

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

Fill In Form

Low-Unit Certificate in General Business Skills
 Proposed Program Title

Fall 2016
 Projected Program Start Date

Saddleback College
 College

South Orange County Community College District
 District

Contact Information

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 Voting Member

Dean, Advanced Technology and Applied Science
 Title

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 Email

Goal(s) of Program (Check all that apply):

Career Technical Education (CTE) Transfer Other

Type of Program (Check all that apply):

Certificate of Achievement 12-17 (or 17-27 quarter) units Certificate of Achievement 18+ semester (or 27+ quarter) units
 Associate of Science Degree Associate of Arts Degree

Reason for Approval Request (Check One):

New Program Substantial Change Locally Approved

Program Information

0506 Recommended [Taxonomy of Program \(TOP\) Code](#)

_____ Units for Major-Degree

_____ Total Units for Degree

16-17 including
 prereq. for
 BUS104 Required Units-Certificate

Written Form

- 1. Insert the description of the program as it will appear in the catalog. (See PCAH pp. 142 and 170)**
 The General Business Skills OSA prepares students for entry-level positions for various industries. Students learn how businesses operate, under what influences, with what stakeholders. They learn to communicate clearly on business matters, and they develop an understanding of human relations in the workplace. Completion of this award with the BUS13 elective option provides students with the three core courses required of most of the Saddleback College Certificates of Achievement in business.
- 2. Provide a brief rationale for the program.**

Students completing this Low Unit Certificate in General Business Skills benefit in three major ways: (1) These students will have the basic skills needed for entry-level positions across industries, especially familiarity with how businesses operate, under what influences, with what stakeholders. They will be able to communicate clearly on business matters, and they will have an understanding of human relations that will make them valued employees. (2) Inclusion of BUS 196, a course in Workplace Success Skills, provides students with the “soft skills” valued and demanded by employers. (3) Completion of this Low-Unit Certificate with the BUS13 option provides students with the three core courses required by most of the business certificates, that is, BUS 1, BUS 104, and BUS 13, making this award eminently “stackable.” The LMI data attached to this proposal indicates that the openings for individuals with these skills far exceeds the regional program completions.

3. Summarize the Labor Market Information (LMI) and employment outlook (including citation for the source of the data) for students exiting the program. (See PCAH pp. 85-88, 136, 147, 148, 165, 168, and 176)

Net Annual Labor Demand (CTE and CTE/Transfer only): 4708

Students enrolled in the certificate will upon completion (a) use the completion as a foundation for stacking a larger certificate of more specific interest; or (b) pursue employment opportunities regionally and throughout the state. Occupational Employment Projections 2012-2022 (Employment Development Department, <http://www.labormarketinfo.edd.ca.gov> for CIP code 430000 Office and Administrative Support Occupations for Orange County 2012-2022 project employment at 287,310, with annual openings due to growth at 9,242. These numbers are not net of completers.

An analysis using the Economic Modeling Specialists, Inc. (EMSI) Q3 2015 Data Set, indicates that for Codes 52.0401 and 52.0408 (Administrative Assistant and General Office Occupations and Services), 2013 regional program completions from 14 regional institutions numbered 123 with 4,708 annual openings. (See attached report.)

4. List similar programs at other colleges in the Los Angeles and Orange County Region that may be adversely impacted. (There is space for 10 listings, if you need more, please contact laocrc@sccollege.edu)

College	Program	Whom You Contacted	Outcome of Contact
Cerritos College			
Citrus College			
Coastline Community College	Added by request	Jones, Nancy njones@coastline.edu	All okay.
Cypress College	Added by request	Patricia Kishel pkishel@cypresscollege.edu	No response. Assume all okay.
East Los Angeles College			
El Camino College			
Fullerton College			
Glendale Community College			
Golden West College	Added by request	Alice Rivera arivera78@gwc.cccd.edu	No response. Assume all okay.
Irvine Valley College			
Los Angeles City College			
Los Angeles Mission College			
Los Angeles Pierce College	Added by request	Dr. Martin Karamian karamiM@pierceclege.edu	No response. Assume all okay.
Los Angeles Southwest College			
Los Angeles Valley College			
Long Beach City College	Foundatns of Bsns 12-14 units	Myke McMullen mmcmullen@lbcc.edu	No response. Assume all okay.
Mt. San Antonio College	Bsns Mgt Level 1, 9units	Ralph Jagodka rjagodka@mtsac.edu	No response. Assume all okay.
Orange Coast College	Mgt Institute 12 units	Greg Clark gclark@occ.cccd.edu Dennis Morgan dmorgan@occ.cccd.edu	No response. Assume all okay.
Pasadena City College			
Rio Hondo College			
Santa Ana Community College	Added by request	Glenn Doolittle Doolittle_Glenn@sac.edu	All okay.
Santiago Canyon College	Added by request	Steven Deeley deeley_steven@sccollege.edu	No response. Assume all okay.
Santa Monica College	Bsns Mgt 12 units	Sal Veas veas_sal@smc.edu	No response. Assume all okay.
West Los Angeles College			

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

Courses	Course Number	Course Title	Units
Required Core, 10 units plus 3-4 units of prereq.			
	BUS 1	Introduction to Business	3
	BUS 104*	Business Communications	3
	BUS 125	Human Relations	3
	BUS 195	Workplace Success Skills	1
	BUS 103	Business English	3 or
	OR ENG 1A	Composition	4 or
	OR ENG 1A-H	Honors Composition	4
*BUS104 has a prerequisite of BUS 103 Business English (3 units), ENG 1A Composition (4 units), or ENG 1A H Composition Honors (4 units)			
Total Core including prereq			13-14
Minimum of 3 units from the following courses:			
	BUS 13	Legal Environment & Business Law	3
	BUS 102	Oral Business Communications	3
	BUS 105	Social Media Marketing	3
	BUS 116	Personal Law/Street Law	3
	BUS 135	Marketing	3
	BUS 160	Entrepreneurship	3
	CWE 180	Cooperative Work Experience	1-3
	CIM 112	Microsoft Office	3
	CIMA 102	Word Processing—Word	3
	CIMA 102A	Word Processing—Word Beginning	1.5
	CIMA 102B	Word Processing—Word Intermediate	1.5
	CIMA 104	Spreadsheets: Excel	3
	CIMA 104A	Spreadsheets: Excel –Beginning	1.5
	CIMA 104B	Spreadsheets: Excel –Intermediate	1.5
	CIMA 108	Powerpoint	3
Total non-core			3
Total Certificate including prerequisite for BUS104			16-17

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

This low unit certificate is a foundation on which students can stack courses to complete a larger certificate of their choice. Skills are those needed for entry-level workers across industries, entry-level assistants, and entrepreneurs. The emphasis is on business basics, communications and human relations, and workplace success (soft) skills—those most often required by employers. Students add one restricted elective to this

from a generous list of courses based on their employment or further education plans.