



Herbert Cortez <hcortez@hartnell.edu>

Fwd: Hartnell BOT

Clint Cowden <ccowden@hartnell.edu>

Thu, Apr 4, 2019 at 10:28 AM

To: hcortez@hartnell.edu, codonnell@hartnell.edu, Sharon Albert <salbert@hartnell.edu>, pcalvert@hartnell.edu, klocke@hartnell.edu

All

Please see below. We are good to go.

Clint

Sent from my iPhone

Begin forwarded message:

From: Sherrean Carr <SCarr@gavilan.edu>**Date:** April 4, 2019 at 9:45:50 AM PDT**To:** Judith Cutting <jcutting@mpc.edu>**Cc:** Gerlinde Brady <gebrady@cabrillo.edu>, Clint Cowden <ccowden@hartnell.edu>**Subject: Re: Hartnell BOT**

Agree with everyone. Thanks Clint. S

Sent from my iPhone

On Apr 4, 2019, at 9:30 AM, Judith Cutting <jcutting@mpc.edu> wrote:

Hi Clint,

This is something we can do moving forward. I've been submitting directly to BACCC, but am happy to add this step. We did some work on our Office Administration program earlier this year. Thanks for sharing--I concur with Gerlinde--looks good. Judy

On Wed, Apr 3, 2019 at 1:34 PM Gerlinde Brady <gebrady@cabrillo.edu> wrote:

Hello Clint,

Some colleges check with local deans and some do not. I think it's a good thing to do and appreciate getting to see this before it gets submitted. Looks great to me.

Gerlinde

On Wed, Apr 3, 2019 at 11:31 AM Clint Cowden <ccowden@hartnell.edu> wrote:

Local CTE deans,

I hope CCCAOE is treating you well.

Hartnell is working on our Business Office Tech programs. Are we still requesting feedback by our local deans, or do we submit online and vote? If you do have feedback, please let me know by Friday.

Clint

The Hartnell College Business Office Technology (BOT) faculty has made modifications to the BOT curriculum for the purpose of adding two new certificates of achievement and a degree program.

New courses were added to existing curriculum to create two new scaffolded certificates titled, *Business Office Professional, Level 1* and *Business Office Professional, Level 2*.

These certificates were modeled after the *Business Information Worker Model Curriculum* but varies in areas that made sense to our faculty based upon input from students and industry.

The two new courses being added to existing BOT curriculum inventory are:

BUS 135	Professional Office Skills	4 units
BUS 136	Introduction to Personal Management Software	2 units

The two new certificates approved by Hartnell College Curriculum Committee are:

Business Office Professional	Level 1	17 units
Business Office Professional	Level 2	11 additional units to the 17 units from Level 1.

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Clint Cowden
Dean | Career Technical Education/Workforce Development



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