

**Annual Review of Data- Form A  
Continuing Education**

**Business Information Technology**

A. Comment on Annual Summary Data Table

- 1a. In the years 04/05, we had low unemployment at that time which historically reduces the number of students wanting computer training.
- 1b. The jump in program costs in 07/08 is most likely attributed to the BIT equipment purchases for the new West City Center Campus.
- 1c. The BIT program encompasses such a mix of short term & long term programs that the number does not reflect actual retention. The numbers do not seem to be statistically significant.
- 1d. There was no significant change.
- 1e. We believe the numbers are not reflective of the actual certificates issued. We strongly recommend a better tool to collect and report our data.
- 1f. Not applicable for BIT

B. Comment on percentage change from prior years

1a-/1f Same comments as Question A.

C. BIT Certificate Programs – Long Term Certificates

**The Account Clerk Certificate Program**

This program is designed to provide students with the basic skills necessary to achieve success in the accounting field. This course of study which includes successful completion of the Front Desk/Office Assistant curriculum.

**The Front Desk/Office Assistant**

This certificate program prepares the student for an entry level position in an office setting.

**The Administrative Assistant Certificate Program**

This program represents Step Two of the curriculum designed to provide students with a working knowledge of office systems and procedures and advanced level computer skills required for a successful career in a business environment.

**Cisco Certified Network Academy**

This program prepares you for the Cisco Certified Networking Associate (CCNA) exam. This program consists of four courses. Each course, starting with course 1, must be completed before advancing to the next course.

Short Term Certificates

- Medical Terminology
- Computerized Medical Office
- Medical Insurance & Coding