

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

PROPOSED PROGRAM TITLE Training and Development Certificate of Achievement

CONTACT PERSON Nick Real

COLLEGE Cerritos College

TITLE Instructional Dean of Technology

DISTRICT Cerritos Community College District

PHONE NUMBER (562) 860-2451 ext 2903

PROJECTED PROGRAM START DATE

E-MAIL ADDRESS

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

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

<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>	12

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

Students attaining this certificate will learn training methods and concepts aimed at improving capability, capacity, and performance. The design, development and evaluation of training programs for both class room style and E-learning environments will be studies.

Program Requirements:

Certificate of Completion

BA 124	Fundamentals of Training	3.0 units
BA 125	Designing, Developing and Delivering Effective Training Programs	3.0 units
BA 125	eLearning	3.0 units
BA 156	Motivational Presentation Skills for Managers	3.0 units



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

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Total Certificate Requirements

12.0 units

The Training and Development Certificate at Cerritos Colleges equips students with job skills to assist with the training and development functions in their organizations. Principles learned will create a foundation for participating employee training programs that lead to improved employee capability, capacity and performance. Students who complete the certificate will have an understanding of training relative to assessment, learning styles, plan completion, delivery and effectiveness.

Human Resource training assistants help in the planning, organizing and directing of training activities for businesses that engage in the on-the-job training activities. Upon completion of this certificate, employment opportunities exist with both the college's industry partners and other middle to large size companies in California as an assistant to managers and supervisors in the employee training function.

2. Provide a brief rationale for the program.

This certificate was industry driven by our advisory committee and a deliverable under the college’s involvement in a U.S. Department of Labor Grant, the purpose of which is to “increase attainment of degrees and certificates to better prepare unemployed and underemployed workers for higher wage employment”. In addition, it was endorsed by the Western Association of Food chains. The industry relies upon management assistants to accomplish their goals. According to the U.S. Department of Labor Occupational handbook, the requirements for a Human Resources Assistant/Training is a high school diploma, job experience, and some specialized additional learning (this certificate).

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

COURSES	Course No.	Course Title	Units
Fundamentals of Training	BA 124	Same title	3.0
Designing, Developing and Delivering Effective Training Programs	BA 125	Same Title	3.0
eLearning	BA 126	Same Title	3.0
Motivational Presentation Skills for Managers	BA 156	Same Title	3.0

4. **Summarize the Labor Market outlook (including citation of the source of data) for students exiting the program.**
According to the state of California Economic development Department (webpage) the Labor Market Information notes that there are immediate job openings for Human Resources Assistants with training knowledge 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 range between \$17 and \$20 per hour. In addition, the subscription service that the college belongs to, Economic Modeling Specialists (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.**

College	Program	Who you contacted	Outcome of contact
Glendale Community College	Human Resources Assistant	Rory Schlueter	No opposition
N/A		Jan Swinton	No opposition
N/A			

6. **Include other information you would like to share.**

There is only one other Human Resources Assistant Program in our area. However that school is over an hour away from Cerritos College and their certificate is aimed at a different audience (those seeking to pass a certification examination). Our students will be drawn to us by our local industry partners. We expect to have no impact upon the Glendale program.

Normally, Training and Development Specialists require a minimum of a Bachelor’s Degree. But this certificate is for a Human Resources Assistant to learn to assist the manager or specialist with the training and development functions in their organizations.

This certificate is not a part of an AA Degree, although the individual courses may be included in other degrees.