.00	84.00	420.00	56.00	
BUS 120	050200	1.335	1000.00	1000.00	1452.00	749.06	1452.00	776.88	103.71	
BUS 121	050200	1.200	900.00	900.00	732.00	749.06	732.00	548.31	73.20	
BUS 125	050100	.400	45.00	45.00	864.00	750.00	864.00	720.00	96.00	
BUS 127	051400	1.500	576.00	576.00	243.00	112.50	243.00	607.50	96.00	
BUS 141	050600	.200	150.00	150.00	558.00	384.00	558.00	372.00	96.87	
BUS 142	050950	.400	300.00	300.00	54.00	750.00	54.00	315.00	42.00	
BUS 146	050900	.067	50.00	50.00	240.00	750.00	240.00	270.00	36.00	
BUS 147A	050950	.133	60.00	60.00	19.00	746.26	19.00	600.00	80.00	
BUS 152	050600	.200	150.00	150.00	99.00	451.12	99.00	283.58	38.00	
BUS 156	050600	.200	150.00	150.00	105.00	750.00	105.00	495.00	46.66	
BUS 163	051400	.133	60.00	60.00	46.00	450.00	46.00	283.58	66.00	
BUS 164	051400	.266	70.00	70.00	108.00	451.12	108.00	375.00	70.00	
BUS 176	050200	.150	15.00	15.00	108.00	263.15	108.00	345.86	83.33	
BUS 179	050200	.800	540.00	540.00	510.00	100.00	510.00	406.01	76.66	
BUS 195	130400	.200	150.00	150.00	637.50	675.00	637.50	500.00	154.28	
BUS 250	050990	.200	150.00	150.00	270.00	750.00	270.00	270.00	94.44	

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES \*\*\* CENSUS CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
BUS 253	050990	.200	144.00	720.00	75.00	375.00	52.08
BUS 258	050990	.200	144.00	720.00	54.00	270.00	37.50
*****	BUS	11.520	7329.00	636.19	6498.00	564.06	88.66
CA 167	130630	.200	135.00	675.00	60.00	300.00	44.44
*****	CA	.200	135.00	675.00	60.00	300.00	44.44
CD 102	130510	.067	50.00	746.26	19.00	283.58	38.00
CD 106	130510	.150	66.00	440.00	51.00	340.00	77.27
CD 113	130510	.150	66.00	440.00	48.00	320.00	72.72
CD 123	130510	.200	105.00	525.00	78.00	390.00	74.28
CD 124	130510	.200	135.00	675.00	108.00	540.00	80.00
CD 125	130510	2.200	1689.00	767.72	1476.00	670.90	87.38
CD 126	130510	.400	270.00	675.00	177.00	442.50	65.55
CD 127	130510	.200	135.00	675.00	132.00	660.00	97.77
CD 128	130510	.400	270.00	675.00	228.00	670.00	84.44
CD 129	130510	.200	135.00	675.00	93.00	465.00	68.88
CD 130	130510	.200	111.00	555.00	108.00	540.00	97.29
CD 131	130510	.400	285.00	712.50	258.00	645.00	90.52
CD 132	130510	.200	66.00	330.00	24.00	120.00	36.36
CD 134	130510	.200	135.00	675.00	78.00	390.00	57.77
CD 136	130510	.200	135.00	675.00	72.00	360.00	53.33
CD 137	130510	.200	135.00	675.00	81.00	405.00	75.00
CD 141	130510	.200	135.00	675.00	114.00	570.00	84.44
CD 143	130510	.200	135.00	675.00	84.00	420.00	62.22
CD 145	130510	.200	135.00	675.00	84.00	420.00	62.22
CD 153	130510	.200	111.00	555.00	57.00	285.00	51.35
CD 162	130510	.400	210.00	525.00	144.00	360.00	68.57
*****	CD	6.767	4487.00	663.07	3514.00	519.28	78.31
CSIS105	070300	.849	440.00	518.25	310.00	365.13	70.45
CSIS110	070300	4.550	3120.00	685.71	2592.00	569.67	83.07
CSIS112	070300	.600	228.00	380.00	207.00	345.00	90.78
CSIS113	070300	.600	234.00	390.00	189.00	315.00	80.76
CSIS114	070300	.283	120.00	424.02	195.00	335.68	79.16
CSIS119	070300	.600	282.00	470.00	198.00	330.00	70.21
CSIS132	070300	.142	60.00	422.53	50.00	352.11	83.33
CSIS134	070300	.566	370.00	653.71	345.00	609.54	93.24
CSIS135	070300	.283	120.00	423.57	125.00	441.22	104.16
CSIS136	070300	.283	150.00	530.03	110.00	247.34	46.66
CSIS137	070300	.283	120.00	424.02	110.00	248.69	91.66
CSIS140	070300	.350	144.00	411.42	138.00	394.28	95.83
CSIS141	070300	.217	96.00	442.39	48.00	221.19	50.00
CSIS151A	070300	.200	72.00	360.00	66.00	330.00	91.66
CSIS151D	070300	.800	366.00	457.50	321.00	401.25	87.70
CSIS160	070300	.200	72.00	360.00	72.00	360.00	100.00
CSIS165	070300	.350	144.00	411.42	174.00	497.14	120.83
CSIS190	070300	.350	144.00	411.42	108.00	308.57	75.50
CSIS195	070300	.167	72.00	431.13	63.00	377.24	87.50
CSIS293	070300	.700	288.00	411.42	222.00	317.14	77.08

SDS71-11 GROSSMONT COLLEGE  
 RUN ON: 04-14-2004 14:11:59 SUBJECT WSCH ANALYSIS  
 REPORT INCLUDES: GROSSMONT COLLEGE ONLY \*\*\* ALL SHORT TERM CLASSES \*\*\*

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES \*\*\* DAILY CENSUS CLASSES \*\*\*

SUBJECT TOP	TOTAL FTEF	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
AOJ 102	.308	144.00	467.53	117.00	379.87	81.25
AOJ 103	.447	227.50	508.94	221.00	494.40	97.14
AOJ 110	.200	150.00	750.00	114.00	570.00	76.00
AOJ 262B	.067	62.50	932.83	12.50	186.56	20.00
***** AOJ	1.022	584.00	571.42	464.50	454.50	79.53
BUS 120	.267	200.00	749.06	216.00	808.98	108.00
BUS 121	.267	200.00	749.06	212.00	794.00	106.00
BUS 251	.133	60.00	451.12	58.00	436.09	96.66
***** BUS	.667	460.00	689.65	486.00	728.63	105.65
CA 163	.067	25.00	373.13	29.00	432.83	116.00
CA 166	.067	40.00	597.01	28.00	417.91	70.00
***** CA	.134	65.00	485.07	57.00	425.37	87.69
CD 125	.400	330.00	825.00	213.00	532.50	64.54
CD 138	.200	160.00	800.00	56.00	280.00	35.00
CD 160	.200	270.00	1350.00	102.00	510.00	37.77
***** CD	.800	760.00	950.00	371.00	463.75	48.81
CSIS105	.283			109.73	387.73	10973.00
CSIS132	.142			55.00	387.32	5500.00
CSIS142	.399	108.00	270.67	110.00	275.68	101.85
CSIS143	.266	108.00	406.01	46.00	172.93	42.59
CSIS145	.133	48.00	360.90	38.00	285.71	79.16
CSIS173B	.133	100.00	751.87	98.00	736.84	98.00
CSIS174B	.266	100.00	375.93	95.65	359.58	95.65
CSIS175B	.133	50.00	375.93	12.00	90.22	24.00
CSIS186A	.033			11.00	333.33	1100.00
CSIS186B	.033			11.00	333.33	1100.00
CSIS274B	.266	100.00	375.93	84.00	315.78	84.00
CSIS275B	.133	100.00	751.87	30.00	225.56	30.00
CSIS280	.133			43.86	329.77	4386.00
CSIS299	.342			117.86	344.61	11786.00
***** CSIS	2.695	714.00	264.93	862.10	319.88	120.74
HESC110	.200	150.00	750.00	153.00	765.00	102.00
HESC150	.200	150.00	750.00	120.00	600.00	80.00
***** HESC	.400	300.00	750.00	273.00	682.50	91.00
NURS118	.201	189.25	941.54	135.55	674.37	71.62
NURS119	.201	250.00	1243.78	149.00	741.29	59.60
NURS135	.838	180.00	214.69	174.00	207.53	96.66
NURS140	.266	140.00	526.31	104.00	390.97	74.28
NURS205	.993	180.00	181.26	186.00	187.31	103.33
NURS223	4.781	1049.13	219.41	999.25	208.98	95.24
NURS225	3.687	805.00	218.31	828.00	224.54	102.85
***** NURS	10.968	2793.38	254.67	2575.80	234.84	92.21

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	WSCH/FTEF	EARNED WSCH	EARNED WSCH	WSCH/FTEF	% OF MAX
AOJ 110	210500	2.000	1500.00	750.00	1527.00	763.50	101.80		
AOJ 125	210500	.200	150.00	750.00	87.00	435.00	58.00		
AOJ 148	210500	.566	200.00	353.35	265.00	468.19	132.50		
AOJ 150	210500	.350	180.00	514.28	234.00	668.57	130.00		
AOJ 200	210500	.600	405.00	675.00	432.00	720.00	106.66		
AOJ 202	210500	.200	150.00	750.00	204.00	1020.00	136.00		
AOJ 204	210500	.400	255.00	637.50	213.00	532.50	83.52		
AOJ 206	210500	.200	150.00	750.00	186.00	930.00	124.00		
AOJ 207	210500	.200	111.00	555.00	66.00	330.00	59.45		
AOJ 208	210500	.200	105.00	525.00	84.00	420.00	80.00		
AOJ 218	210500	.350	150.00	428.57	180.00	514.28	120.00		
AOJ 220	210500	.350	120.00	342.85	180.00	514.28	150.00		
AOJ 230	210500	.400	210.00	525.00	168.00	420.00	80.00		
AOJ 240	210500	.200	150.00	750.00	120.00	600.00	80.00		
AOJ 252	210500	.350	120.00	342.85	144.00	411.42	120.00		
AOJ 254	210500	.566	200.00	353.35	270.00	477.03	135.00		
AOJ 260	210500	.200	111.00	555.00	63.00	315.00	56.75		
*****	AOJ	7.332	4267.00	581.96	4423.00	603.24	103.65		
BOT 101	051400	.325	60.00	184.61	96.00	295.38	160.00		
BOT 107	051400	.266	70.00	263.15	66.00	248.12	94.28		
BOT 161	051420	.200	150.00	750.00	87.00	435.00	58.00		
BOT 216	051400	.283	100.00	353.35	104.00	367.49	104.00		
BOT 222	051400	.067	30.00	447.76	17.00	253.73	56.66		
*****	BOT	1.141	410.00	359.33	370.00	324.27	90.24		
BUS 109	051400	.600	375.00	625.00	357.00	595.00	95.20		
BUS 110	050100	.600	450.00	750.00	399.00	665.00	88.66		
BUS 114	051400	.067	20.00	298.50	40.00	597.01	200.00		
BUS 115	050600	.200	150.00	750.00	96.00	480.00	64.00		
BUS 118	050950	.200	132.00	660.00	57.00	285.00	43.18		
BUS 120	050200	2.136	1600.00	749.06	1428.00	668.53	89.25		
BUS 121	050200	1.335	1000.00	749.06	804.00	602.24	80.40		
BUS 125	050100	1.400	1017.00	726.42	948.00	677.14	93.21		
BUS 127	051400	.400	75.00	187.50	108.00	270.00	144.00		
BUS 128	050100	1.750	672.00	384.00	669.00	382.28	99.55		
BUS 141	050600	.200	150.00	750.00	81.00	405.00	54.00		
BUS 144	050900	.400	300.00	750.00	66.00	330.00	44.00		
BUS 146	050900	.200	144.00	720.00	195.00	487.50	65.00		
BUS 156	050600	.200	45.00	225.00	111.00	555.00	77.08		
BUS 163	051400	.200	30.00	225.56	42.00	210.00	93.33		
BUS 164	051400	.133	30.00	225.56	26.00	195.48	86.66		
BUS 176	050200	.150	45.00	300.00	69.00	390.97	173.33		
BUS 179	050200	.800	540.00	675.00	444.00	460.00	82.22		
BUS 195	130400	.200	90.00	450.00	48.00	240.00	53.33		
BUS 250	050990	11.304	7015.00	620.57	6040.00	534.32	86.10		
*****	BUS								
CA 167	130630	.200	90.00	450.00	69.00	345.00	76.66		
CA 280	130630	.067	20.00	298.50	30.00	447.76	150.00		

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES \*\*\* DAILY CENSUS CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
AOJ 100	210500	.233	138.38	593.90	126.08	541.11	91.11
AOJ 101	210500	.083	59.25	713.85	33.58	404.57	56.67
AOJ 110	210500	.200	150.00	750.00	81.00	405.00	54.00
AOJ 142	210500	.200	150.00	750.00	102.00	510.00	68.00
AOJ 251A	210500	.167	100.00	598.80	87.50	523.95	87.50
AOJ 251B	210500	.167	80.00	479.04	75.00	449.10	93.75
AOJ 299	210500	.949	721.97	760.12	385.05	405.40	53.33
*****	AOJ	1.999	1399.60	699.86	890.21	445.14	63.60
BUS 086	051400	.267	20.00	74.85	52.00	194.61	260.00
BUS 120	050200	.267	200.00	749.06	212.00	794.00	106.00
BUS 121	050200	.267	200.00	749.06	192.00	719.10	96.00
BUS 252	050900	.100	72.00	720.00	34.50	345.00	47.91
BUS 256	050990	.133	99.69	749.54	47.85	359.77	47.99
BUS 257	050990	.100	36.00	360.00	19.50	195.00	54.16
*****	BUS	1.134	627.69	553.42	557.85	491.84	88.87
CA 163	130630	.067	35.00	522.38	33.00	492.53	94.28
CA 166	130630	.067	35.00	522.38	28.00	417.91	80.00
*****	CA	.134	70.00	522.38	61.00	455.22	87.14
CD 125	130510	.400	315.00	787.50	213.00	532.50	67.61
CD 128	130510	.200	45.00	675.00	117.00	585.00	86.66
CD 299	130510	.067	45.00	675.00	31.00	462.68	68.88
*****	CD	.667	495.00	742.12	361.00	541.22	72.92
CSIS142	070300	.266	104.00	390.97	92.00	345.86	88.46
CSIS143	070300	.266	104.00	390.97	82.00	308.27	78.84
CSIS144	070300	.133	48.00	360.90	28.00	210.52	58.33
CSIS145	070300	.133	48.00	360.90	34.00	255.63	70.83
CSIS172	070300	.133	100.00	751.87	34.00	255.63	34.00
CSIS173B	070300	.133	100.00	751.87	88.00	661.65	88.00
CSIS174B	070300	.133	48.00	360.90	38.00	285.71	79.16
CSIS274B	070300	.133	48.00	360.90	40.00	300.75	83.33
*****	CSIS	1.330	600.00	451.12	436.00	327.81	72.66
CVTE225	121300	.150	75.00	500.00	78.00	520.00	104.00
*****	CVTE	.150	75.00	500.00	78.00	520.00	104.00
HESC205	219900	.200	150.00	750.00	75.00	375.00	50.00
HESC206	219900	.200	150.00	750.00	72.00	360.00	48.00
*****	HESC	.400	300.00	750.00	147.00	367.50	49.00
NURS110	120300	.383	174.57	455.79	139.65	364.62	79.99
NURS117	120300	.066	35.00	530.30	21.00	318.18	60.00
NURS119	120300	.067	36.00	537.31	13.00	194.02	36.11
NURS133	120300	1.684	384.00	228.00	358.80	213.03	93.43
NURS135	120300	1.685	359.25	213.12	335.25	198.89	93.31
NURS137	120300	1.638	359.25	219.20	323.33	197.28	90.00

REPORT I UDES: GROSSMONT COLLEGE ONLY \*\*\* ALL SHOR ERM CLASSES \*\*\*  
 DIVISION -- BUSINESS AND PROFESSIONAL STUDIES

\*\*\* CENSUS CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
A0J 110	210500	2.000	1500.00	750.00	1431.00	715.50	95.40
A0J 111	210500	.200	150.00	750.00	84.00	420.00	56.00
A0J 120	210500	.200	111.00	555.00	99.00	495.00	89.18
A0J 128	210500	.111	50.00	450.45	46.00	414.41	92.00
A0J 130	210500	.222	100.00	450.45	114.00	513.51	114.00
A0J 140	210500	.200	105.00	525.00	66.00	330.00	62.85
A0J 148	210500	.566	260.00	459.36	260.00	459.36	100.00
A0J 150	210500	.350	180.00	514.28	216.00	617.14	120.00
A0J 200	210500	.800	600.00	750.00	474.00	592.50	79.00
A0J 202	210500	.400	300.00	750.00	402.00	1005.00	134.00
A0J 204	210500	.200	150.00	750.00	105.00	525.00	70.00
A0J 206	210500	.400	285.00	712.50	279.00	697.50	97.89
A0J 208	210500	.200	150.00	750.00	87.00	435.00	58.00
A0J 218	210500	.700	336.00	480.00	336.00	480.00	100.00
A0J 220	210500	.350	168.00	480.00	162.00	462.85	96.42
A0J 230	210500	.400	210.00	525.00	183.00	457.50	87.14
A0J 240	210500	.200	105.00	525.00	45.00	225.00	42.85
A0J 252	210500	.350	180.00	514.28	216.00	617.14	120.00
A0J 254	210500	.283	130.00	459.36	140.00	494.69	107.69
***** A0J		8.132	5070.00	6223.46	4745.00	583.49	93.58
B0T 101	051400	.325	150.00	461.53	78.00	240.00	52.00
B0T 106	051400	.134	95.00	708.95	34.00	253.73	35.78
B0T 107	051400	.266	120.00	451.125	78.00	293.23	65.00
B0T 109	051400	.800	585.00	731.25	402.00	502.50	68.71
B0T 110	051400	.400	90.00	225.00	123.00	307.50	136.66
B0T 161	051420	.200	150.00	750.00	93.00	465.00	62.00
B0T 163	051400	.200	90.00	450.00	42.00	210.00	46.66
B0T 164	051400	.133	60.00	451.12	24.00	180.45	40.50
B0T 176	050200	.266	80.00	300.75	74.00	278.19	92.50
B0T 179	050200	.150	75.00	500.00	45.00	300.00	60.00
B0T 216	051400	.283	125.00	441.69	105.00	371.02	84.00
***** BOT		3.157	1620.00	513.14	1098.00	347.79	67.77
BUS 110	050100	.600	450.00	750.00	435.00	725.00	96.66
BUS 115	050600	.200	150.00	750.00	93.00	465.00	62.00
BUS 118	050950	.200	150.00	750.00	48.00	240.00	32.00
BUS 120	050200	.403	1800.00	749.06	1616.00	672.49	89.77
BUS 121	050200	1.335	1000.00	749.06	644.00	482.39	64.40
BUS 125	050100	1.600	1200.00	750.00	888.00	555.00	74.00
BUS 128	050100	1.750	663.00	378.85	591.00	337.71	89.14
BUS 142	050950	.200	150.00	750.00	63.00	315.00	42.00
BUS 146	050950	.400	300.00	750.00	216.00	540.00	72.00
BUS 152	050100	.133	60.00	451.12	46.00	345.86	76.66
BUS 155	050600	.200	150.00	750.00	54.00	270.00	36.00
BUS 156	050600	.200	150.00	750.00	60.00	300.00	40.00
BUS 158	050600	.800	132.00	660.00	84.00	420.00	63.63
BUS 195	130400	.200	1540.00	675.00	423.00	528.75	78.33
BUS 250	050990	.200	108.00	540.00	45.00	225.00	41.66
BUS 253	050990	.200	144.00	720.00	63.00	315.00	43.75

REPORT OF DEBS: GROSSMONT COLLEGE ONLY \*\*\* ALL SHORJ TERM CLASSES \*\*\*

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES

\*\*\* CENSUS CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
BUS 258	050990	.200	108.00	540.00	39.00	195.00	36.11	
*****	BUS	10.821	7255.00	670.45	5408.00	499.76	74.54	
CA 167	130630	.200	135.00	675.00	87.00	435.00	64.44	
*****	CA	.200	135.00	675.00	87.00	435.00	64.44	
CD 101	130510	.067	50.00	746.26	24.00	358.20	48.00	
CD 108	130510	.150	66.00	440.00	93.00	620.00	140.90	
CD 110	130510	.150	66.00	440.00	33.00	220.00	50.00	
CD 123	130510	.200	135.00	675.00	105.00	525.00	77.77	
CD 124	130510	.200	135.00	675.00	99.00	495.00	73.33	
CD 125	130510	2.400	1713.00	713.75	1536.00	640.00	89.66	
CD 126	130510	.400	270.00	675.00	198.00	495.00	73.33	
CD 127	130510	.200	135.00	675.00	102.00	510.00	75.55	
CD 128	130510	.200	135.00	675.00	72.00	360.00	53.33	
CD 129	130510	.200	135.00	675.00	117.00	585.00	86.66	
CD 130	130510	.200	165.00	825.00	138.00	690.00	83.63	
CD 131	130510	.600	420.00	700.00	342.00	570.00	81.42	
CD 134	130510	.200	150.00	750.00	108.00	540.00	72.00	
CD 136	130510	.200	66.00	330.00	63.00	315.00	95.45	
CD 137	130510	.200	135.00	675.00	63.00	315.00	46.66	
CD 141	130510	.200	135.00	675.00	84.00	420.00	62.22	
CD 143	130510	.200	135.00	675.00	111.00	555.00	82.22	
CD 145	130510	.200	135.00	675.00	66.00	330.00	48.88	
CD 160	130510	.200	135.00	675.00	39.00	195.00	28.88	
CD 175	130510	.200	135.00	675.00	102.00	510.00	75.55	
CD 199	130510	.200	18.00	18.00	18.00	18.00	100.00	
*****	CD	6.567	4469.00	680.52	3513.00	534.94	78.60	
CSIS105	070300	.566	385.00	680.21	290.00	512.36	75.32	
CSIS110	070300	3.500	2460.00	702.85	2046.00	584.57	83.17	
CSIS112	070300	.600	219.00	365.00	177.00	295.00	80.82	
CSIS113	070300	.400	162.00	405.00	96.00	240.00	59.25	
CSIS114	070300	.283	120.00	424.02	100.00	353.35	83.33	
CSIS119	070300	.400	144.00	360.00	138.00	345.00	95.83	
CSIS134	070300	.566	370.00	653.71	275.00	485.86	74.32	
CSIS135	070300	.283	120.00	424.02	70.00	247.34	58.33	
CSIS136	070300	.283	120.00	424.02	100.00	353.35	83.33	
CSIS137	070300	.283	120.00	424.02	110.00	388.69	91.66	
CSIS141	070300	.217	112.00	516.12	56.00	258.06	50.00	
CSIS151A	070300	.200	72.00	360.00	66.00	330.00	91.66	
CSIS151D	070300	.600	294.00	490.00	219.00	365.00	74.48	
CSIS160	070300	.200	72.00	360.00	72.00	360.00	100.00	
CSIS165	070300	.350	144.00	411.42	66.00	188.57	45.83	
CSIS190	070300	.350	144.00	411.42	144.00	411.42	100.00	
CSIS195	070300	.178	72.00	404.49	69.00	387.64	95.83	
CSIS251D	070300	.200	72.00	360.00	54.00	270.00	75.83	
CSIS276	070300	.200	72.00	360.00	69.00	345.00	95.83	
CSIS293	070300	.700	288.00	411.42	270.00	385.71	93.75	
CSIS296	070300	.350	144.00	411.42	114.00	325.71	79.16	

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES \*\*\* DAILY CENSUS CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
AOJ 102	210500	.308	144.00	467.53	117.00	379.87	81.25
AOJ 103	210500	.446	227.50	509.06	195.00	436.33	85.71
AOJ 107	210500	.945	726.00	767.60	703.31	743.61	96.87
AOJ 110	210500	.400	261.00	652.50	171.00	427.50	65.51
AOJ 250D	210500	.100	58.50	585.00	19.01	190.10	32.49
AOJ 262A	210500	.067	50.00	746.26	18.00	268.65	36.00
***** AOJ		2.267	1467.00	646.91	1223.32	539.45	83.38
BUS 120	050200	.267	200.00	749.06	228.00	853.93	114.00
BUS 121	050200	.267	100.00	374.53	108.00	404.49	108.00
BUS 251	050990	.134	69.38	517.76	57.81	431.41	83.32
***** BUS		.668	369.38	552.96	393.81	589.53	106.61
CA 163	130630	.067	25.00	373.13	22.00	328.35	88.00
CA 166	130630	.067	40.00	597.01	25.00	373.13	62.50
***** CA		.134	65.00	485.07	47.00	350.74	72.30
CD 125	130510	.400	330.00	825.00	255.00	637.50	77.27
CD 128	130510	.200	135.00	675.00	117.00	585.00	86.66
***** CD		.600	465.00	775.00	372.00	620.00	80.00
CSIS142	070300	.266	112.00	421.05	90.00	338.34	80.35
CSIS143	070300	.266	112.00	421.05	76.00	285.71	67.85
CSIS144	070300	.133	56.00	421.05	18.00	135.33	32.14
CSIS145	070300	.133	56.00	421.05	18.00	135.33	32.14
CSIS172	070300	.133	100.00	751.87	66.00	496.24	66.00
CSIS173B	070300	.133	100.00	751.87	44.00	430.82	44.00
CSIS175B	070300	.133	50.00	375.93	31.00	233.08	62.00
CSIS299	070300	.133	56.00	421.05	40.00	300.75	71.42
***** CSIS		1.330	642.00	482.70	383.00	287.96	59.65
HESC110	219900	.200	150.00	750.00	129.00	645.00	86.00
HESC150	219900	.200	168.75	843.75	155.25	776.25	92.00
HESC299	219900	.200	105.00	525.00	36.00	180.00	34.28
***** HESC		.600	423.75	706.25	320.25	533.75	75.57
NURS118	120300	.067	35.00	522.38	28.00	417.91	80.00
NURS119	120300	.067	35.00	522.38	35.00	522.38	100.00
NURS140	120300	.266	140.00	526.31	80.00	300.75	57.14
NURS205	120300	.993	180.00	181.26	156.00	157.09	86.66
NURS299	120300	5.476	1645.00	300.36	1146.00	209.25	69.66
***** NURS		6.869	2035.00	296.23	1445.00	210.34	71.00
RESP112	121000	1.200	135.00	112.50	129.00	107.50	95.55
***** RESP		1.200	135.00	112.50	129.00	107.50	95.55



\*\*\* CENSUS CLASSES \*\*\*

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
AOJ 110	210500	2.400	1800.00	750.00	1365.00	568.75	75.83
AOJ 111	210500	.200	150.00	750.00	138.00	690.00	92.00
AOJ 122	210500	.200	111.00	555.00	75.00	375.00	67.56
AOJ 125	210500	.200	150.00	750.00	57.00	285.00	38.00
AOJ 148	210500	.849	390.00	459.36	405.00	477.03	103.84
AOJ 150	210500	.350	180.00	514.28	264.00	754.28	146.66
AOJ 200	210500	.400	300.00	750.00	303.00	757.50	101.00
AOJ 201	210500	.200	111.00	555.00	54.00	270.00	48.64
AOJ 202	210500	.400	300.00	750.00	318.00	795.00	106.00
AOJ 204	210500	.200	105.00	525.00	114.00	570.00	108.57
AOJ 206	210500	.400	300.00	750.00	315.00	787.50	105.00
AOJ 208	210500	.200	105.00	525.00	90.00	450.00	85.71
AOJ 210	210530	.200	150.00	750.00	135.00	675.00	90.00
AOJ 218	210500	.350	168.00	480.00	174.00	497.14	103.57
AOJ 220	210500	.350	168.00	480.00	216.00	617.14	128.57
AOJ 230	210500	.400	210.00	525.00	168.00	420.00	80.00
AOJ 240	210500	.200	150.00	750.00	90.00	450.00	60.00
AOJ 252	210500	.350	180.00	514.28	222.00	634.28	123.33
AOJ 254	210500	.566	260.00	459.36	270.00	477.03	103.84
***** AOJ		8.415	5288.00	628.40	4773.00	567.20	90.26
BOT 101	051400	.325	14.00	208.95	30.00	92.30	300.00
BOT 106	051400	.067	40.00	150.37	38.00	567.16	271.42
BOT 107	051400	.266	585.00	731.25	74.00	278.19	185.00
BOT 109	051400	.800	90.00	225.00	387.00	483.75	66.15
BOT 110	051400	.400	150.00	750.00	138.00	345.00	33.33
BOT 161	051420	.200	45.00	225.00	87.00	435.00	58.00
BOT 163	051400	.133	30.00	225.56	66.00	330.00	146.66
BOT 164	051400	.133	30.00	225.56	32.00	240.60	106.66
BOT 176	050200	.150	75.00	500.00	62.00	466.16	206.66
BOT 179	050200	.283	150.00	530.03	54.00	190.81	100.00
***** BOT		2.957	1209.00	408.86	1043.00	352.72	86.26
BUS 110	050100	.800	600.00	750.00	44.00	555.00	74.00
BUS 115	050600	.200	150.00	750.00	111.00	555.00	74.00
BUS 118	050950	.200	108.00	540.00	42.00	210.00	38.88
BUS 120	050200	2.136	1600.00	749.06	1332.00	623.59	83.25
BUS 121	050200	1.602	1200.00	749.06	648.00	404.49	54.00
BUS 125	050100	1.600	1113.00	695.62	885.00	553.12	79.51
BUS 128	050100	2.000	768.00	384.00	627.00	313.50	81.64
BUS 144	050900	.200	150.00	750.00	66.00	330.00	44.00
BUS 146	050900	.400	300.00	750.00	189.00	472.50	63.00
BUS 156	050600	.200	144.00	720.00	78.00	390.00	54.16
BUS 158	050600	.200	150.00	750.00	60.00	300.00	40.00
BUS 195	130100	.800	540.00	675.00	318.00	397.50	58.88
BUS 250	050800	.200	150.00	750.00	57.00	285.00	38.00
***** BUS		10.538	6973.00	661.70	4857.00	460.90	69.65
CA 167	130630	.200	90.00	450.00	75.00	375.00	83.33

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 JDES: GROSSMONT COLLEGE ONLY \*\*\* ALL SHORT TERM CLASSES \*\*\*  
 DIVISION -- BUSINESS AND PROFESSIONAL STUDIES

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	% OF MAX
A0J 100	210500	.208	138.38	665.28	95.33	68.89
A0J 101	210500	.083	44.44	535.42	25.18	56.66
A0J 104	210500	.950	717.19	754.93	270.94	37.77
A0J 107	210500	.979	605.31	618.29	665.84	109.99
A0J 110	210500	.400	261.00	652.50	174.00	66.66
A0J 142	210500	.200	135.00	675.00	375.00	55.55
***** A0J		2.820	1901.32	674.22	1306.29	68.70
BUS 120	050200	.534	300.00	561.79	296.00	98.66
BUS 121	050200	.534	400.00	749.06	356.00	89.00
BUS 252	050900	.100	72.00	720.00	27.00	37.50
BUS 256	050800	.133	99.69	749.54	31.90	31.99
BUS 257	050800	.100	36.00	360.00	13.50	37.50
***** BUS		1.401	907.69	647.88	724.40	79.80
CA 163	130630	.067	35.00	522.38	35.00	100.00
CA 166	130630	.067	35.00	522.38	26.00	74.28
***** CA		.134	70.00	522.38	61.00	87.14
CD 125	130500	.200	180.00	900.00	174.00	96.66
CD 129	130500	.200	135.00	675.00	81.00	60.00
CD 137	130500	.200	135.00	675.00	105.00	77.77
CD 299	130500	.133	90.00	676.69	50.00	55.55
***** CD		.733	540.00	736.69	410.00	75.92
CSIS110	070100	.700	540.00	771.42	438.00	81.11
CSIS142	070100	.266	104.00	390.97	74.00	71.15
CSIS143	070100	.266	104.00	390.97	50.00	48.07
CSIS172	070100	.133	100.00	751.87	48.00	48.00
CSIS173B	070100	.133	100.00	751.87	96.00	96.00
CSIS174B	070100	.133	46.00	360.90	22.00	45.83
CSIS274B	070100	.133	46.00	360.90	20.00	41.66
CSIS299	070100	.266	112.00	421.05	64.00	57.14
***** CSIS		2.030	1156.00	569.45	812.00	70.24
CVTE225	121300	.150	75.00	500.00	39.00	52.00
CVTE299	121300	.200	225.00	1125.00	75.00	33.33
***** CVTE		.350	300.00	857.14	114.00	38.00
HESC205	219900	.200	156.00	750.00	39.00	26.00
HESC206	219900	.200	156.00	750.00	51.00	34.00
***** HESC		.400	300.00	750.00	90.00	30.00
NURS110	123010	.542	212.50	391.84	243.75	114.70
NURS117	123010	.066	30.00	454.54	29.50	98.33
NURS118	123010	.067	18.00	268.65	23.00	127.77
NURS119	123010	.067	35.00	522.38	38.00	108.57
NURS130	123010	1.600	360.00	225.00	324.00	90.00
NURS132	123010	1.600	360.00	225.00	333.00	92.50

EARNED WSCH/FTEF  
 EARNED WSCH  
 % OF MAX



DIVISION -- BUSINESS AND PROFESSIONAL STUDIES \*\*\* DAILY CENSUS CLASSES \*\*\*

SUBJECT TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
AOJ 102	.307	225.00	730.75	54.00	175.38	24.00	
AOJ 103	.446	325.00	728.04	91.00	203.85	28.00	
AOJ 107	.979	828.00	845.32	310.50	316.99	37.50	
AOJ 110	.400	300.00	750.00	207.00	517.50	69.00	
AOJ 262B	.067	50.00	746.26	12.00	179.10	24.00	
AOJ	2.200	1728.00	785.16	674.50	306.47	39.03	
BOT 164	.133	60.00	451.12	38.00	285.71	63.33	
BOT	.133	60.00	451.12	38.00	285.71	63.33	
BUS 120	.534	400.00	749.06	380.00	711.61	95.00	
BUS 121	.534	400.00	749.06	316.00	591.76	79.00	
BUS 251	.133	60.00	448.76	68.00	508.60	113.33	
BUS	1.201	860.00	715.65	764.00	635.76	88.83	
CA 163	.067	25.00	373.13	20.00	298.50	80.00	
CA 166	.067	40.00	597.01	29.00	432.83	72.50	
CA	.134	65.00	485.07	49.00	365.67	75.38	
CD 125	.200	180.00	900.00	135.00	675.00	75.00	
CD 136	.200	135.00	675.00	84.00	420.00	62.22	
CD 137	.200	153.00	765.00	78.20	391.00	51.11	
CD 174	.200	82.50	412.50	116.25	581.25	140.90	
CD 299	.200	135.00	675.00	141.00	705.00	104.44	
CD	1.000	685.50	685.50	554.45	554.45	80.88	
CSIS110	.700	270.00	385.71	201.00	287.14	74.44	
CSIS142	.266	112.00	421.05	78.00	293.23	69.64	
CSIS143	.263	112.00	425.85	70.00	266.15	62.50	
CSIS172	.133	100.00	751.87	28.00	210.52	28.00	
CSIS174B	.133	100.00	751.87	86.00	646.61	86.00	
CSIS175B	.133	100.00	751.87	90.00	676.69	90.00	
CSIS299	.133	56.00	421.05	22.00	165.41	39.28	
CSIS	1.761	850.00	482.68	575.00	326.51	67.64	
HESC099	.200	150.00	750.00	168.00	840.00	112.00	
HESC110	.200	149.06	745.30	166.95	834.75	112.00	
HESC150	.200	168.75	843.75	114.75	573.75	68.00	
HESC	.600	467.81	779.68	449.70	749.50	96.12	
NURS118	.067	35.00	522.38	17.00	253.73	48.57	
NURS119	.067	35.00	522.38	26.00	388.05	74.28	
NURS130	.800	180.00	225.00	180.00	225.00	100.00	
NURS132	1.900	459.00	241.57	342.00	180.00	74.50	
NURS201	.089	52.50	589.88	60.00	674.15	114.28	
NURS205	1.111	150.00	134.95	175.00	157.44	116.66	
NURS220	1.600	324.00	202.50	288.00	180.00	88.88	
NURS222	1.600	324.00	202.50	324.00	202.50	100.00	

RUN ON: 1 7-2006 08:12:58  
 REPORT INCLUDES: GROSSMONT COLLEGE ONLY \*\*\* ALL SHORT TERM CLASSES \*\*\*

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	WSCH/FTEF	EARNED WSCH	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
A0J 110	210500	2.200	1650.00	750.00	1257.00	571.36	76.18		
A0J 122	210500	.200	111.00	555.00	39.00	195.00	35.13		
A0J 125	210500	.200	105.00	525.00	57.00	285.00	54.28		
A0J 148	210500	.849	390.00	459.36	385.00	453.47	98.71		
A0J 150	210500	.700	360.00	514.28	360.00	514.28	100.00		
A0J 200	210500	.400	300.00	750.00	285.00	712.50	95.00		
A0J 202	210500	.400	300.00	750.00	297.00	742.50	99.00		
A0J 204	210500	.400	300.00	637.50	174.00	435.00	68.23		
A0J 206	210500	.400	300.00	750.00	285.00	712.50	95.00		
A0J 207	210500	.200	111.00	555.00	48.00	240.00	43.24		
A0J 208	210500	.200	150.00	750.00	45.00	225.00	30.00		
A0J 210	210500	.200	150.00	750.00	78.00	390.00	52.00		
A0J 218	210500	.350	168.00	480.00	180.00	514.28	128.57		
A0J 220	210500	.400	168.00	480.00	183.00	514.28	107.14		
A0J 230	210500	.200	150.00	750.00	66.00	330.00	44.00		
A0J 240	210500	.200	150.00	750.00	342.00	488.57	95.00		
A0J 254	210500	.566	360.00	514.28	315.00	456.53	121.15		
A0J 260	210500	.200	150.00	750.00	30.00	150.00	20.00		
*****	A0J	9.115	5648.00	619.63	4642.00	509.27	82.18		
*****									
B0T 101	051400	.325	50.00	373.13	30.00	92.30	300.00		
B0T 106	051400	.134	60.00	225.56	36.00	268.65	72.00		
B0T 107	051400	.266	555.00	693.75	78.00	293.23	130.00		
B0T 109	051400	.800	180.00	450.00	326.00	416.25	60.00		
B0T 110	051400	.400	150.00	750.00	169.00	315.00	70.00		
B0T 161	051420	.200	45.00	225.00	54.00	270.00	46.00		
B0T 163	051400	.200	30.00	225.56	45.00	330.00	120.00		
B0T 176	050200	.150	30.00	200.00	44.00	300.00	146.66		
B0T 179	050200	.283	150.00	530.03	44.00	155.47	150.00		
B0T 216	051400	2.891	1250.00	432.37	859.00	297.12	68.72		
*****	B0T								
*****									
BUS 110	050100	.600	450.00	750.00	339.00	565.00	75.33		
BUS 115	050600	.200	150.00	750.00	87.00	435.00	58.00		
BUS 118	050900	.200	144.00	720.00	54.00	270.00	37.50		
BUS 120	050200	2.403	1800.00	749.06	1400.00	582.60	77.77		
BUS 121	050200	1.068	800.00	749.06	620.00	580.52	77.50		
BUS 125	050100	1.400	963.00	687.85	885.00	632.14	91.98		
BUS 128	050100	2.000	768.00	384.00	645.00	322.50	83.98		
BUS 144	050900	.400	150.00	750.00	78.00	390.00	52.00		
BUS 146	050900	.400	150.00	750.00	129.00	322.50	43.00		
BUS 156	050600	.200	144.00	720.00	1102.00	510.00	70.83		
BUS 158	050600	.200	150.00	750.00	154.00	270.00	36.00		
BUS 160	050600	.200	150.00	750.00	36.00	180.00	24.00		
BUS 195	050200	.600	420.00	750.00	297.00	495.00	70.00		
BUS 250	050800	.200	150.00	750.00	72.00	360.00	48.00		
*****	BUS	9.871	6539.00	662.44	4798.00	486.07	73.37		
*****									
CA 167	130630	.200	90.00	450.00	81.00	405.00	90.00		

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES \*\*\* DAILY CENSUS CLASSES \*\*\*

SUBJECT TOP	TOTAL FTEF	MAX WSCH	MAX WSCH / FTEF	EARNED WSCH	EARNED WSCH / FTEF	% OF MAX
AOJ 100	.233	138.38	593.90	67.65	290.34	48.88
AOJ 101	.083	44.44	535.42	11.85	142.77	26.66
AOJ 104	.873	717.19	821.24	191.25	218.99	26.66
AOJ 107	.979	595.31	607.89	595.31	607.89	100.00
AOJ 110	.400	261.00	652.50	147.00	367.50	56.32
AOJ 142	.200	135.00	675.00	48.00	240.00	35.55
AOJ 250B	.100	55.50	555.00	24.00	240.00	43.24
AOJ	2.868	1946.82	678.66	1085.06	378.25	55.73
BUS 086	.268	300.00	561.79	10.50	39.17	1050.00
BUS 120	.534	400.00	749.06	248.00	464.41	82.66
BUS 121	.534	720.00	720.00	405.00	486.89	65.25
BUS 252	.100	99.69	749.54	55.83	405.00	56.00
BUS 256	.133	72.00	720.00	37.50	419.77	52.08
BUS 257	.100	943.69	565.42	652.33	375.00	69.12
BUS	1.669	330.00	825.00	171.00	427.50	51.81
CD 125	.400	67.50	337.50	45.00	225.00	66.66
CD 138	.201	149.07	741.64	102.69	510.89	100.00
CD 199	.801	547.07	682.98	319.19	398.48	68.88
CD	1.402	771.42	771.42	294.00	420.00	54.44
CSIS110	.700	100.00	751.87	56.00	421.05	56.00
CSIS142	.133	100.00	751.87	46.00	345.86	46.00
CSIS143	.133	100.00	751.87	38.00	285.71	38.00
CSIS144	.133	100.00	751.87	46.00	345.86	46.00
CSIS145	.133	100.00	751.87	58.00	436.09	58.00
CSIS172	.133	100.00	751.87	104.00	781.95	104.00
CSIS173B	.133	1140.00	761.01	642.00	428.57	56.31
CSIS	1.498	75.00	500.00	57.00	380.00	76.00
CVTE225	.150	75.00	500.00	57.00	380.00	76.00
CVTE	.150	150.00	750.00	30.00	150.00	20.00
HESC205	.200	150.00	750.00	48.00	240.00	32.00
HESC206	.533	280.00	525.03	184.00	345.02	65.71
HESC299	.933	580.00	621.45	262.00	280.72	45.17
HESC	1.666	220.50	417.61	270.68	512.65	122.75
NURS110	.528	40.00	597.01	46.00	686.56	115.00
NURS118	.067	40.00	597.01	38.00	567.16	95.00
NURS119	.067	360.00	236.06	369.00	241.96	102.50
NURS130	1.525	360.00	225.00	351.00	219.37	97.50
NURS132	1.600	350.33	167.34	363.30	173.53	103.70
NURS211	1.202	360.00	285.14	324.00	256.63	90.00
NURS220	1.825	360.00	197.26	288.00	157.80	80.00
NURS222	1.825	389.25	179.71	376.28	270.39	96.66
NURS230	1.391					

\*\*\* CENSUS CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
AOJ 110	210500	1.400	900.00	642.85	870.00	621.42	96.66
AOJ 120	210500	.200	105.00	525.00	75.00	375.00	71.42
AOJ 122	210500	.200	135.00	675.00	111.00	555.00	82.22
AOJ 125	210500	.200	135.00	675.00	105.00	525.00	77.77
AOJ 140	210500	.283	111.00	555.00	66.00	330.00	59.45
AOJ 150	210500	.350	100.00	353.35	120.00	424.02	120.00
AOJ 200	210500	.400	270.00	675.00	168.00	480.00	140.00
AOJ 201	210500	.200	111.00	555.00	291.00	727.50	107.77
AOJ 202	210500	.200	111.00	555.00	75.00	375.00	67.56
AOJ 204	210500	.400	270.00	675.00	108.00	340.00	97.29
AOJ 206	210500	.200	150.00	750.00	240.00	600.00	88.88
AOJ 208	210500	.200	135.00	675.00	138.00	690.00	92.00
AOJ 218	210500	.350	120.00	342.85	111.00	555.00	82.22
AOJ 220	210500	.200	105.00	525.00	114.00	445.71	95.00
AOJ 230	210500	.200	105.00	525.00	135.00	675.00	130.57
AOJ 240	210500	.200	135.00	675.00	150.00	750.00	111.11
AOJ 252	210500	.350	120.00	342.85	102.00	291.42	85.00
***** AOJ		5.883	3253.00	552.94	3135.00	532.89	96.37
BUS 107	051400	.283	150.00	530.03	85.00	300.35	56.66
BUS 109	050200	.600	372.00	620.00	273.00	455.00	73.38
BUS 110	050100	.400	450.00	750.00	396.00	660.00	88.00
BUS 115	050600	.200	300.00	750.00	168.00	420.00	56.00
BUS 116	051420	.200	222.00	1110.00	150.00	750.00	67.56
BUS 120	050200	1.335	1000.00	749.06	1032.00	773.03	103.20
BUS 121	050200	1.068	800.00	749.06	740.00	692.88	92.50
BUS 124	050200	.200	96.00	480.00	45.00	225.00	46.87
BUS 125	050100	1.400	1035.00	739.28	765.00	546.42	73.91
BUS 127	051400	.400	180.00	450.00	99.00	247.50	55.00
BUS 128	050100	1.500	185.00	390.00	606.00	404.00	91.66
BUS 140	050600	.200	108.00	540.00	99.00	495.00	103.66
BUS 144	050900	.200	120.00	600.00	66.00	330.00	55.00
BUS 146	050900	.400	300.00	750.00	201.00	502.50	67.00
BUS 147A	050900	1.334	55.00	410.44	65.00	485.07	118.18
BUS 150	050200	.200	96.00	480.00	93.00	465.00	96.87
BUS 155	050600	.200	150.00	750.00	108.00	540.00	72.00
BUS 173D	051400	.266	108.00	406.01	180.00	300.75	74.07
BUS 179	050200	1.133	90.00	451.12	52.00	380.97	86.33
BUS 179	050200	1.566	300.00	600.00	57.00	380.97	63.33
BUS 216	051400	.067	30.00	447.76	227.00	401.06	75.66
BUS 222	051400	.200	150.00	750.00	22.00	328.35	73.33
BUS 228	051400	.200	144.00	720.00	48.00	240.00	33.33
BUS 250	050800	10.902	6901.00	633.00	5540.00	508.16	43.75
***** BUS							80.27
CD 108	130500	.150	66.00	440.00	57.00	380.00	86.36
CD 110	130500	.200	66.00	440.00	33.00	220.00	50.00
CD 123	130500	.200	135.00	675.00	114.00	570.00	84.44
CD 124	130500	.200	135.00	675.00	138.00	690.00	102.22

GRC-ION ALL ANALYSIS  
 SUBJECT WS  
 \*\*\* DAILY CENSUS CLASSES \*\*\*

SUBJECT TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	MAX WSCH	WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
AOJ 299	.528	325.00	615.41	126.00	238.59	38.76		
AOJ	.528	325.00	615.41	126.00	238.59	38.76		
BUS 090	.283	200.00	749.06	75.00	265.01	7500.00		
BUS 101	.283	200.00	749.06	70.00	247.34	7000.00		
BUS 107	.283	200.00	749.06	70.00	247.34	7000.00		
BUS 114	.067	200.00	749.06	14.00	208.95	1400.00		
BUS 120	.267	200.00	749.06	156.00	584.26	78.00		
BUS 121	.267	200.00	749.06	176.00	659.17	88.00		
BUS 127	.200	200.00	749.06	42.00	210.00	4200.00		
BUS 163	.200	200.00	749.06	45.00	225.00	4500.00		
BUS 164	.133	72.00	720.00	30.00	225.56	3000.00		
BUS 252	.100	100.00	751.87	43.50	435.00	60.41		
BUS 256	.133	72.00	720.00	46.00	345.86	46.00		
BUS 257	.100	72.00	720.00	39.00	390.00	54.16		
BUS	2.316	644.00	278.06	806.50	348.22	125.23		
CD 104	.067	20.00	298.50	13.00	194.02	65.00		
CD 125	.200	180.00	900.00	168.00	840.00	93.33		
CD 148	.200	135.00	675.00	63.00	315.00	46.66		
CD 149	.200	135.00	675.00	111.00	555.00	82.22		
CD 153	.200	108.00	540.00	63.00	315.00	58.33		
CD	.867	578.00	666.66	418.00	482.12	72.31		
CSIS132	.142	60.00	422.53	47.50	334.50	79.16		
CSIS134	.142	60.00	422.53	67.50	475.35	112.50		
CSIS174B	.133	24.00	180.45	28.00	210.52	116.66		
CSIS175B	.266	72.00	270.67	68.00	255.63	94.44		
CSIS274B	.133	48.00	360.90	50.00	375.93	104.16		
CSIS275B	.133	48.00	360.90	48.00	360.90	100.00		
CSIS	.949	312.00	328.76	309.00	325.60	99.03		
CVTE225	.150	69.00	460.00	54.00	360.00	78.26		
CVTE	.150	69.00	460.00	54.00	360.00	78.26		
FACS110	.200	90.00	450.00	84.00	420.00	93.33		
FACS163	.067	35.00	522.35	22.00	328.35	63.85		
FACS299	.067	29.81	444.92	18.88	281.79	63.33		
FACS	.334	154.81	463.50	124.88	373.89	80.66		
NURS117	.033	21.94	664.84	20.48	620.60	93.34		
NURS133	1.666	360.00	216.00	348.00	208.84	96.66		
NURS135	1.666	360.00	216.00	342.00	205.40	95.50		
NURS137	1.682	360.00	213.94	354.00	210.37	98.33		
NURS211	1.641	468.00	283.07	452.40	275.56	96.66		
NURS231	1.800	420.76	233.75	371.66	206.47	88.33		
NURS233	1.800	420.76	233.75	371.66	194.79	83.33		
NURS235	2.202	630.00	286.10	546.00	247.95	86.66		



DIVISION -- BUSINESS AND PROFESSIONAL STUDIES \*\*\* OE/OE CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
BUS 100	051400	1.200	1050.00	875.00	609.00	507.50	58.00	
BUS 101	051400	1.132	1000.00	883.39	500.00	441.69	50.00	
BUS 102	051400	.566	500.00	883.39	305.00	538.86	61.00	
BUS 178D	051400	.150	90.00	600.00	48.00	320.00	53.33	
BUS 299	051400	.519	445.00	857.41	243.00	468.20	54.60	
*****	BUS	3.567	3085.00	864.87	1705.00	477.99	55.26	
CSIS299	070100	1.300	694.00	533.84	555.00	426.92	79.97	
*****	CSIS	1.300	694.00	533.84	555.00	426.92	79.97	

\*\*\*\*\* BUSINESS AND PROFESSIONAL STUDIES \*\*\*\*\*  
 4.867 3779.00 776.45 2260.00 464.35 59.80

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
AOJ 110	210500	1.600	1125.00	703.12	1053.00	658.12	93.60	
AOJ 120	210500	.200	111.00	555.00	72.00	360.00	64.86	
AOJ 128	210500	.111	44.00	396.39	34.00	306.30	77.27	
AOJ 130	210500	.222	80.00	360.36	64.00	288.28	80.00	
AOJ 150	210500	.350	120.00	342.85	144.00	411.42	120.00	
AOJ 200	210500	.600	375.00	625.00	351.00	585.00	102.85	
AOJ 202	210500	.200	105.00	675.00	108.00	427.50	63.33	
AOJ 204	210500	.400	270.00	675.00	171.00	555.00	82.22	
AOJ 206	210500	.200	135.00	675.00	66.00	330.00	48.88	
AOJ 207	210500	.200	105.00	675.00	90.00	450.00	85.71	
AOJ 208	210500	.700	240.00	342.85	246.00	351.42	102.50	
AOJ 218	210500	.200	135.00	675.00	105.00	525.00	77.77	
AOJ 230	210500	.200	135.00	675.00	135.00	675.00	100.00	
AOJ 240	210500	.350	120.00	342.85	102.00	291.42	85.00	
AOJ 252	210500	.283	100.00	353.35	120.00	424.02	120.00	
AOJ 254	210500	.200	111.00	555.00	57.00	285.00	51.35	
AOJ 260	210500	6.216	3446.00	554.37	3029.00	487.29	87.89	
***** AOJ								
BUS 101	051400	.283	25.00	88.33	130.00	459.36	520.00	
BUS 107	051400	.566	75.00	132.50	230.00	406.36	306.66	
BUS 109	051400	.600	255.00	425.00	267.00	445.00	104.70	
BUS 110	051400	.600	396.00	660.00	348.00	580.00	87.87	
BUS 114	051400	.067	5.00	74.62	33.00	492.53	660.00	
BUS 115	050600	.400	300.00	750.00	180.00	450.00	60.00	
BUS 116	050600	.200	150.00	750.00	102.00	510.00	68.00	
BUS 118	050950	.200	75.00	375.00	54.00	270.00	72.00	
BUS 120	050200	1.602	1140.00	711.61	1200.00	749.06	105.26	
BUS 121	050200	1.068	800.00	749.06	584.00	546.81	73.00	
BUS 122	050200	1.267	200.00	749.06	60.00	224.71	30.00	
BUS 125	050100	1.400	1050.00	750.00	843.00	602.14	80.28	
BUS 127	051400	.400	45.00	112.50	159.00	397.50	353.33	
BUS 128	050100	1.500	594.00	396.00	1576.00	384.00	96.96	
BUS 140	050600	.200	150.00	750.00	78.00	390.00	52.00	
BUS 142	050950	.200	96.00	480.00	72.00	360.00	75.00	
BUS 144	050950	.200	150.00	750.00	81.00	405.00	54.00	
BUS 146	050900	.400	300.00	750.00	222.00	555.00	74.00	
BUS 147A	050950	.134	78.00	582.08	36.00	223.87	38.46	
BUS 152	050100	.133	60.00	451.12	30.00	270.67	60.00	
BUS 155	050600	.200	150.00	750.00	42.00	210.00	28.00	
BUS 156	050600	.200	150.00	750.00	90.00	450.00	60.00	
BUS 162	050200	.200	144.00	720.00	69.00	345.00	47.91	
BUS 163	051400	.133	30.00	150.00	42.00	210.00	140.00	
BUS 173D	051400	.133	48.00	360.90	40.00	200.75	83.33	
BUS 176	050200	.150	60.00	451.12	74.00	556.39	123.33	
BUS 179	050200	.800	90.00	675.00	99.00	667.50	98.88	
BUS 195	130400	.566	540.00	675.00	184.00	667.50	92.00	
BUS 216	051400	.400	246.00	615.00	90.00	225.00	36.58	
BUS 250	050990	.200	135.00	675.00	66.00	330.00	48.88	
BUS 253	050990	.200	135.00	675.00	66.00	330.00	48.88	

SKDS7I-INS  
 RUN ON: 01-10-2001 21:31:40  
 REPORT INCLUDES: GROSSMONT COLLEGE ONLY \*\*\* ALL SHORT TERM CLASSES \*\*\*  
 GROSSMONT COLLEGE  
 SUBJECT WSCH ANALYSIS

SUBJECT TOP	TOTAL FTEF	MAX WSCH	MAX WSCH WSCH/FTEF	EARNED WSCH	EARNED WSCH WSCH/FTEF	% OF MAX
BUS 258 050990	13.802	96.00	480.00	60.00	300.00	62.50
***** BUS		7833.00	567.52	6675.00	483.62	85.21
CD 109 130510	.150	66.00	440.00	33.00	220.00	50.00
CD 111 130510	.150	66.00	440.00	39.00	260.00	59.09
CD 123 130510	.200	180.00	900.00	111.00	555.00	61.66
CD 124 130510	.200	135.00	675.00	69.00	345.00	51.11
CD 125 130510	2.000	1674.00	837.00	1428.00	714.00	85.30
CD 126 130510	.600	405.00	675.00	276.00	460.00	68.14
CD 127 130510	.200	135.00	675.00	105.00	525.00	77.77
CD 128 130510	.400	270.00	675.00	195.00	487.50	72.22
CD 129 130510	.200	135.00	675.00	99.00	495.00	73.33
CD 130 130510	.200	111.00	555.00	105.00	525.00	94.59
CD 131 130510	.600	405.00	675.00	255.00	425.00	62.96
CD 132 130510	.200	66.00	330.00	21.00	105.00	31.81
CD 134 130510	.400	210.00	525.00	135.00	337.50	64.28
CD 137 130510	.200	150.00	750.00	108.00	540.00	72.00
CD 141 130510	.400	225.00	562.50	120.00	300.00	53.33
CD 143 130510	.200	135.00	675.00	105.00	525.00	77.77
CD 145 130510	.200	111.00	555.00	69.00	345.00	62.16
***** CD	6.500	4479.00	689.07	3273.00	503.53	73.07
CSIS105 070300	.849	600.00	706.71	490.00	577.14	81.66
CSIS110 070300	4.900	3360.00	685.71	3192.00	651.42	95.00
CSIS112 070300	.600	300.00	375.00	201.00	378.75	101.00
CSIS113 070300	.283	216.00	360.00	201.00	335.00	93.05
CSIS114 070300	.350	120.00	424.02	120.00	424.02	100.00
CSIS115 070300	.800	144.00	411.42	126.00	360.00	87.50
CSIS119 070300	.284	372.00	465.00	321.00	401.25	86.29
CSIS132 070300	.566	120.00	422.53	105.00	369.71	87.50
CSIS134 070300	.283	240.00	424.02	230.00	406.36	95.83
CSIS135 070300	.283	120.00	424.02	95.00	335.68	79.16
CSIS136 070300	.350	120.00	424.02	110.00	338.69	91.66
CSIS140 070300	.217	144.00	411.42	138.00	394.28	95.83
CSIS141 070300	.800	104.00	479.26	92.00	423.96	88.46
CSIS151D 070300	.350	366.00	457.50	327.00	408.75	89.34
CSIS165 070300	.266	144.00	411.42	138.00	394.28	95.83
CSIS172 070300	.200	96.00	360.90	74.00	278.19	77.08
CSIS177A 070300	.350	72.00	360.00	51.00	255.00	70.83
CSIS190 070300	.178	144.00	411.42	174.00	497.14	120.83
CSIS195 070300	.200	150.00	404.49	60.00	337.07	83.33
CSIS2250 070300	.350	144.00	411.42	144.00	411.42	100.00
CSIS2293 070300	.350	144.00	411.42	144.00	411.42	100.00
CSIS296 070300	.500	216.00	411.42	246.00	377.14	91.66
CSIS299 070300	14.459	7652.00	529.22	7082.00	489.79	92.55
***** CSIS						
CVTE100 121300	.133	120.00	902.25	76.00	571.42	63.33
CVTE101 121300	.267	240.00	898.87	148.00	554.30	61.66

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES  
 \*\*\* DAILY CENSUS CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	MAX WSCH	EARNED WSCH	EARNED WSCH	% OF MAX
AOJ 101	210500	.229	105.00	457.31	79.67	346.99	75.87	
AOJ 102	210500	.287	175.00	608.69	63.00	219.13	36.00	
AOJ 103	210500	.346	272.81	787.10	81.84	236.12	29.99	
AOJ 299	210500	.312	125.00	400.12	70.00	224.07	56.00	
*****	AOJ	1.176	677.81	576.32	294.51	250.41	43.45	
BUS 120	050200	.267	200.00	749.06	184.00	689.13	92.00	
BUS 121	050200	.267	200.00	749.06	204.00	764.04	102.00	
BUS 164	051400	.133	60.00	451.12	50.00	375.93	83.33	
BUS 199	050600	.133	1.50	1.50	1.50	1.50	100.00	
BUS 251	050990	.800	64.00	481.20	54.00	406.01	84.37	
*****	BUS		525.50	656.87	493.50	616.87	93.91	
CD 101	130510	.067	20.00	298.50	13.00	194.02	65.00	
CD 125	130510	.200	105.00	525.00	114.00	570.00	108.57	
CD 136	130510	.200	75.94	379.70	92.81	464.05	122.21	
CD 299	130510	.101	82.22	814.05	58.19	576.13	70.77	
*****	CD	.568	283.16	498.52	278.00	489.43	98.17	
CSIS174B	070300	.266	96.00	360.90	100.00	375.93	104.16	
CSIS175B	070300	.133	48.00	360.90	54.00	406.01	112.50	
CSIS274B	070300	.266	96.00	360.90	94.00	353.38	97.91	
CSIS275B	070300	.133	48.00	360.90	24.00	180.45	50.00	
CSIS299	070300	.133	48.00	360.90	36.00	270.67	75.00	
*****	CSIS	.931	336.00	360.90	308.00	330.82	91.66	
FACS163	130630	.067	40.00	597.01	24.00	358.20	60.00	
FACS299	130400	.134	20.00	298.50	13.00	194.02	65.00	
*****	FACS		60.00	447.76	37.00	276.11	61.66	
HESC110	210100	.200	45.00	225.00	28.50	142.50	63.33	
*****	HESC	.200	45.00	225.00	28.50	142.50	63.33	
NURS201	120300	.089	49.50	556.17	46.50	522.47	93.93	
NURS203	120300	1.616	397.03	245.59	372.97	230.71	93.94	
NURS205	120300	.791	180.00	227.33	192.00	242.48	106.66	
NURS223	120300	2.633	560.00	212.68	520.00	197.49	92.85	
NURS225	120300	2.708	644.00	237.79	632.50	233.54	98.21	
*****	NURS	7.838	1830.53	233.52	1763.97	225.03	96.36	
RESP112	121000	.600	120.00	200.00	63.00	105.00	52.50	
*****	RESP	.600	120.00	200.00	63.00	105.00	52.50	

\*\*\*\*\* BUSINESS AND PROFESSIONAL STUDIES \*\*\*\*\*  
 12.247 3878.00 316.63 3266.48 266.70 84.23

SKDS71-INS  
 RUN ON: 01-10-2001 21:31:40  
 REPORT INCLUDES: GROSSMONT COLLEGE ONLY \*\*\* ALL SHORT TERM CLASSES \*\*\*

GROSSMONT COLLEGE  
 SUBJECT WSCH ANALYSIS

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES

\*\*\* OE/OE CLASSES \*\*\*

SUBJECT TOP	TOTAL FTEF	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
BUS 100 051400	1.200	1050.00	875.00	589.50	491.25	56.14
BUS 101 051400	1.132	1000.00	883.39	545.00	481.44	54.50
BUS 102 051400	.566	500.00	883.39	235.00	415.19	47.00
BUS 299 051400	1.407	1181.88	840.00	602.01	427.86	50.93
***** BUS	4.305	3731.88	866.87	1971.51	457.95	52.82
CSIS299 070300	.650	151.88	233.66	150.45	231.46	99.05
***** CSIS	.650	151.88	233.66	150.45	231.46	99.05

\*\*\*\*\* BUSINESS AND PROFESSIONAL STUDIES \*\*\*\*\*

4.955	3883.76	783.80	2121.96	428.24	54.63
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DIVISION -- BUSINESS AND PROFESSIONAL STUDIES \*\*\* CENSUS CLASSES \*\*\*

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
A0J 110	210500	1.600	960.00	600.00	972.00	607.50	101.25
A0J 120	210500	.200	105.00	525.00	48.00	240.00	45.71
A0J 122	210500	.200	135.00	675.00	54.00	270.00	40.00
A0J 125	210500	.200	135.00	675.00	114.00	570.00	84.44
A0J 126	210500	.200	111.00	555.00	151.00	255.00	45.94
A0J 142	210500	.200	135.00	675.00	63.00	315.00	46.66
A0J 148	210500	.263	100.00	353.35	120.00	420.00	100.00
A0J 150	210500	.350	120.00	342.85	168.00	480.00	100.00
A0J 200	210500	.800	390.00	487.50	405.00	506.25	103.84
A0J 202	210500	.200	111.00	555.00	111.00	555.00	100.00
A0J 204	210500	.200	105.00	525.00	66.00	330.00	62.85
A0J 206	210500	.200	150.00	750.00	96.00	480.00	64.00
A0J 208	210500	.200	135.00	675.00	108.00	540.00	80.00
A0J 210	210500	.200	135.00	675.00	84.00	420.00	62.22
A0J 218	210500	.350	120.00	342.85	102.00	291.428	85.00
A0J 220	210500	.200	105.00	525.00	138.00	394.28	115.00
A0J 230	210500	.200	105.00	525.00	105.00	525.00	100.00
A0J 240	210500	.200	135.00	675.00	114.00	570.00	84.44
A0J 252	210500	.350	120.00	342.85	90.00	257.14	75.00
A0J 254	210500	.283	100.00	353.35	80.00	282.68	80.00
***** A0J		6.766	3527.00	521.28	3089.00	456.54	87.58
BUS 101	051400	.283	150.00	530.03	85.00	300.35	56.66
BUS 107	051400	.566	300.00	530.03	185.00	326.85	61.66
BUS 109	051400	.600	432.00	720.00	312.00	520.00	72.22
BUS 110	050100	.600	450.00	750.00	306.00	510.00	68.00
BUS 114	051400	.067	30.00	447.76	30.00	447.76	100.00
BUS 115	050600	.400	300.00	750.00	156.00	390.00	52.00
BUS 116	051420	.200	222.00	1110.00	66.00	330.00	29.72
BUS 120	050200	1.869	1280.00	709.85	1200.00	642.00	77.87
BUS 121	050200	1.335	940.00	709.85	1732.00	548.31	75.94
BUS 124	050200	1.400	75.00	375.00	51.00	255.00	68.00
BUS 125	050100	1.600	1035.00	333.60	786.00	561.42	75.94
BUS 127	051400	1.600	195.00	390.00	201.00	333.60	102.56
BUS 128	050100	1.500	585.00	390.00	600.00	400.00	102.56
BUS 140	050600	.200	108.00	540.00	84.00	420.00	77.77
BUS 144	050900	.200	150.00	750.00	75.00	375.00	50.00
BUS 146	050900	.400	300.00	750.00	243.00	507.50	109.25
BUS 147A	050950	.134	55.00	410.44	38.00	279.58	66.25
BUS 150	050600	.200	96.00	480.00	54.00	270.00	58.33
BUS 155	050600	.200	150.00	750.00	36.00	180.00	24.00
BUS 156	050600	.200	135.00	675.00	60.00	300.00	44.44
BUS 163	051400	.200	90.00	450.00	42.00	210.00	46.66
BUS 173D	051400	.133	48.00	360.00	22.00	165.41	45.83
BUS 176	050200	.265	100.00	375.93	66.00	248.12	66.00
BUS 179	050200	.150	90.00	600.00	57.00	380.00	63.33
BUS 216	051400	.566	300.00	530.03	148.00	261.48	49.33
BUS 222	051400	.067	30.00	447.76	17.00	253.73	56.66
BUS 250	050990	.200	144.00	720.00	96.00	480.00	66.66

DIVISION -- BUSINESS AND PROFESSIONAL STUDIES  
 \*\*\* POSITIVE ATTENDANCE \*\*\*

SUBJECT TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	MAX WSCH	WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
AOJ 262A 210500	.067	67.50	67.50	1007.46	1007.46	21.00	313.43	31.11
AOJ 262B 210500	.067	67.50	67.50	1007.46	1007.46	22.50	335.82	33.33
AOJ 262C 210500	.067	67.50	67.50	1007.46	1007.46	24.00	358.20	35.55
AOJ 262D 210500	.067	67.50	67.50	1007.46	1007.46	21.00	313.43	31.11
AOJ 299 210500	.134	92.50	92.50	690.29	690.29	34.50	257.46	37.29
***** AOJ	.402	362.50	362.50	901.74	901.74	123.00	305.97	33.93
BUS 299 051400	.133	90.00	90.00	676.69	676.69	32.00	240.60	35.55
***** BUS	.133	90.00	90.00	676.69	676.69	32.00	240.60	35.55
CD 299 130510	.468	289.72	289.72	619.05	619.05	130.84	279.57	45.16
***** CD	.468	289.72	289.72	619.05	619.05	130.84	279.57	45.16
CSIS185A 070300	.066	24.00	24.00	363.63	363.63	18.00	272.72	75.00
CSIS186A 070300	.066	24.00	24.00	363.63	363.63	12.50	189.39	52.08
***** CSIS	.132	48.00	48.00	363.63	363.63	30.50	231.06	63.54
HESC112 219900	.084	60.00	60.00	714.28	714.28	24.75	294.64	41.25
***** HESC	.084	60.00	60.00	714.28	714.28	24.75	294.64	41.25

\*\*\*\*\* BUSINESS AND PROFESSIONAL STUDIES \*\*\*\*\*

1.219	850.22	697.47	341.09	279.81	40.11
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DIVISION -- BUSINESS AND PROFESSIONAL STUDIES

SUBJECT	TOP	TOTAL FTEF	MAX WSCH	MAX WSCH	MAX WSCH/FTEF	EARNED WSCH	EARNED WSCH/FTEF	% OF MAX
A0J 101	210500	.274	157.50	572.93	71.00	258.27	45.07	
A0J 104	210500	.933	759.38	813.21	219.38	234.93	28.88	
A0J 119	210500	.167	105.00	628.74	33.00	197.60	31.42	
A0J 299	210500	.054	12.50	231.05	11.50	212.56	92.00	
***** A0J		1.429	1034.38	723.44	334.88	234.21	32.37	
BUS 086	051400	.201	90.00	447.76	36.00	179.10	40.00	
BUS 120	050200	.267	200.00	749.06	176.00	659.17	88.00	
BUS 121	050200	.267	200.00	749.06	204.00	764.04	102.00	
BUS 164	051400	.133	60.00	451.12	16.00	120.30	26.66	
BUS 252	050900	.100	72.00	720.00	54.00	75.00	58.00	
BUS 256	050990	.133	100.00	751.87	58.00	436.09	58.00	
BUS 257	050990	.100	72.00	720.00	45.00	450.00	62.50	
***** BUS		1.201	794.00	651.11	589.00	490.42	74.18	
CD 104	130510	.067	20.00	298.50	10.00	149.25	50.00	
CD 125	130510	.401	300.00	748.12	222.00	553.61	74.00	
CD 149	130510	.200	135.00	675.00	66.00	330.00	48.88	
CD 299	130510	.233	126.41	542.53	63.97	274.54	50.60	
***** CD		.901	581.41	645.29	361.97	401.74	62.25	
CSIS174B	070300	.133	24.00	180.45	40.00	300.75	166.66	
CSIS175B	070300	.133	48.00	360.90	46.00	345.86	95.83	
CSIS274B	070300	.133	48.00	360.90	38.00	285.71	79.16	
CSIS299	070300	.532	192.00	360.90	140.00	263.15	72.91	
***** CSIS		.931	312.00	335.12	264.00	283.56	84.61	
CVTE225	121300	.150	69.00	460.00	78.00	520.00	113.04	
***** CVTE		.150	69.00	460.00	78.00	520.00	113.04	
FACSI63	130630	.067	35.00	522.38	35.00	522.38	100.00	
FACSI66	130400	.067	30.00	447.76	26.00	388.05	86.66	
***** FACS		.134	65.00	485.07	61.00	455.22	93.84	
HESC110	219900	.200	90.00	450.00	120.00	600.00	133.33	
***** HESC		.200	90.00	450.00	120.00	600.00	133.33	
NURS117	120300	.066	35.00	530.30	22.00	333.33	62.85	
NURS133	120300	1.915	372.00	194.21	396.00	206.74	106.45	
NURS135	120300	1.913	372.00	194.43	372.00	194.43	100.00	
NURS137	120300	1.979	372.00	187.92	396.00	200.05	106.45	
NURS211	120300	1.645	389.25	236.58	389.25	236.58	100.00	
NURS231	120300	1.933	420.76	217.50	350.63	181.33	83.33	
NURS233	120300	1.933	420.76	217.50	392.70	203.09	93.33	
NURS235	120300	2.202	630.00	286.10	546.00	247.95	86.66	
NURS299	120300	.301	144.32	479.46	64.03	12.72	44.36	
***** NURS		13.889	3156.09	227.22	2928.61	210.84	92.79	



**MMIB – APPENDIX 13**

**FISCAL YEAR FTES ANALYSIS BY PROGRAM REPORT**

**GCCCD**  
**06/07 Grossmont College Program Review**  
**Program Data Elements**

	01/02	02/03	03/04	04/05	05/06
<u>Business Management (0506.00)</u>					
Course #					
Bus 115					
Bus 140					
Bus 141					
Bus 155					
Bus 156					
Bus 158					
Bus 160					
Bus 199					
FTES					
Summer	0	0	0	0	0
Fall	417	519	351	291	300
Spring	291	276	288	249	279
Total WSCH	<u>708</u>	<u>795</u>	<u>639</u>	<u>540</u>	<u>579</u>
Total FTES	<u>23.60</u>	<u>26.50</u>	<u>21.30</u>	<u>18.00</u>	<u>19.30</u>
Top 050600 Bus. Management - Unrestricted	<u>\$117,708</u>	<u>\$194,812</u>	<u>\$87,684</u>	<u>\$34,304</u>	<u>\$37,362</u>
Costs per FTES	<u>\$4,987.63</u>	<u>\$7,351.40</u>	<u>\$4,116.62</u>	<u>\$1,905.78</u>	<u>\$1,935.85</u>
050600 Bus. Management - Restricted	\$0	\$0	\$0	\$0	\$0

**GCCCD**  
**06/07 Grossmont College Program Review**  
**Program Data Elements**

	01/02	02/03	03/04	04/05	05/06
<u>International Business &amp; Trade (0508.00)</u>					
Course #					
Bus 250					
Bus 251					
Bus 253					
Bus 256					
Bus 257					
Bus 258					
FTES					
Summer	0	0	0	0	0
Fall	355	280	241	205	224
Spring	201	132	115	102	165
Total WSCH	556	412	356	307	389
Total FTES	18.53	13.75	11.88	10.24	12.98
Top 050800 Inter Bus & Trade - Unrestricted	\$97,641	\$69,619	\$73,523	\$73,620	\$27,991
Costs per FTES	\$5,269.35	\$5,063.20	\$6,188.80	\$7,189.45	\$2,156.47
050800 Inter Bus & Trade - Restricted	\$0	\$0	\$0	\$0	\$0

**GCCCD**  
**06/07 Grossmont College Program Review**  
**Program Data Elements**

	01/02	02/03	03/04	04/05	05/06
<u>Marketing &amp; Distribution (0509.00)</u>					
Course #					
Bus 118					
Bus 142					
Bus 144					
Bus 146					
Bus 147A					
Bus 252					
FTES					
Summer	33	0	0	0	0
Fall	385	440	397	327	126
Spring	443	519	353	324	302
Total WSCH	<u>861</u>	<u>959</u>	<u>750</u>	<u>651</u>	<u>428</u>
Total FTES	<u>28.68</u>	<u>31.97</u>	<u>24.98</u>	<u>21.70</u>	<u>14.25</u>
Top 050900 Marketing & Distribution - Unrestr.	<u>\$4,343</u>	<u>\$939</u>	<u>\$1,916</u>	<u>\$1,097</u>	<u>\$22,192</u>
Costs per FTES	<u>\$151.43</u>	<u>\$29.37</u>	<u>\$76.70</u>	<u>\$50.55</u>	<u>\$1,557.33</u>
050900 Marketing & Distribution - Restr.	\$0	\$0	\$0	\$3,560	\$10,384

**MMIB – APPENDIX 14**

**FISCAL DATA: OUTCOMES PROFILE**



**MMIB – APPENDIX 15**

**ADVISORY COMMITTEE MEETING REPORTS**

**GROSSMONT COLLEGE**  
**MINUTES OF THE HOSPITALITY & TOURISM**  
**ADVISORY COMMITTEE MEETING**  
**24 APRIL 2007**

**IN ATTENDANCE**

Evonne Darby	Barona Valley Ranch Resort & Casino
Brian P. Blake	Internship & Placement Director- San Diego State University
Laura Kuebel	Program and Outreach Coordinator - Hostelling International, San Diego Council
Beverly Mascari	Owner, Director of Guest/Public Relations – Anthony's La Mesa
Jeff Wood	Business/Virtual Enterprise Teacher - Mount Miguel High School
Jeanette Perez	Director of Guest Services – SDEVB
Charles Hansen	Vice President of Community Affairs – Viejas Enterprises
Dan Conaway	Historic Highway 80 Corporation / Retired Attorney
Fred Allen	Sr. Dean, Business & Professional Studies, Grossmont
Eric Lund	General Manager, East County Visitors Bureau
Priscilla Roger	Instructor & Coordinator, MMIB & Hospitality & Tourism

**CALL TO ORDER**

The 1st Meeting of the Tourism Panel Review Workgroup Meeting was called to order at 3:00PM.

**OVERVIEW**

A group of diverse members of the community which included business leaders, hoteliers, educators, administrators and tourism industry specialists met to discuss the tourism hospitality program offered at Grossmont College.



The meeting goals included the following:

- Assess the results of the program to date
- Offer feedback and ideas for improvements
- Analyze student learning outcomes
- Effectiveness of courses offered at Grossmont College with regards to alignment with San Diego State articulation

### **DISCUSSION OF THE PROGRAM**

It was discussed that Grossmont College continue to adjust the hospitality & Tourism Program to enable students to be prepared for entry into the workplace. It was also discussed that we continue to work closely with our colleagues and the industry to ensure development of the program as a part of educational career path through four year colleges offering tourism and hospitality curriculum degrees. It was mentioned that San Diego State University program is seriously impacted and that they were referring student to us for their first two years.

Further discussed were the following:

- Develop a mentoring program for students
- Improve the quality and variety of guest speakers related to key subject matter topics
- Increase the size of the workgroup to add additional voices from the industry and educators
- Survey students to identify needs and wants relating to subject matter and course offerings to satisfy their career and /or educational pathways
- Develop student learning outcomes that are in alignment with other four year colleges like SDSU
- Increased need for communication and networking skills
- Need for some one unit courses/classes in the areas of entry level management, leadership, personal selling skills and business ethics.

- Possible new Certificate Programs were discussed such as:
  - Activities Coordinator (Exercise & Nutrition)
  - Spa Management
  - Concierge Training
  - Event Planning

The group mentioned that we needed to do more in the way of marketing the program. It was commented that our program was excellent and more potential students need to find out about it. It was decided we would spend time at the next meeting looking at ways to improve marketing efforts.

In Summary, the workgroup had a very productive first meeting and plans were made to reconvene in the Spring of 2008 to further review the Grossmont College Tourism and Hospitality Program and assist in furthering its growth and development.

#### **ADJOURNMENT**

The meeting was adjourned at 5:00PM.



G. Britt

**GROSSMONT COLLEGE** ✓  
**MINUTES OF THE INTERNATIONAL BUSINESS**  
**ADVISORY COMMITTEE MEETING**  
**20 MARCH 2002**

**MEMBERS PRESENT**

Carlos Arteaga	Labs, Inc., General Manager, Adjunct Faculty
Mary Jean Del Campo	ROP/Coordinator, Intl. Trade Center, S.D. Schools
Lois Knowlton	Dean, Business and Professional Studies
Pat Miller	Interim Coordinator, Marketing and Retailing
Leslie Pembroke	Paxton, Shreve & Hays, Inc., Manager
Priscilla Rogers	Rogers & Richards Intl Inc., Adjunct Faculty
Tanya Tate	Student, Grossmont College
James Wegge	Flight Suits, President, Marketing Instructor
Rochelle Williams	US Dept of Commerce, Intl Trade Specialist

**MEMBERS NOT PRESENT**

Gene Britt	Coordinator, Intl. Business Marketing & Management Program
Gary Gorton	Tudla, Vice President Finance

**CALL TO ORDER**

The meeting began at 5:20PM and attending members introduced themselves.

**COURSE OUTLINES – REVIEWS AND REVISIONS**

Priscilla Rogers discussed the changes and revisions made to the International Business courses in the recent review board. The changes were recommended by Gene Britt and presented to the board by Priscilla Rogers. The following were discussed:

Business 250 – Change of text

Business 251 -- Course content and text.

Business 253 – Change of catalog description, outside assignments added and text.

Business 256 – Change of outside assignments added and change of text.

Business 258 – Change of text.

Business 266/67 – Optional Texts were added.

There were no questions or additional discussion regarding these changes.

## REVIEW OF CUSTOMS BROKER COURSE

Leslie Pembroke reviewed the Customs Broker License Exam Preparation Course that started in January. Leslie Pembroke taught the class and felt that it was a success as there were a total of 18 students. It has been determined that the minimum number of students to make the program financially successful is 8. So far our pass rate in the federal exam has been better than the national average. Advertising was felt to be quite successful this time and Leslie mentioned that we should do the same and add getting brochures out to Calexico for the next class in July.

## INTERNSHIP PROGRAMS

Pat Miller, as coordinator for this program, gave us an up-date as to where the program was this year. There was a lot of interest in this topic and a lively discussion took place. It was mentioned that the internship program has been going on at Grossmont for at least 20 years. Gene Britt has run this program in the past and Pat Miller has taken on the responsibilities for the last 3 spring semesters. All of our students were placed this year including some last minute special requests.

Mary Jean Del Campo discussed how the program at Point Loma High School is run. Of special interest to all was the fact that many of the students were offered jobs with their internship companies. Mary Jean felt that the San Diego business community has been extremely helpful on an on going basis to her and the program.

Rochelle William shared with us the success of the internship program at the Department Commerce. Also mentioned was a summer program that the World Trade Institute was running for high school juniors. All felt that the internship programs were extremely helpful and positive for the international students.

## HOSPITALITY AND TOURISM MANAGEMENT

Lois Knowlton introduced the committee to two new and very exciting programs – Hospitality & Tourism Management and Culinary Entrepreneurship. The Hospitality & Tourism Management program was written so that the student can transfer directly to the SDSU Hospitality & Tourism Management program as a junior. This is very important because it give the Grossmont student an advantage in going to State, as every class is transferable.

Also introduced at this time was another new program, Culinary Entrepreneurship. This course is designed to educate the student in the culinary arts field as well as prepare them to be business owners and managers. This will be very important to our students as new restaurant businesses have a high failure rate due mostly to a lack of managerial skills.

Both of these programs received positive feedback from all participants. The general comments were that these were really well organized programs and perfect for the San Diego area.

### **FUTURE OF THE INTERNATIONAL BUSINESS PROGRAM**

Lois Knowlton informed us that Gene Britt's last semester would be Spring of 2003. And that in the meantime, due to the hours he had banked, he would be working a reduced workload. There was a general and unanimous concern that the position of Coordinator of the International Business program needed to be filled as soon as possible. This program is important to the school, to the students (both US and foreign), and to the community and it needs to have someone lead it into the future. Everyone felt that it needed someone who was or would be involved in the international community here in San Diego and committed to the growth of international business and globalization.

### **THE INTERNATIONAL BUSINESS PROGRAMS, GENERAL DISCUSSIONS AND RECOMMENDATIONS**

In terms of general discussions, there was definite agreement amongst the members of the committee that there should be some additional classes added that would offer some unique educational experiences for our students. We discussed the fact that many students come to Grossmont for practical experience and useful information. This has been manifested in some of the shorter but well attended classes such as Global Sourcing, Buying and Manufacturing (1.5), International Transportation (1.5), International Finance (2), and Import/Export Procedures (2).

The classes that were recommended were the following:

- International Ethics – a class dedicated to discussion of ethics and business practices
- International Business Geography – a course to help students learn about foreign countries and their locations.
- International Etiquette – a class dedicated to helping students manage the different business social situations encountered in international business. An SDSU instructor was recommended as being an excellent teacher of this course. Selma Meyers, an expert in intercultural business relations, was also suggested.
- Global Logistics – a class, which goes beyond just transportation to total logistics (mention was made of what is being offered at Alliant International University).
- International Business Language – short but intense study of a foreign language directed at the international businessperson. Jim Wegge said that he had gone through the Berlitz type of instruction and found it very effective when he was working in another country in a foreign language. Such a program lasts approximately 50-60 hours.

Also discussed at this same time were ways to make more students aware of the International Business program. Some of the suggestions discussed were putting brochures and information wherever students stand in line – the admissions office and the bookstore were suggested in particular. Another suggestion was made to put an ad in the *Reader* as everyone (students) reads that because it is free.

We discussed also doing a survey of our current International Business Students to find out how they learned of the International Business Program and how they think we could reach more students. It was agreed upon that Priscilla Rogers would develop a survey in conjunction with Pat Miller and Carlos Arteaga. This survey would then be given to all of our current international business students.

Rochelle Williams very kindly brought current trade information from the Department of Commerce regarding mostly exports. The information will be copied and distributed to those who requested it.

#### ADJOURNMENT

The meeting was adjourned at 6:30 PM.

**MMIB – APPENDIX 16**

**LIST OF FACULTY MEMBERS**

**MARKETING, MANAGEMENT, INTERNATIONAL BUSINESS,  
RETAIL AND HOSPITALITY & TOURISM MANAGEMENT**

**LIST OF FACULTY MEMBERS – As of Spring 2008**

**FULL-TIME: Priscilla E. Rogers**

**FULL-TIME: Nate Scharff (2 Classes)**

**ADJUNCT: Carlos Arteaga**

**Olivia Carroll**

**DeAnna Luna**

**Eric Lund**

**Patricia Miller**

**Lance Montalto**

**Janis Pllum**

**Leslie Pembroke**

**John Spelta**



**MARKETING, MANAGEMENT, INTERNATIONAL BUSINESS RETAIL AND  
HOSPITALITY & TOURISM MANAGEMENT PROGRAM REVIEW**

Questions and Answers

**MARKETING, MANAGEMENT, INTERNATIONAL BUSINESS RETAIL AND  
HOSPITALITY & TOURISM MANAGEMENT PROGRAM REVIEW**

Summary Evaluation