

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

Fill In Form

Computer Applications

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

949-282-2730

Phone Number

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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.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 0702.10

Units for Major-Degree 18.5-21

Total Units for Degree 60

Required Units-Certificate 18.5-21

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 expertise in a variety of computer applications that may be required in almost any business setting. Students will gain real-world experience in Microsoft Windows, Microsoft Word, Microsoft Excel, and Web technologies. Students will learn to troubleshoot hardware and software issues, analyze data, complete basic computing tasks and develop solutions to solve problems. Potential career opportunities include Computer Support Specialists, Technical Support Specialists, Help Desk Technicians, Computer Network Support Specialists, and Computer Operators.

2. Provide a brief rationale for the program.

This is a substantial change to an existing program. The proposed revisions to the Computer Applications Associate of Science Degree/Certificate program were presented to the CIM advisory committee on December 12, 2014, soliciting input, feedback

and approval. Advisory committee members indicated support for the changes to the Computer Applications Associate of Science Degree. The program goal of “CTE and Transfer” is no longer appropriate due to recent changes to the Program and Course Approval Handbook (PCAH 2013) requiring that 51% of the courses in the program be transferrable to a single institution. Since the Computer Applications Associate of Science Degree did not meet that new requirements, the program goal was changed from “CTE-and-Transfer” to “CTE.” CTE programs are not required to meet the new 51% transfer course rule.

The proposed revisions to the Computer Applications program will allow students to train for a variety of jobs that involve the use of a computer in the workplace including management, office administration, accounting, finance, e-commerce, real estate and entrepreneurship. This program provides training for computer support specialists who provide help and advice to people and organizations using computer software or equipment. Some are called technical support specialists, support information technology (IT) employees within their organization. Others, called help-desk technicians, assist non-IT users who are having computer problems.

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 103	Introduction to Windows	1.5
Core	CIM 107	Introduction to Personal Computer Applications	3
Core	CIM 112.1	Spreadsheets I	1.5
Core	CIM 112.2	Spreadsheets II	1.5
Core	CIM 115	Databases	3
Core	CIM 210.2	Word Processing II	1.5
Core	CIM 144	Web Development – WordPress	3
Core	CIM 117	Social Media Marketing	3
Restricted Elective	CIM 212.3	Spreadsheet III	3
Restricted Elective	CIM 141	Creating a Web Page Using HTML	3
Restricted Elective	CIM 210.1	Word Processing I	1
Restricted Elective	CIM 209	Introduction to Outlook	.5

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

Possible Careers: Computer Support Specialists, Technical Support Specialists, Help Desk Technicians, Computer Network, Support Specialists, Computer Operators

Net Annual Labor Demand

In the Santa Ana-Irvine-Anaheim Metro area, it is anticipated that there will be 1,626 annual job openings in the computer operator/computer specialist area.

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Area	Code	Occupation	Est Yr-Proj Yr	Total Annual Openings
Santa Ana-Anaheim-Irvine Metro Div	151000	Computer Specialists	2010 - 2020	1,566
Santa Ana-Anaheim-Irvine Metro Div	15799*	Computer Occupations, All Other	2010 - 2020	51
Santa Ana-Anaheim-Irvine Metro Div	439011	Computer Operators	2010 - 2020	9

Deducting the average annual county completers (CSOCCCD, Citrus CCD, Coast CCD, Rancho Santiago CCD, North Orange CCD, etc.) 123, for a net of approximately **1,503** annual local jobs needing to be filled.

The screenshot shows the 'Program Awards Summary Report - Parameter Selection Area' with the following settings: District: Citrus CCD; Academic Year: Annual 2013-2014; Award Type: Chancellor's Office Approve. The 'Data & Format Area' shows the following award counts:

Report Area	Annual 2013-2014 Award Count
Citrus CCD	1
Coast CCD	31
North Orange CCD	74
South Orange County CCD	17

*Sources: California Employment Development Department, Labor Market Information Division
 Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections*

Job Outlook

Employment of computer support specialists is expected to **grow 18 percent** from 2010 to 2020, about as fast as the average for all occupations. Job prospects should be favorable, particularly in South Orange County.

(Source: <http://www.onetonline.org/>)

**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
Cerritos College	General Office AA/Certificate Secretary/Administrative Assist. AA/Certificate	Phuong Nguyen and Jack Wilson, Co-Chairs	Phoned and sent email requesting a response if there was a conflict; no conflict message received from Nick.
Citrus College	Office Technology	James Lancaster, Dean	
Cypress College	Administrative Assistant Certificate/AS Administrative Support Certificate/AS Office Assistant Certificate Certified Professional Secretary Certificate	Ben Izadi, Professor and David Wassenaar, Dean	Phoned and sent email requesting a response if there was a conflict; no response received.
Coastline Community College	General Office Assistant Certificate Office Support Specialist Certificate Office Support Specialist Certificate/AS	Nancy Jones, Dean	Phoned and sent email requesting a response if there was a conflict;
Orange Coast College	Web Development	Douglas R. Benoit, Dean	Phoned and sent email requesting a response if there was a conflict; no response received.
Fullerton College	Administrative Office Assistant Certificate/AS Office Technology Certificate/AS	Scott McKenzie, Dean	Phoned and sent email requesting a response if there was a conflict; no response received.
Golden West College	Administrative Assistant Certificate/AA Computer Business Apps AS	Barbara Jones, CBA Program Contact	Response received; no concerns.
Rancho Santiago College	Computer Information Science	Steven Deeley, Dept. Chair	Phoned and sent email requesting a response if there was a conflict; no response received.
Santa Ana College	Business Applications & Technology Certificate/AS	Dena Montiel, Dept. Chair	No Conflict.
Saddleback College	Administrative Assistant Certificate/AS	Joyce Quade, Dept. Chair	Phoned and sent email requesting a response if there was a conflict; no response received. Phoned and sent email requesting a response if there was a conflict; no conflict per Joyce Quade.

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