

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

Fill In Form

Administrative Assistant

Proposed Program Title
Irvine Valley College
 College

South Orange County Community College District
 District
8/17/2015
 Projected Program Start Date

Corine Doughty
 Voting Member
Dean, Instruction, Economic & Workforce Development
 Title
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Goal(s) of Program (Check all that apply):

- Career Technical Education (CTE) Transfer Other

Type of Program (Check all that apply):

- A.S. Degree A.A. 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

Program Information

Recommended Taxonomy of Program (TOP) Code 0514
 Units for Major-Degree 18.5
 Total Units for Degree 60
 Required Units-Certificate 18.5

Written Form

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

This program is designed for those wishing to develop office and computer skills that may be applied in a variety of business settings. Coursework is designed to develop students' communication, keyboarding, word processing, spreadsheet, and database skills. Potential careers include:

- Secretary
- Office Assistant
- Receptionist
- Administrative Assistant
- Data Entry Clerks
- Executive Secretary
- Executive Assistant
- Office Clerk
- Word Processors/Typists

2. Provide a brief rationale for the program.

This is a substantial change to an existing program. The Administrative Assistant AS Degree/Certificate program was recently reviewed in a six-year program review of the Computer Information Management department. The following proposed revisions to the Administrative Assistant AS Degree/Certificate of Achievement are minimal—two courses, (CIM201C Keyboarding and CIM203.1 Windows) were removed because the skills taught in these courses are also included in other required courses (CIM112.1 and CIM107). A new class in Database was added (CIM115). The reason for these changes is twofold. First, the Irvine Valley College Computer Information Management Advisory Committee recommended the changes to the program in their December, 2014, meeting. Second, recent changes in the PCAH necessitated the change in the program goal from CTE and Transfer to CTE (Does Not Transfer) because the program does not meet the new 51% rules where transfer classes must be from **one** institution.

The Administrative Assistant program is designed to provide trained personnel in the area of office administration and management. Specifically, Administrative Assistants need to be able to perform a variety of routine clerical and administrative functions such as composing correspondence and preparing a variety of business documents, scheduling appointments, managing projects, organizing and maintaining paper and electronic files, using the latest computer technologies and tools, and providing support to colleagues and customers. A need for digitally literate workers is well documented by the California Community College Economic and Workforce Development ICT Team.

3. List all courses required for program completion, including core requirements, restricted electives and prerequisites. (Push Enter after each entry to begin a new line)

Courses	Course No.	Course Title	Units
Core	CIM 201A	Intro to Computers, Keyboarding, and Word I	1
Core	CIM 201B	Intro to Computers, Keyboarding, and Word II	1
Core	CIM 107	Intro to Personal Computer Applications	3
Core	MGT 203	Business English	3
Core	CIM 112.1	Spreadsheets I	1.5
Core	CIM 112.2	Spreadsheets II	1.5
Core	CIM 115	Databases	3
Core	MGT 104	Business Communication*	3
Core	CIM 210.2	Word Processing II	1.5
*Prerequisite	WR 1	College Writing	4

4. Summarize the Labor Market Information and employment outlook (including citation of the source of the data) for students exiting the program.

From 2010 through 2020, the California Employment Development Department (EDD) projects 137,600 openings in the area of administrative and support positions in the Santa Ana-Anaheim-Irvine metropolitan area which Irvine Valley College serves. This represents a 22.4% increase in openings in a 10-year period or 26,800 new additional openings with an annual average of **2,680** new positions.

2010-2020 Industry Employment Projections				Employment Development Department	
Santa Ana-Anaheim-Irvine Metropolitan Division				Labor Market Information Division	
(Orange County)				October 15, 2012	
NAICS Code	Industry Title	Annual Average Employment		Employment Change	
		2010	2020	Numerical	Percent
55	Management of Companies and Enterprises	22,800	25,100	2,300	10.1
56	Management and Remediation Services	114,600	141,800	27,200	23.7
561	Administrative and Support Services	110,800	137,600	26,800	24.2

There are many related occupations and employment growth, however, will differ by occupational specialty. On the supply side, there were **231** completers according to the California Community College Chancellor's DataMart Report for 2013-2014 in the Citrus CCD, Coast CCD, North Orange County CCD, SOCCCD, and Rancho Santiago CCD, leaving **2,286** open positions annually.

Report Area	Annual 2013-2014 Award Count
Cerritos CCD	5
Citrus CCD	1
Coast CCD	31
North Orange CCD	74
Rancho Santiago CCD	103
South Orange County CCD	17

Sources: California Employment Development Department, Labor Market Information Division, 2010-2020 Industry Employment Projections, Orange County and http://datamart.ccco.edu/Outcomes/Program_Awards.aspx

5. List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (Push Enter after each entry to begin a new line)

College	Program	Who you Contacted	Outcome of Contact
Saddleback College	Administrative Assistant	Joyce Quade, Dept. Chair	No conflict
Cerritos College	General Office	Phuong Nguyen, Chair	No conflict
Citrus College	Office Tech & Computer Apps	James Lancaster, Dean	No response
East Los Angeles College	Administrative Assistant	Elaine Shibata, Chair	No response
El Camino College	Office Administration	Virginia Rapp, Dean	No response
Fullerton College	Business & Technology Skills	Scott McKenzie, Dean	No conflict
Golden West College	Administrative Assistant	Alice Rivera, Chair	No response
Orange Coast College	Office Applications	Douglas R. Benoit, Dean	No response
Santa Ana College	Business Applications & Tech	Dena Montiel, Dept. Chair	No response
Coastline Community College	Office Support Specialist	Nancy Jones, Dean	No response
Santiago Canyon College	Office Management	Steven Deeley, Chair	No conflict

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