

# Program Approval Application

## College in Los Angeles and Orange County LAOCRC

Cerritos College  
Citrus College  
Coastline Community College  
Cypress College  
East Los Angeles College  
El Camino College  
Fullerton College  
Glendale Community College  
Golden West College  
Irvine Valley College  
Long Beach City College  
Los Angeles City College  
Los Angeles Harbor College  
Los Angeles Mission College  
Los Angeles Pierce College  
Los Angeles Southwest College  
Los Angeles Trade-Technical College  
Los Angeles Valley College  
Mt. San Antonio College  
Orange Coast College  
Pasadena College  
Rio Hondo College  
Saddleback College  
Santa Ana College  
Santa Monica College  
Santiago Canyon College  
West Los Angeles College

## PROGRAM APPROVAL APPLICATION

### Overview

The program approval process outlined by the California Community College Chancellor's Office requires that all requests to add new programs or certificates and/or to make substantial changes to any existing college's inventory of Career Technical Education (CTE) programs include a recommendation from the Regional Consortia. Instructions and the application form for the regional consortia recommendation are posted on our website at [laocrc.org](http://laocrc.org).

The process for obtaining a recommendation from the Regional Consortia is intended to inform and engage our region in creating programs for the Los Angeles and Orange County colleges, and to foster a spirit of collaboration and coordination that results in viable choices for Career Technical Education (CTE) courses/programs across the region.

The Los Angeles and Orange County Voting Members should submit **Requests for Program Approval** and **Notice of Intent (separate template available for Notice of Intent)** by the deadlines below:

### Deadlines for Program Approval and Notice of Intent Submissions

Voting Cycle	Application Deadline	Online Voting Window	LAOCRC Meeting
September 2014	September 2, 2014	September 9-16, 2014*	September 18, 2014
October 2014	October 7, 2014	October 14-21, 2014*	October 23, 2014 (at CCCAOE)
November 2014	November 4, 2014	November 11-18, 2014*	November 20, 2014
December 2014	December 2, 2014	December 9-16, 2014*	December 18, 2014
January 2015	December 30, 2014	January 6-13, 2015*	January 15, 2015
February 2015	February 3, 2015	February 10-17, 2015*	February 19, 2015
March 2015	March 10, 2015	March 17-24, 2015*	March 26, 2015 (at CCCAOE)
April 2015	March 31, 2015	April 7-14, 2015*	April 16, 2015
May 2015	May 5, 2015	May 12-19, 2015*	May 21, 2015
June 2015	June 2, 2015	June 9-16, 2015*	June 18, 2015

**\*The Online Voting Windows opens at 8:00 a.m. on the first Tuesday of the Online Voting Window cycle and close at 5:00 p.m. on the following Tuesday.**

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

**Fill In Form**

Management

Proposed Program Title

Santa Ana College

College

Rancho Santiago Community College District

District

Existing program

Projected Program Start Date

Bart Hoffman

Voting Member

Dean, Career Education and Workforce  
Development

Title

714-564-6800

Phone Number

hoffman\_bart@sac.edu

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    050600  
Units for Major-Degree                                    [Click here to enter text.](#)  
Total Units for Degree                                    [Click here to enter text.](#)  
Required Units-Certificate                                21-22

## Written Form

1. Insert the description of the program as it will appear in the catalog.  
 The certificate curriculum in management is designed to prepare students for various management positions in business, government, and public organizations; to aid existing managers in upgrading their skills; and to assist employees for promotion to management/supervision positions. The core courses provide students with managerial skills and theory including communicating, decision-making, organizing, motivating, and human relations. The student can gain practical skills in a specific area by specializing in human resource management, supervision or small business management.
2. Provide a brief rationale for the program.  
 Santa Ana College has offered a degree in Management since 1970 that leads students on a career path to becoming managers and supervisors. Santa Ana College has also offered a locally approved Management certificate for many years, but in order to be in compliance with the newest Program and Course Approval Handbook, we are applying for the Management certificate to become state approved. This Management certificate provides training that can be applied to any functional area. Students complete the required core courses, and then select two electives that allow them to specialize in the areas of management/supervision that are most relevant to them (accounting, human resources, marketing, etc.).
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
Fundamentals of Business	BUS 100	Required Core	3
Principles of Management OR	BUS 120	Required Core	3
Principles of Management	MGMT 120	Required Core	3
Human Relations & Organizational Behavior OR	BUS 121	Required Core	3
Human Relations & Organizational Behavior	MGMT 121	Required Core	3
Business Communications OR	MGMT 122	Required Core	3
Business Writing	BUS 222	Required Core	3
Organizational Leadership	MGMT 125	Required Core	3
Select 2 from the following listed below:			
Financial Accounting	ACCT 101	Elective	4
Legal Environment of Business	BUS 105	Elective	3
Culture & International Business – Kiss, Bow or Shake Hands	BUS 106	Elective	3
Introduction to International Business	BUS 125	Elective	3
Introduction to Information Systems and Applications	BUS 150	Elective	3
Human Resource Management	MGMT 135	Elective	3
Principles of Marketing	MKTG 113	Elective	3

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

According to the Labor Market Information of Estimated Employment and Projected Growth for General and Operations Managers, there are 15,940 projected openings in Los Angeles County and 4,960 projected openings in Orange County over a ten year period (2010-2020). The average number of combined yearly job openings for Los Angeles and Orange counties for General and Operations Managers is estimated to be 2,090. According to the Chancellor's Office Data Mart, the number of completions in 2013-2014 for programs with a TOP code of 050600 Business Management was 801. Therefore 2,090 minus 801 would still result in a Net Annual Labor Demand of 1,289 jobs.

Source: Employment Development Department, Labor Market Information Division

<http://www.labormarketinfo.edd.ca.gov/>

- 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
Cypress	Business Management	Steve Donley--sent email	No concerns--approve
Coastline	Management and Supervision	Nancy Jones--sent email	No response
East LA	Business Management	Paul De La Cerda--sent email	No response
El Camino	Business Management	Virginia Rapp--sent email	No response
Fullerton	Business Management	Scott McKenzie--sent email	No concerns--approve
Glendale	Management	Jan Swinton--sent email	No response
Golden West	General Management	Angela Allison--sent email	No response
Irvine Valley	Business Management	Corine Doughty--sent email	No response
LA City	Management	Alex Davis--sent email	No response
LA Southwest	Management/Supervision	Rick Hodge--sent email	No response
LA Trade-Tech	Management/Supervision	Nicole Albo-Lopez--sent email	No response
LA Valley	Business Management	Laurie Nalepa--sent email	No concerns--approve
Long Beach City	Business: Business Management	Ken Starkman--sent email	No response
Mt. San Antonio	Business Management	Jemma Blake-Judd sent email	No response
Rio Hondo	Management and Supervision	Bruce Noble--sent email	No response
Santa Monica	Management/Leadership	Patricia Ramos---sent email	No response

- Include any other information you would like to share.

Santa Ana College has a Management degree which has been state approved since 1970. This certificate program has been offered for many years but has not been state approved. This application is meant to correct this.