

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

Fill In Form

Office Applications Technician Certificate

Proposed Program Title

FULLERTON COLLEGE

College

FALL 2017

Projected Program Start Date

North Orange County Community College District

District

Contact Information

DR. DOUGLAS BENOIT

Voting Member

714-992-7033

Phone Number

Dean, Business and CIS Division

Title

dbenoit@fullcoll.edu

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

0514.00 Recommended [Taxonomy of Program \(TOP\) Code](#)

Units for Major-Degree

Total Units for Degree

29-31 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 Office Applications Technician Certificate is designed to prepare students for a career using computers and computer software in a business environment including communication software like email and modern business software applications such as word processing, spreadsheets, presentations, and databases. A minimum grade of C is required in each course taken. This degree requires 29-31 units.

2. Provide a brief rationale for the program.

This new program is the second level of a stacked certificate, designed to complement the level one program, Office Applications Apprentice Certificate.

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)

		2014 Jobs	2017 Jobs	2014-17 Change	% Change 2014-17	Openings (New + Replacements)	Annual Openings	10% Hourly Earnings	Median Hourly Earnings
43-9199	Office and Administrative Support Workers	72,547	74,243	1,696	2.30%	8,032	2,677	\$9.94	\$14.29
43-9061	Office Clerks	362,161	377,824	15,663	4.30%	39,450	13,150	\$9.50	\$15.34

The three-year average supply from regional colleges is 1,177 per year.
 Regional annual openings for the two SOC codes listed above is 5,632, indicating a gap of 4,455 hires.
 Source: <http://coecc.net/supply-demand/> For Orange County

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

College	Program	Who You Contacted	Outcome of Contact
Cerritos College	Secretary/Admin Asst Cert	Nick Real	No response.
Coastline Community College	Administrative Prof Asst Cert	Nancy Jones	No response.
East Los Angeles College	Office Assistant Cert	Christopher Whiteside	No response.
El Camino College	Office Administration	Virginia Rapp	No response.
Golden West College	Administrative Assistant Cert	David Gatewood	No response.
Irvine Valley College	Administrative Assistant	Corine Doughty	No response.
Los Angeles City College	Microcomputer Business Apps	Alex Davis	No response.
Rio Hondo College	Computer Info Tech	Bruce Nobel	No response.
Saddleback College	Software Specialist Cert	Anthony Teng	No response.
Santa Ana College	General Business Apps/Tech	Bart Hoffman	No response.

5. List all courses required for program completion, including core requirements, restricted electives and prerequisites. (There is space for 20 listings, if you need more, please contact laocrc@rscdd.edu). (See PCAH pp. 143 and 171)

Office Applications Apprentice Required courses (11 units)		Units
CIS 104 F	Presentation Graphics	3
CIS 106 F	Beginning Spreadsheet (MS Excel)	3
CIS 123 F	Beginning Word Processing (MS Word)	3
CIS 148 F	Introduction to Personal Computer Communications	2

Office Applications Apprentice Certificate, Choose 6 units from the following list of courses.		Units
CIS 124 F	Advanced Word Processing (MS Word)	3
CIS 152 F	Web Design I	3
CIS 153 F	Business Web Graphics	3
CIS 205 F	Advanced Spreadsheet (MS Excel)	3

Office Applications Apprentice Certificate, Choose 3-4 units from the following list of courses.		Units
CIS 107 F	Introduction to Operating Systems	3
CIS 180 F	Introduction to Networking Concepts	4
CIS 281 F	Introduction to Networking Hardware	3
CIS 285 F	Windows Server	3

Choose 9-10 units from the following list of courses.		Units
ACCT 107 F	Computerized Accounting with QuickBooks	3
MKT 151 F	New Media Marketing	3
CIS 107 F	Introduction to Operating Systems	3
CIS 124 F	Advanced Word Processing (MS Word)	3
CIS 142 F	Database I	3
CIS 152 F	Web Design I	3
CIS 153 F	Business Web Graphics	3
CIS 180 F	Introduction to Networking Concepts	4
CIS 281 F	Introduction to Networking Hardware	3
CIS 285 F	Windows Server	3
Total Units		29 – 31

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