

A. NAME OF AGENDA ITEM

Consideration and approval of new or revised courses and programs.

B. STATEMENT OF ISSUE/PURPOSE

1. Background and Purpose:

Sections 55002, 55130 and 55150 of Title 5 requires the local district governing board approve degree-applicable credit courses, nondegree-applicable credit courses, noncredit courses, community services offerings, and credit and noncredit programs.

The following curriculum changes are proposed for the San Diego Community College District for City College, Mesa College, Miramar College or Continuing Education:

Business Studies

Adoption of a new program at City College. **(Attachment A)**

Computer Business Technology

Adoption of a new program at Mesa College. **(Attachment B)**

2. Cost and Funding

There is no additional cost to the District.

C. PROPOSAL

The Board of Trustees hereby grants authority to take the action outlined in Part A.

Business Studies

Pursuant to Section 78016 of the Education Code, the following is a program review summary:

Certificate of Achievement Accounting Technician Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Accounting Technician program area is 14,650 in the 2013 employment year. Approximately 489 new job openings are projected through 2010-2020.
- B. Duplication<sup>2</sup>: None.
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 40 for the 2014-2015 year in the new program area.

- 1. California Employment Development Department Industry Employment Data; California Employment Development Department Labor Market Information Division Report titled "2010-2020 Occupations With the Most Openings."
- 2. College catalogs and websites.
- 3. City College Departmental Enrollment Tallies.

ACTION

Adoption of a new program at City College.

Proposed new program at City College:

**Certificate of Achievement  
Accounting Technician**

<b>Courses Required for the Major:</b>	<b>Units</b>
ACCT 102 Basic Accounting .....	3
ACCT 120 Federal Income Tax .....	3
ACCT 121 California Income Tax .....	1
ACCT 128A Small Business Accounting – Recordkeeping .....	1.5
ACCT 128B Small Business Accounting – Payroll.....	1.5
ACCT 150 Computer Accounting Applications .....	3

**Total Units = 13**

Computer Business Technology

Pursuant to Section 78016 of the Education Code, the following is a program review summary:

Certificate of Achievement General Office Clerk Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the General Office Clerk program area is 36,000 in the 2013 employment year. Approximately 6,140 new job openings are projected through 2010-2020.
- B. Duplication<sup>2</sup>: None.
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 10 for the 2014-2015 year in the new program area.

- 1. California Employment Development Department Industry Employment Data; California Employment Development Department Labor Market Information Division, Report titled "2010-2020 Occupations With the Most Openings."
- 2. 2013-14 catalogs; websites for Region 10 Community Colleges.
- 3. San Diego Mesa College Departmental Enrollment Tallies.

ACTION

Adoption of a new program at Mesa College.

Proposed new program at Mesa College:

**Certificate of Achievement  
General Office Clerk**

<b>Courses Required for the Major:</b>	<b>Units</b>
CBTE 095 Keyboarding Skill Development <b>or</b>	
CBTE 101 Basic Computer Keyboarding.....	1
CBTE 120 Beginning Microsoft Word.....	2
CBTE 161 Learning the Internet.....	1
CBTE 164 Introduction to Microsoft Outlook.....	1
CBTE 180 Microsoft Office .....	3
CBTE 205 Records Management .....	3
CBTE 211 Office Administration.....	3

**Total Units = 14**

Computer Business Technology

Pursuant to Section 78016 of the Education Code, the following is a program review summary:

Certificate of Achievement Office Management and Associate in Science Degree Office Management Programs

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Office Management program area is 49,000 in the 2013 employment year. Approximately 13,100 new job openings are projected through 2010-2020.
- B. Duplication<sup>2</sup>: San Diego City College; Palomar College.
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 9 for the 2014-2015 year in the new program area.

- 1. California Employment Development Department Industry Employment Data; California Employment Development Department Labor Market Information Division, Report titled "2010-2020 Occupations With the Most Openings."
- 2. 2013-14 catalogs; websites for Region 10 Community Colleges.
- 3. San Diego Mesa College Departmental Enrollment Tallies.

ACTION

Adoption of a new program at Mesa College.

Proposed new programs at Mesa College:

**Certificate of Achievement  
Office Management**

**Associate of Science Degree  
Office Management**

<b>Courses Required for the Major:</b>	<b>Units</b>
CBTE 101 Basic Computer Keyboarding .....	1
CBTE 114 Introduction to Microsoft Windows .	1
CBTE 122 Intermediate Microsoft Word .....	3
CBTE 164 Introduction to Microsoft Outlook ...	1
CBTE 180 Microsoft Office .....	3
CBTE 205 Records Management .....	3
CBTE 206 Electronic Records Management.....	3
CBTE 211 Office Administration.....	3
ACCT 150 Computer Accounting Applications.	3
BUSE 119 Business Communications.....	3
BUSE 150 Human Relations in Business .....	3
BUSE 155 Managing the Small Business .....	3

<b>Courses Required for the Major:</b>	<b>Units</b>
CBTE 101 Basic Computer Keyboarding .....	1
CBTE 114 Introduction to Microsoft Windows .	1
CBTE 122 Intermediate Microsoft Word.....	3
CBTE 164 Introduction to Microsoft Outlook ...	1
CBTE 180 Microsoft Office .....	3
CBTE 205 Records Management.....	3
CBTE 206 Electronic Records Management.....	3
CBTE 211 Office Administration.....	3
ACCT 150 Computer Accounting Applications.	3
BUSE 119 Business Communications .....	3
BUSE 150 Human Relations in Business.....	3
BUSE 155 Managing the Small Business .....	3

**Total Units = 30**

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