

**Divisional Plan for
Occupational Education**

March 27, 2001

Occupational Education Division Plan

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Occupational Education Division Mission Statement

The Occupational Education Division offers a community driven variety of courses that expand workforce skills and knowledge.

Occupational Education Division Objectives

1. Develop the AJS market and certificate programs
 - a. hire full time faculty
 - b. compare and contrast district programs
 - c. meet with west valley chiefs to determine needs
 - d. develop supervision certificate program
 - e. develop degree program
2. Develop the HCC market and certificate programs
 - a. hire full time faculty
 - b. develop home health care program
 - c. plan nursing program
3. Develop the ECH/CFS market
 - a. Associate Dean to conduct research
4. Expand the HRM offerings
 - a. develop a plan to work with skill center culinary program
5. Modify the SBS certificate
 - a. has been submitted
6. Develop an Entrepreneurial Management certificate
 - a. plan a program of study
7. Increase the ABUS transfer market
 - a. seek marketing and advisement assistance
8. Develop new partnerships
 - a. work with area businesses and organizations
 - b. conduct research of area needs

Summary of Resources Needed To Accomplish Goals

We have identified the following resources to advance the objectives in this plan.

1. AJS faculty
2. HCC faculty
3. Associate Dean to develop ECH/CFS program
4. A. Advertising program
B. Culinary program at Skill Center
5. Curriculum technician to follow through or efforts of Assoc. Dean
6. Planning Meeting
7. Advertising and advisement program
8. Associate Dean to work with community

Schedule for Evaluation and Update of Plan

1. On a yearly basis
2. By headcount.

Appendix A: Budget Summary

Budget Name OPERATING From Period MAY-96 To Period JUN-01 Currency USD |

| Amount Type YTDE Period Name MAR-01 | Encumbrance Type ALL |

++-- Funds Available -----++				
Accounting Flexfield	Budget Amount	Encumbrance Amount	Actual Amount	Funds Available
Part-time wages				
110-550-112140-51310-	4,500.00	0.00	2,392.89	2,107.11
Student wages				
110-550-112140-51316-	0.00	0.00	0.00	0.00
Printing/Binding				
110-550-112140-53300-	2,000.00	0.00	2,411.22	(411.22)
Advertising				
110-550-112140-53500-	0.00	0.00	0.00	0.00
Official functions				
110-550-112140-53550-	600.00	0.00	0.00	600.00
General supplies				
110-550-112140-54100-	2,400.00	781.08	846.97	771.95
Subscriptions				
110-550-112140-55200-	0.00	0.00	0.00	0.00
Organizational dues				
110-550-112140-55400-	0.00	0.00	0.00	0.00
Mileage				
110-550-112140-56505-	0.00	0.00	48.10	(48.10)