

**APPLICATION FOR PROGRAM APPROVAL:  
NEW or SUBSTANTIAL CHANGE or LOCALLY APPROVED  
(This application may not exceed 3 pages)**

Human Resource Management Certificate of Achievement

PROPOSED PROGRAM TITLE

COLLEGE

Cerritos College

DISTRICT

Cerritos Community College District

PROJECTED PROGRAM START DATE

**GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):**

X CAREER TECHNICAL EDUCATION (CTE)

TRANSFER

OTHER

**TYPE OF PROGRAM (CHECK ALL THAT APPLY):**

A.A. DEGREE

A.S. DEGREE

CERTIFICATE OF ACHIEVEMENT:

18+ semester (or 27+ quarter) units

12-18 semester (or 18-27 quarter) units

**REASON FOR APPROVAL REQUEST: (CHECK ONE)**

NEW PROGRAM

SUBSTANTIAL CHANGE

LOCALLY APPROVED

Nick Real

CONTACT PERSON

TITLE

Instructional Dean, Technology

PHONE NUMBER

(562)860-2451 ext 2903

E-MAIL ADDRESS

<i>Recommended Taxonomy of Program (TOP) Code</i>	0506.00
<i>Units for Major-Degree</i>	N/A
<i>Total Units for Degree</i>	N/A
<i>Required Units-Certificate</i>	24 units

**1. Insert the description of the program as it will appear in the catalog.**

HUMAN RESOURCE MANAGEMENT

*Certificate of Achievement*

Business Essentials Classes (9units)

BA 107 Human Relations in Business 3 units

BA 132 Computer Applications for Managers 3 units

BA 156 Motivational Presentation Skills for Managers 3units

OR

SPCH 130 Fundamentals of Speaking (3 units)

OR

BCOT 148 Effective Business Presentations (3 units)

Subtotal 9 units



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Steven Glycer, Chair • Dr. Lynn Shaw, Vice Chair

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Core Classes (15 units)

BA 104	Managing Cultural Diversity	3 units
BA 106	human Resource Management	3 units
BA 108	Labor Management Relations	3 units
BA 109	Human Resource Development	3 units
BA 113	Legal Environment of Business	3 units
	OR	
LAW 111	Business Law	(3 units)
Subtotal		15 units
Total Certificate		24 units

**2. Provide a brief rationale for the program.**

For many years Cerritos College has offered an AA Degree in Human Resource Management. According to past data, 7 students attained this degree last year. Inadvertently the college did not offer a Certificate of Achievement that would stair-step students into the degree. Thus we are now creating that certificate. In addition, last year we stacked and latticed all of the existing business programs using a model that had been developed by a consortium of colleges in four states as part of a Department of Labor grant. The purpose of that grant was to enhance credential/degree/transfer attainment. It was important because of the proven positive impact it can make to our student’s success by providing students with a clearer understanding of their options. It has previously been approved for all our then existing Certificate/AA Degree programs. This is the last program to be so aligned.

**3. List all courses required for program completion, including core requirements, restricted electives and prerequisites.**

COURSES	Course No.	Course Title	Units
Required	BA 107	Human Relations in Business	3
Required	BA 132	Computer Applications for Managers	3
Required	BA 156	Motivational Presentation Skills for Managers	3
OR	SPCH 130	Fundamentals of Speaking	
OR	BCOT 148	Effective Business Presentations	
Required	BA 104	Managing Cultural Diversity	3
Required	BA 106	human Resource Management	3
Required	BA 108	Labor Management Relations	3
Required	BA 109	Human Resource Development	3
Required	BA 113	Legal Environment of Business	3
OR	LAW 111	Business Law	

4. **Summarize the Labor Market outlook (including citation of the source of data) for students exiting the program.**  
 Human resource employees work in virtually every industry in California. According to the State of California Economic Development Department (web page), the Labor Market Information notes that there are immediate job openings for Human Resource assistants in our college’s immediate area. California’s projection for employment is 17,500 positions going up to 19,800 positions by 2020. That is a 13.1% increase. Wages vary between \$17 to \$20 per hour depending upon experience and education.  
 In addition, the subscription service that the college belongs to, Economic Modeling Specialist (EMSI) labor data occupation report for this position indicates 176 annual openings in LA-OC between 2013 and 2016.
  
5. **List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (complete the chart)**

College	Program	Who you contacted	Outcome of contact
Santiago Canyon College	Human Relations Certificate	Kari Irwin	No opposition
Golden West College	Human Relations Certificate	Angela Allison	No opposition
Mt. San Antonio College	Human Relations Certificate	Jennifer Galbraith	No opposition

6. **Include other information you would like to share.**  
 For many years the college has offered an AA Degree in Human Resources, which has had a number of successful completers. However, through, some oversight, the college did not offer a Certificate in Human Resources. Developing and stacking a Certificate of Achievement also satisfies one of the deliverables for the Department of Labor grant that the college is a part of.  
 Of the 27 community colleges in our service area three other community colleges offer a certificate in Human Resource Management. We do not anticipate any destructive competition by our offering this new certificate to lattice into our AA Degree. It is intended to provide our current students with a clearer understanding of their options.