CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

01/09/2012

Margaret Mauldin
Instruction Office Specialist
Cerro Coso Community College
3000 College Heights Blvd. Ridgecrest, CA 93555
,

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units** in **Administrative Office Assistant** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **051400** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units** in **Administrative Office Assistant** with program control number **31065**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,
Sally J. Montemayor Lenz
Interim Dean
Academic Affairs Division

Cc: Margaret Mauldin

Application Date
2011-05-11

California Community Colleges

SUBSTANTIAL CHANGES TO AN APPROVED CREDIT PROGRAM

Administrative Office Assistant	Margaret Mauldin
TITLE OF PROPOSED PROGRAM	CONTACT PERSON
Business Office Technology	Instruction Office Specialist
TITLE OF EXISTING PROGRAM (IF DIFFERENT)	TITLE
051400 1933	(760) 384-6257
EXISTING PROGRAM **T.O.P.** CODE / EXISTING PROGRAM **CONTROL NUMBER**	PHONE NUMBER
CERRO COSO KERN	mmauldin@cerrocoso.edu
COLLEGE / DISTRICT	E-MAIL ADDRESS
08/22/2011	
PROJECTED START DATE FOR CHANGE	

GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):

☑ CAREER TECHNICAL EDUCATION (CTE) ☐ TRANSFER ☐ OTHER

Type of change requested: Check only one.

- ■ Add new Certificate of Achievement
- ☐ Add Degree to Existing Certificate Program
- ☐ Add new Major or Area of Emphasis to Existing Degree

TYPE OF PROGRAM (SELECT ONLY ONE):

- ☐ A.A. DEGREE
- ☐ A.S. DEGREE
- ☐ AA-T DEGREE (for transfer)*
- ☐ AS-T DEGREE (for transfer)*

CERTIFICATE OF ACHIEVEMENT:

- ■ 18+ semester (or 27+ quarter) units
- ☐ 12-18 semester (or 18-27 quarter) units

* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66749, also known as the Student Transfer Achievement Reform Act. See special instructions provided here.

Planning Summary:

Projected Start Date (mm/dd/yyyy) 08/22/2011 **Projected Annual Completers** 15

FIELDS	AS LISTED IN CURRENT INVENTORY	AS REVISED
Program Control Number	1933	1933
TOP Code	051400	051400
Local Title	Business Office Technology	Administrative Office Assistant
Units for Degree Major or Area of Emphasis	30 to 30	
Total Units for Degree		
Certificate Units	0 to 0	18 to 18

REQUIRED SIGNATURES

Title of Proposed Program Administrative Office Assistant College Cerro Coso Community College

LOCAL CURRICULUM APPROVAL:
Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

DATE	SIGNATURE	TYPED OR PRINTED NAME
5/12/11		Dr. Corey Marvin, CIC Chair
5-18-11		Richard Post, Interim V.P. Academic Aff.
12 May 2011		Matthew Crow, Academic President

CAREER TECHNICAL EDUCATION ONLY:
Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

DATE	SIGNATURE	TYPED OR PRINTED NAME
12 May 2011		Valerie Karnes, CTE Dean

Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on Oct. 3, 2011 (date).

DATE	SIGNATURE	TYPED OR PRINTED NAME
10.3.11		Joyce Johnson

COLLEGE PRESIDENT:
All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

DATE	SIGNATURE	TYPED OR PRINTED NAME
10/31/11		Jill Board, President

DISTRICT APPROVAL (check one):

☑ On June 9, 2011 (date), the governing board of the Kern Community College District approved the proposed changes to this existing program attached to this request.

☐ The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

DATE	SIGNATURE	TYPED OR PRINTED NAME
11/15/11		Sandra V. Serrano

Please retain the original signature page for your records and upload a scan of the signature page as an attachment.

DESERT REGIONAL CONSORTIUM MEETING
HILTON – SAN BERNARDINO
May 23, 2011
10:30 A.M. – 1:30 P.M.
MINUTES - *DRAFT*

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
WELCOME & INTRODUCTIONS	Vito	30 in attendance
PROGRAM		
❖ **Dual Enrollment**	Tom Spillman, MSJC tspillman@msjc.edu gave a PowerPoint presentation on how Dual Enrollment is meeting the 2020 vision for the nation and California, in Strengthen Student Success. Handout provided.	
REVIEW MINUTES/AGENDA	Vito	April 4, 2011 Minutes approved (M/S/C Johnson/Burk) Abstained: Munsey/Yamamoto
REPORTS FROM BREAKOUTS:		
❖ **Economic Development/Contract Ed**	Levesque	Decrease in attendance is a concern.
❖ **CalWORKs**	Valcarcel/Dutton	Regional Train the Trainer institute June 3rd.
❖ **CTE Deans**	Johnson	New member- Dr. Joseph Morris (VVC) joseph.morris@vvc.edu Program Approvals First read: -SBVC- Med. Insurance Billing & Coding Certificate -SBVC- Med. Administrative Assistant Certificate Second Read: -Palo Verde- Child Development-Master Teacher Certificate -Barstow- Medical Office Technology, Degree Both First & Second: -Barstow- Web Master-Certificate, -Barstow- Business Information System-Certificate & Degree -Moreno Valley- Speech-Language Pathology Assist. Certificate & Degree. Tabled: -MSJC- Viticulture, Enology & Wine Technology Certificate -Norco- Game Audio Certificate & Degree -Norco- Game Design Certificate & Degree -Cerro Coso (4 Programs) Certificates Follow-up /Action needed: Joyce Johnson agreed to follow up with Mary O'Connor regarding having the Academic Senate and/or HWI coordinate a statewide effort to standardize Medical Assistant Program requirements (similar to the standardization of Early Childhood Program)

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
UPDATES:		
❖ **CCCAOE**	Burks	Burks- CCCAOE President Elect
❖ **Chancellor's Office Update**	Vito	Handouts provide Laura Casillas, lcasilla@cccco.edu gave updates on CTE Transition Grant, 2011-12 application deadline June 15th. All five areas need to be addressed, if not, explanation required.
❖ **SB70 Project Directors**	Pehkonen	RCCD/MSJC held Tribal Leadership (5/12-13) for 150 faculty, counselors & principals. 4th Counselor Conclave set for 10/06 at SB Hilton, Contact- Wendy Zinn(chair) wzinn@sbccd.edu for information. SB 70 Directors meeting to resume in the Fall from 1:30pm to 3:00pm on DRC meeting days.
❖ **Regional Consortium**		
➢ **Budget Reduction/Implication for 2011/12**	Pehkonen	Budget reduced by 16k Professional Development dollars reduced to $1,000 per college.
➢ **Meeting Calendar 2011/12**	Pehkonen	2011-12 Meeting Dates: October 3, 2011; October 19-21, 20011 (CCCAOE) November 28, 2011; February 1-2, 2012; March 5, 2012; April 30, 2012
➢ **Press Releases**	Lindstrom	13 Press Releases published Contacts- Zhenya Lindstrom, elindstr@sbccd.edu Lauren McSherry, lauren@businesscopywriter.net
TASKFORCES: *Committees agree to meet twice and report out before Regional retreat in February 2012*		
❖ **The Outland Empire** (Gap Analysis)	Karnes, Eaves, Jaramillo, Lindstrom, Schiel, Brown(G)	New member: Melynie Schiel Committee chair still needed
❖ **Git 'er Done!** (Regional Marketing)	**Eaves**, Dixon, Fleming, Conner, Simmons, Smith, Goetzle	No report
❖ **Who's Who in the Zoo** (Identify new CTE people in region, welcome, etc.)	**Burks**, Johnson, O'Conner, Yamamoto, Fisher, Valcarcel,	Ongoing contact with new CTE people in the region.
❖ **Grants R Us** (Identify funding opportunities)	**Levesque**, Dutton, Camak, Isaac, Grajeda, Pehkonen, Luther, Carter, Sanchez	No report.
❖ **High Energy**	**Smith**, Karnes	No report
		Next Meeting, 10/3/11 San Bernardino Hilton *Have a great summer*

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Criteria A. Appropriateness to Mission

1. Statement of goals and objectives for existing program, including new changes.

   Department Mission: The Department of Business and Information Technology mission is to provide computer information systems, business office technology, paralegal studies, as well as business administration and computer science transfer preparation; vocational business and computer technology education; employment retraining and computer literacy skills. We support lifelong learning and participation in a technological world. We respond to the business training and information technology needs of the community and empower students with the skills they need to be successful in the modern business environment.

   Program Mission: The Business Office Technology Program mission is to provide an environment and curriculum designed to equip learners with the skills necessary to compete for employment in an entry-level administrative assistant position while encouraging a desire for life-long learning.

   Business Office Technology Program Outcomes have been determined through observation and analysis of business and industry standards for office managers, administrative assistants, and clerks, with the goal of ensuring appropriate levels of competency in a range of strengths necessary to perform professionally and effectively in today's workplace. Each of the courses required to complete the degree is an integral part of a carefully chosen selection of elements representing competencies desired by employers and required for individuals to begin or maintain a career in today's dynamic business office. The program provides a solid environment for learners to engage with mastery performance of relevant business office skills, as well as problem solving, critical thinking, and demonstration of work ethic to the standard of what is appropriate to be successful in the field. Program rigor and scope is consistent with similar programs in the state, nationally, and internationally. Course outcomes are created and observed to guide teaching and learning activities with a goal to ensure that achievement is measured by appropriate mastery of the topics listed in the current course outlines of record. Course outlines of record are updated within appropriate title five timelines, including when changes in the workplace precipitate addition or removal of study topics, or an evolution of available teaching resources provides opportunity for a significant shift in delivery that is deemed to be beneficial to the learning process.

2. Catalog description for existing program, including new option.

   PROGRAM NAME: BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

   PROGRAM DESCRIPTION: (60 units total, 30 units in the major) This program prepares learners for employment in challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, and bookkeeping in order to meet the needs of the technologically dynamic business office. Attention to detail, a professional work ethic, and an ability to communicate effectively with others are fostered throughout.

   BUSINESS OFFICE TECHNOLOGY CERTIFICATE (30 units): Any learner completing the courses required for the major qualifies for a certificate in Business Office Technology.

   ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT: (18 Units) This certificate represents that the learner is equipped with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Learners master skills in communication, bookkeeping, and an essential selection of intermediate computer applications for business. The Office Assistant Certificate is earned after completion of the following courses. This certificate is also appropriate for individuals who are re-training in current uses of intermediate level computer applications for the business office.

   OFFICE CLERK CERTIFICATE OF ACHIEVEMENT: (12 Units) This certificate represents that the learner is prepared to perform basic competencies as an entry level office clerk whether or not the individual has previous

office experience. This certificate of achievement is designed to provide a foundation of introductory but essential office skills for individuals who are considering a career in office administration or for those who require computer, communication, and business orientation skills to increase employability in a variety of fields.

3. New program requirements.

PROGRAM NAME: BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

PROGRAM DESCRIPTION: (60 units total, 30 units in the major) This program prepares learners for employment in challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, and bookkeeping in order to meet the needs of the technologically dynamic business office. Attention to detail, a professional work ethic, and an ability to communicate effectively with others are fostered throughout.

COURSES:

Complete all of the following courses:

Course Number	Course Name	Units
BSAD C070	Business Mathematics	3
BSAD C072	Introduction to Accounting	3
BSAD C100	Introduction to Business	3
BSAD C145	Business Communication	3
BSOT C154	Office Personnel Seminar	3
BSOT C133	Advanced Keyboarding	1
CSCI C070	Computer Literacy	1
CSCI C121	Beginning Word	1
CSCI C151	Intermediate Word	1
CSCI C161	Advanced Word	1
CSCI C123	Beginning Excel	1
CSCI C153	Intermediate Excel	1
CSCI C125	Beginning Access	1
CSCI C155	Intermediate Access	1
BSOT C127	MS PowerPoint	1
CSCI C171	Introduction to Internet	1
		26

Select at least 4 units from the following courses:

Course Number	Course Name	Units
CSCI C129	Microsoft Outlook	1
CSCI C135	Beginning Adobe Acrobat	1
CSCI C163	Advanced Excel	1
CSCI C165	Advanced Access	1
WEXP C101	Introduction to Work Experience	1
WEXP C102	Occupational Career Work Experience	1-3

PROGRAM LEARNING OUTCOMES AND ASSESSMENT: Upon successful completion of the program, the student will be able to

A. Achieve business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations. This will be assessed by final exams in all courses in the program.
B. Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports appropriate for the intended audience. This will be assessed by final exams in all courses in the program.
C. Select, apply, and adapt computer software tools such as word processing, spreadsheet, data base, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results. This will be assessed by final exams in all courses in the program.
D. Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable. This will be assessed by final comprehensive project.
E. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files. This will be assessed by final exams in all courses in the program.
F. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas. This will be assessed by assignments in all courses in the program.

	Program Learning Outcomes					
Courses	A.	B.	C.	D.	E.	F.
BSAD C070	X		X			
BSAD C072				X		
BSAD C100	X					
BSAD C145	X	X				X
BSOT C133			X			
BSOT C154	X	X			X	X
CSCI C070			X		X	
CSCI C121		X	X		X	
CSCI C151		X	X		X	
CSCI C161		X	X		X	
CSCI C123			X	X	X	
CSCI C153			X	X	X	
CSCI C125			X		X	
CSCI C155			X		X	
BSOT C127			X			
CSCI C171			X			
Electives	X	X	X	X	X	

OFFICE CLERK CERTIFICATE OF ACHIEVEMENT: (12 Units) represents that the learner is prepared to perform basic competencies as an entry level office clerk whether or not the individual has previous office experience. This certificate of achievement is designed to provide a foundation of introductory but essential office skills for individuals who are considering a career in office administration or for those who require computer, communication, and business orientation skills to increase employability in a variety of fields.

BSOT C131	Basic Computer Keyboarding	1
BSOT C154	Office Personnel Seminar	3
CSCI C070	Computer Literacy	1
CSCI C121	Beginning Word	1
CSCI C123	Beginning Excel	1
CSCI C125	Beginning Access	1
BSOT C127	PowerPoint	1
BSAD C070	Business Mathematics	3
		12

PROGRAM LEARNING OUTCOMES AND ASSESSMENTS: Upon successful completion of the Office Clerk Certificate of Achievement (12 Units), the student will be able to

A. Achieve business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations. This will be assessed by final exams in all courses in the program.
B. Demonstrate introductory skills in the use of software tools such as Microsoft Word, Excel, and Access, to entry level office related tasks such as letter and report creation, basic spreadsheet creation/edit, and data entry.
C. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
D. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.
E. Demonstrate accuracy and efficiency using a desktop calculator to perform business mathematics calculations appropriate for routine office tasks requiring calculation.

ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE: (18 Units) This certificate represents that the learner is equipped with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Learners master skills in communication, bookkeeping, and an essential selection of intermediate computer applications for business. The Office Assistant Certificate is earned after completion of the following courses. This certificate is also appropriate for individuals who are re-training in current uses of intermediate level computer applications for the business office.

BSAD C070	Business Mathematics	3
BSOT C132	Intermediate Keyboarding	1
BSAD C145	Business Communication	3
BSOT C154	Office Personnel Seminar	3
BSAD C072	Introduction to Accounting	3
CSCI C151	Intermediate Word	1
CSCI C153	Intermediate Excel	1
CSCI C155	Intermediate Access	1
CSCI C171	Introduction to Internet	1
CSCI C129	Beginning MS Outlook	1
Or CSCI C135	Beginning Adobe Acrobat	1

PROGRAM LEARNING OUTCOMES AND ASSESSMENTS: Upon successful completion of the Administrative Office Assistant Certificate (12 Units), the student will be able to

A. Achieve business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations. This will be assessed by final exams in all courses in the program.
B. Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports, appropriate for the intended audience.
C. Demonstrate intermediate skills and problem solving ability in the use of industry standard applications and technology such as Microsoft Word, Excel, Access, and PowerPoint, to office related tasks.
D. Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable, using a desktop calculator.
E. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
F. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

Optional: Discussion of background and rationale (if needed).

The program has been designed with steps defined by the 12, 18, and 30 unit progressions to allow learners to reach levels of achievement for the wide range of work preparedness required in the field in a logical manner. The range of positions available for business office workers/assistants/managers is very diverse and requires multi-leveled range of skills, competencies, and experience.

For this reason, the program has been designed for all learners who aspire to a career in business office work at any level. Many of the courses are offered in one unit blocks allowing learners time to achieve mastery before proceeding to the next level. The three unit courses provide the time necessary to master broad topic areas such as are required for meaningful understanding and practice of business communication in the workplace, business mathematics, and introduction to accounting. The Office Personnel Seminar course consists of modules covering essential topics that are not otherwise covered in the program, plus a focus on job search and employability skills.

From the very beginning clerk with no supervisory experience and a narrow range of duties, to the assistant with a mid-level intermediate responsibility, to the administrative office manager at the higher end of the scale, the program provides achievement levels for all. This design also facilitates achievable levels of progress for the learner who discovers along the way if this is the right field for their aptitude and abilities. The BSOT program stepped design also ensures a solid base of skills are achieved, for the learner who continues in this field or and also for those who switch to a Business, Paralegal Studies, or Computer Information Systems degree or vice versa. This design accommodates the currently employed office worker who wants to upgrade and achieve new skills, as well as many who are in a situation where re-training is required because of injuries in other fields such as nursing.

The first level (12 units) allows the learner to achieve a base of competencies for initial entry level positions in office work. The next level (18 units) allows the student to reach an intermediate level of preparedness for both entry to the field as well as re-training, and the final level (30 units) allows a rounded and comprehensive preparedness for administrative assistant/office manager positions. Each level builds on the prior level, with the degree level providing fulfillment of all required program outcomes to a professional level.

Certain basic BSOT program courses are now essential elements of the Industrial Arts program core, as employers in that field are requesting common computer skills along with Word and Excel (base components of BSOT) for their employees.

Criteria B. Need

5. **Enrollment and Completer Projections:** There are approximately 65 students who have declared Business Office Technology as a major through our online and on campus offerings. Of these, some will find this certificate

to be a foundation and starting point, particularly for those who are entering college for the first time or searching for employment for the first time or for re-training. . Additionally, The Owen's Valley Career Development Center in Bishop specifically targets and supports this particular certificate for tribal members who are pursuing post secondary education for the first time. This group consists of 12-20 people. Combined with other modes of delivery and sites, 15-25 completers are expected each year.

6. Place of proposed change in the curriculum – relation to existing program and options; relation to other programs at your college.

The BSOT program stepped design also ensures a solid base of skills are achieved, for the learner who continues in this field or and also for those who switch to a Business, Paralegal Studies, or Computer Information Systems degree or vice versa. This design accommodates the currently employed office worker who wants to upgrade and achieve new skills, as well as many who are in a situation where re-training is required because of injuries in other fields such as nursing. This certificate of achievement is a foundation for the Office Assistant Certificate and the Business Office Technology Certificate or Associate of Science Degree.

7. The program does not represent unnecessary duplication of training programs and other regional colleges offering a similar program are too far away to impact employer's needs in our service area.

8. Analysis of labor market need or job availability (for career technical education only).

According to the 2-Year Occupational Review for Business Office Technology, completed in Fall 2010, the number of jobs in our region in the fields of Executive secretaries and administrative assistants and Secretaries (except legal, medical and executive) totals 876 in 2010 and is projected to 952 in 2015 indicating a 9% increase. The projected number of new openings is 28.

Business Office Technology is expanding to meet the documented labor market demand for degree and certificate completers. The actual number of people completing the degree or a certificate in the past five years is 14, plus three individuals completed a lower unit certificate and a degree. In the Cerro Coso service area there are many known jobs that are not documented because employer's corporate offices are out of state. For example, office positions required by aerospace contractors, the naval air warfare center at China Lake, and even our own Cerro Coso Community College classified office positions are not captured in reporting systems because the corporate offices are located outside our service area. We are expecting to increase completers to fill these and other known service area needs as the program is gaining momentum in both certificate and Business Office Technology Associate of Science Degree completers.

Criteria C. Curriculum Standards

9. Transfer applicability to **two** 4-year institutions (if applicable).

Attachment: Course outlines for required courses (required for all applications).
Attachment: Articulation Agreements (if applicable).

If applicable to revised program:

10. **Criteria D-Adequate Resources:** Facilities, additional faculty, and new equipment or library resources
This certificate already exists at the local level and resources are adequate. In addition to the online offerings, courses in this certificate are currently offered on campus at IWV, at the computer lab at Kern River Valley campus and on site at the Owen's Valley Career Development Center in Bishop. There is no need to change or add facilities. Equipment in on campus labs is included with the IT replacement cycle for the respective classrooms. This program has one full time faculty member and approximately five to ten adjuncts who teach Business Office Technology classes throughout the region at IWV, Bishop, KRV, and online.
11. **Criteria E-Compliance:** Enrollment restrictions and licensing or accreditation standards

Desert Regional Consortium
c/o Riverside Community College
4800 Magnolia Avenue
Riverside, CA 92506-1299
Phone (951) 222-8026
Fax (951) 222-8877

DATE: October 13, 2011

TO: Saily Montemayor Lenz
California Community Colleges Chancellors Office

FROM: Joyce Johnson, Chair
Region IX Occupational Deans

RE: **Regional Certificate/Degree Approval**

At the October 3, 2011 meeting of the Desert Regional Consortium CTE Deans subcommittee, Cerro Coso College sought regional recommendation for the following certificate and/or degree:

BSOT Welding Technology Certificate
BSOT Paralegal Studies Certificate
BSOT Office Clerk Certificate
BSOT Administrative Office Assistant

The CTE Deans subcommittee carefully reviewed this proposal and determined that this program represents an effort to meet the labor market needs for entry-level and career positions that are in demand in this area and does not represent unnecessary duplication of programs already in existence at other regional community colleges.

As a result, the full membership of the Desert Regional Consortium voted on October 3, 2011 to recommend program approval for the above referenced program.

If you have any questions about the Desert Regional Consortium program approval process, please contact me.

Joyce Johnson, Chair
Region IX, Occupational Deans
Mt San Jacinto College
(951) 639-5350
jajohnso@msjc.edu

Member Colleges

Barstow Community College
Cerro Coso Community College
Chaffey College
College of the Desert
Copper Mountain College
Crafton Hills College
Mt. San Jacinto College
Palo Verde College
Riverside Community College
San Bernardino Valley College
Victor Valley Community College

Vision

Premier source for facilitating quality educational and training opportunities for the Inland Empire/Desert Region.

Mission

To:

- communicate
- coordinate
- collaborate
- promote and plan

career and technical education and workforce & economic development in the Inland Empire/Desert Region.

PROGRAM OF STUDY

CC Office Assistant Cert Certificate of Achievement

OFFICE ASSISTANT CERTIFICATE: This course of study equips the student with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Completers master skills in communication, bookkeeping, office skills, and an essential selection of intermediate computer applications for business. Those completing the Office Assistant Certificate may choose to continue with the Business Office Technology Associate of Science Degree.

Career Opportunities in Business Office Technology

Employment preparation for such careers as Office Assistant, Receptionist, Data entry clerk, Mail room clerk, Sales clerk, Filing clerk, Inventory clerk, Counter clerk, Clerk I, Clerk II, Bookkeeper, Accounts Receivable Clerk, Accounts Payable clerk, Payroll clerk.

Complete all of the following courses:

BSAD C070	Business Mathematics	3
BSAD C072	Introduction to Accounting	3
BSAD C145	Business Communication	3
BSOT C132	Inter Computer Keyboarding	1
BSOT C154	Office Personnel Seminar	3
CSCI C151	Intermediate Word	1
CSCI C153	Intermediate Excel	1
CSCI C155	Intermediate Access	1
CSCI C171	Introduction to the Internet	1
CSCI C129	Microsoft Outlook	1
	or	
CSCI C135	Beginning Adobe Acrobat	1

Total Units **18**

Application Date
2011-05-11

California Community Colleges

SUBSTANTIAL CHANGES TO AN APPROVED CREDIT PROGRAM

Office Clerk
TITLE OF PROPOSED PROGRAM

Margaret Mauldin
CONTACT PERSON

Business Office Technology
TITLE OF EXISTING PROGRAM (IF DIFFERENT)

Instruction Office Specialist
TITLE

051400
EXISTING PROGRAM **T.O.P.** CODE

1933
EXISTING PROGRAM **CONTROL NUMBER**

(760) 384-6257
PHONE NUMBER

CERRO COSO
COLLEGE

KERN
DISTRICT

mmauldin@cerrocoso.edu
E-MAIL ADDRESS

08/22/2011
PROJECTED START DATE FOR CHANGE

GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):

☑ CAREER TECHNICAL EDUCATION (CTE) ☐ TRANSFER ☐ OTHER

Type of change requested: Check only one.

- ■ Add new Certificate of Achievement
- ☐ Add Degree to Existing Certificate Program
- ☐ Add new Major or Area of Emphasis to Existing Degree

TYPE OF PROGRAM (SELECT ONLY ONE):

- ☐ A.A. DEGREE
- ☐ A.S. DEGREE
- ☐ AA-T DEGREE (for transfer)*
- ☐ AS-T DEGREE (for transfer)*

CERTIFICATE OF ACHIEVEMENT:

- ☐ 18+ semester (or 27+ quarter) units
- ■ 12-18 semester (or 18-27 quarter) units

* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66749, also known as the Student Transfer Achievement Reform Act. See special instructions provided here.

Planning Summary:

Projected Start Date (mm/dd/yyyy) 08/22/2011 **Projected Annual Completers** 20

FIELDS	AS LISTED IN CURRENT INVENTORY	AS REVISED
Program Control Number	1933	1933
TOP Code	051400	051400
Local Title	Business Office Technology	Office Clerk
Units for Degree Major or Area of Emphasis	30 to 30	0 to 0
Total Units for Degree		0 to 0
Certificate Units	0 to 0	12 to 12

REQUIRED SIGNATURES

Title of Proposed Program Office Clerk College Cerro Coso Community College

LOCAL CURRICULUM APPROVAL:
Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

DATE	SIGNATURE, CHAIR, CURRICULUM COMMITTEE	TYPED OR PRINTED NAME
5/12/11	Corey J. Marvin	Dr. Corey Marvin, CIC Chair
5-18-11	[signature]	Richard Post, Interim V.P. Acad. Aff.
12 May 2011	Matthew A. Crow	Matthew Crow, Academic Senate Pres.

CAREER TECHNICAL EDUCATION ONLY:
Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

DATE	SIGNATURE, ADMINISTRATOR OF CTE	TYPED OR PRINTED NAME
12 May 2011	Valerie Karnes	Valerie Karnes, CTE Dean

Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on oct. 3, 2011 (date).

DATE	SIGNATURE, CHAIR, REGIONAL CONSORTIUM	TYPED OR PRINTED NAME
10·3·11	Joyce Johnson	Joyce Johnson

COLLEGE PRESIDENT:
All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

DATE	SIGNATURE, PRESIDENT OF THE COLLEGE	TYPED OR PRINTED NAME
11/1/11	Jill Board	Jill Board, President

DISTRICT APPROVAL (check one):

☒ On June 9, 2011 (date), the governing board of the Kern Community College District approved the proposed changes to this existing program attached to this request.

☐ The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

DATE	SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	TYPED OR PRINTED NAME
11/15/11	Sandra V. Serrano	Sandra V. Serrano

Please retain the original signature page for your records and upload a scan of the signature page as an attachment.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

01/09/2012

Margaret Mauldin
Instruction Office Specialist
Cerro Coso Community College
3000 College Heights Blvd. Ridgecrest, CA 93555
,

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **CERTIFICATE OF ACHIEVEMENT:12 to fewer than 18 semester (or 18 to fewer than 27 quarter) units** in **Office Clerk** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **051400** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **CERTIFICATE OF ACHIEVEMENT:12 to fewer than 18 semester (or 18 to fewer than 27 quarter) units** in **Office Clerk** with program control number **31064**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,
Sally J. Montemayor Lenz
Interim Dean
Academic Affairs Division

Cc: Margaret Mauldin

Desert Regional Consortium
c/o Riverside Community College
4800 Magnolia Avenue
Riverside, CA 92506-1299
Phone (951) 222-8026
Fax (951) 222-8877

DATE: October 13, 2011

TO: Saily Montemayor Lenz
California Community Colleges Chancellors Office

FROM: Joyce Johnson, Chair
Region IX Occupational Deans

RE: **Regional Certificate/Degree Approval**

At the October 3, 2011 meeting of the Desert Regional Consortium CTE Deans subcommittee, Cerro Coso College sought regional recommendation for the following certificate and/or degree:

BSOT Welding Technology Certificate
BSOT Paralegal Studies Certificate
BSOT Office Clerk Certificate
BSOT Administrative Office Assistant

The CTE Deans subcommittee carefully reviewed this proposal and determined that this program represents an effort to meet the labor market needs for entry-level and career positions that are in demand in this area and does not represent unnecessary duplication of programs already in existence at other regional community colleges.

As a result, the full membership of the Desert Regional Consortium voted on October 3, 2011 to recommend program approval for the above referenced program.

If you have any questions about the Desert Regional Consortium program approval process, please contact me.

Joyce Johnson, Chair
Region IX, Occupational Deans
Mt San Jacinto College
(951) 639-5350
jajohnso@msjc.edu

Member Colleges

Barstow Community College
Cerro Coso Community College
Chaffey College
College of the Desert
Copper Mountain College
Crafton Hills College
Mt. San Jacinto College
Palo Verde College
Riverside Community College
San Bernardino Valley College
Victor Valley Community College

Vision

Premier source for facilitating quality educational and training opportunities for the Inland Empire/Desert Region.

Mission

To:

- communicate
- coordinate
- collaborate
- promote and plan

career and technical education and workforce & economic development in the Inland Empire/Desert Region.

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
UPDATES:		
❖ **CCCAOE**	Burks	Burks- CCCAOE President Elect
❖ **Chancellor's Office Update**	Vito	Handouts provide Laura Casillas, lcasilla@cccco.edu gave updates on CTE Transition Grant, 2011-12 application deadline June 15th. All five areas need to be addressed, if not, explanation required.
❖ **SB70 Project Directors**	Pehkonen	RCCD/MSJC held Tribal Leadership (5/12-13) for 150 faculty, counselors & principals. 4th Counselor Conclave set for 10/06 at SB Hilton, Contact- Wendy Zinn(chair) wzinn@sbccd.edu for information. SB 70 Directors meeting to resume in the Fall from 1:30pm to 3:00pm on DRC meeting days.
❖ **Regional Consortium**		
➢ **Budget Reduction/Implication for 2011/12**	Pehkonen	Budget reduced by 16k Professional Development dollars reduced to $1,000 per college.
➢ **Meeting Calendar 2011/12**	Pehkonen	2011-12 Meeting Dates: October 3, 2011; October 19-21, 20011 (CCCAOE) November 28, 2011; February 1-2, 2012; March 5, 2012; April 30, 2012
➢ **Press Releases**	Lindstrom	13 Press Releases published Contacts- Zhenya Lindstrom, elindstr@sbccd.edu Lauren McSherry, lauren@businesscopywriter.net
TASKFORCES: *Committees agree to meet twice and report out before Regional retreat in February 2012*		
❖ **The Outland Empire** (Gap Analysis)	Karnes, Eaves, Jaramillo, Lindstrom, Schiel, Brown(G)	New member: Melynie Schiel Committee chair still needed
❖ **Git 'er Done!** (Regional Marketing)	**Eaves**, Dixon, Fleming, Conner, Simmons, Smith, Goetzle	No report
❖ **Who's Who in the Zoo** (Identify new CTE people in region, welcome, etc.)	**Burks**, Johnson, O'Conner, Yamamoto, Fisher, Valcarcel,	Ongoing contact with new CTE people in the region.
❖ **Grants R Us** (Identify funding opportunities)	**Levesque**, Dutton, Camak, Isaac, Grajeda, Pehkonen, Luther, Carter, Sanchez	No report.
❖ **High Energy**	**Smith**, Karnes	No report
		Next Meeting, 10/3/11 San Bernardino Hilton *Have a great summer*

DESERT REGIONAL CONSORTIUM MEETING
HILTON – SAN BERNARDINO
May 23, 2011
10:30 A.M. – 1:30 P.M.
MINUTES - *DRAFT*

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
WELCOME & INTRODUCTIONS	Vito	30 in attendance
PROGRAM		
❖ **Dual Enrollment**	Tom Spillman, MSJC tspillman@msjc.edu gave a PowerPoint presentation on how Dual Enrollment is meeting the 2020 vision for the nation and California, in Strengthen Student Success. Handout provided.	
REVIEW MINUTES/AGENDA	Vito	April 4, 2011 Minutes approved (M/S/C Johnson/Burk) Abstained: Munsey/Yamamoto
REPORTS FROM BREAKOUTS:		
❖ **Economic Development/Contract Ed**	Levesque	Decrease in attendance is a concern.
❖ **CalWORKs**	Valcarcel/Dutton	Regional Train the Trainer institute June 3rd.
❖ **CTE Deans**	Johnson	New member- Dr. Joseph Morris (VVC) joseph.morris@vvc.edu Program Approvals First read: -SBVC- Med. Insurance Billing & Coding Certificate -SBVC- Med. Administrative Assistant Certificate Second Read: -Palo Verde- Child Development-Master Teacher Certificate -Barstow- Medical Office Technology, Degree Both First & Second: -Barstow- Web Master-Certificate, -Barstow- Business Information System-Certificate & Degree -Moreno Valley- Speech-Language Pathology Assist. Certificate & Degree. Tabled: -MSJC- Viticulture, Enology & Wine Technology Certificate -Norco- Game Audio Certificate & Degree -Norco- Game Design Certificate & Degree -Cerro Coso (4 Programs) Certificates Follow-up /Action needed: Joyce Johnson agreed to follow up with Mary O'Connor regarding having the Academic Senate and/or HWI coordinate a statewide effort to standardize Medical Assistant Program requirements (similar to the standardization of Early Childhood Program)

PROGRAM OF STUDY

CC Office Clerk Cert Certificate of Achievement

OFFICE CLERK CERTIFICATE: This course of study prepares the student to perform basic competencies as an entry level office clerk whether or not the individual has previous office experience. This certificate of achievement is a foundation for the Office Assistant Certificate and the Business Office Technology Certificate or Associate of Science Degree.

Career Opportunities in Business Office Technology

Employment preparation for such careers as Office Clerk, Receptionist, Data entry clerk, Mail room clerk, Sales clerk, Filing clerk, Inventory clerk, Counter clerk, Clerk I.

Complete all of the following core courses:

BSAD C070	Business Mathematics	3
BSOT C131	Basic Computer Keyboarding	1
BSOT C154	Office Personnel Seminar	3
BSOT C127	MS PowerPoint	1
CSCI C070	Computer Literacy	1
CSCI C121	Beginning Word	1
CSCI C123	Beginning Excel	1
CSCI C125	Beginning Access	1
Total Units		**12**

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Criteria A. Appropriateness to Mission

1. Statement of goals and objectives for existing program, including new changes.

   Department Mission: The Department of Business and Information Technology mission is to provide computer information systems, business office technology, paralegal studies, as well as business administration and computer science transfer preparation; vocational business and computer technology education; employment retraining and computer literacy skills. We support lifelong learning and participation in a technological world. We respond to the business training and information technology needs of the community and empower students with the skills they need to be successful in the modern business environment.

   Program Mission: The Business Office Technology Program mission is to provide an environment and curriculum designed to equip learners with the skills necessary to compete for employment in an entry-level administrative assistant position while encouraging a desire for life-long learning.

   Business Office Technology Program Outcomes have been determined through observation and analysis of business and industry standards for office managers, administrative assistants, and clerks, with the goal of ensuring appropriate levels of competency in a range of strengths necessary to perform professionally and effectively in today's workplace. Each of the courses required to complete the degree is an integral part of a carefully chosen selection of elements representing competencies desired by employers and required for individuals to begin or maintain a career in today's dynamic business office. The program provides a solid environment for learners to engage with mastery performance of relevant business office skills, as well as problem solving, critical thinking, and demonstration of work ethic to the standard of what is appropriate to be successful in the field. Program rigor and scope is consistent with similar programs in the state, nationally, and internationally. Course outcomes are created and observed to guide teaching and learning activities with a goal to ensure that achievement is measured by appropriate mastery of the topics listed in the current course outlines of record. Course outlines of record are updated within appropriate title five timelines, including when changes in the workplace precipitate addition or removal of study topics, or an evolution of available teaching resources provides opportunity for a significant shift in delivery that is deemed to be beneficial to the learning process.

2. Catalog description for existing program, including new option.

   PROGRAM NAME: BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

   PROGRAM DESCRIPTION: (60 units total, 30 units in the major) This program prepares learners for employment in challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, and bookkeeping in order to meet the needs of the technologically dynamic business office. Attention to detail, a professional work ethic, and an ability to communicate effectively with others are fostered throughout.

   BUSINESS OFFICE TECHNOLOGY CERTIFICATE (30 units): Any learner completing the courses required for the major qualifies for a certificate in Business Office Technology.

   ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT: (18 Units) This certificate represents that the learner is equipped with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Learners master skills in communication, bookkeeping, and an essential selection of intermediate computer applications for business. The Office Assistant Certificate is earned after completion of the following courses. This certificate is also appropriate for individuals who are re-training in current uses of intermediate level computer applications for the business office.

   OFFICE CLERK CERTIFICATE OF ACHIEVEMENT: (12 Units) This certificate represents that the learner is prepared to perform basic competencies as an entry level office clerk whether or not the individual has previous

office experience. This certificate of achievement is designed to provide a foundation of introductory but essential office skills for individuals who are considering a career in office administration or for those who require computer, communication, and business orientation skills to increase employability in a variety of fields.

3. New program requirements.

PROGRAM NAME: BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

PROGRAM DESCRIPTION: (60 units total, 30 units in the major) This program prepares learners for employment in challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, and bookkeeping in order to meet the needs of the technologically dynamic business office. Attention to detail, a professional work ethic, and an ability to communicate effectively with others are fostered throughout.

COURSES:

Complete all of the following courses:

Course Number	Course Name	Units
BSAD C070	Business Mathematics	3
BSAD C072	Introduction to Accounting	3
BSAD C100	Introduction to Business	3
BSAD C145	Business Communication	3
BSOT C154	Office Personnel Seminar	3
BSOT C133	Advanced Keyboarding	1
CSCI C070	Computer Literacy	1
CSCI C121	Beginning Word	1
CSCI C151	Intermediate Word	1
CSCI C161	Advanced Word	1
CSCI C123	Beginning Excel	1
CSCI C153	Intermediate Excel	1
CSCI C125	Beginning Access	1
CSCI C155	Intermediate Access	1
BSOT C127	MS PowerPoint	1
CSCI C171	Introduction to Internet	1
		26

Select at least 4 units from the following courses:

Course Number	Course Name	Units
CSCI C129	Microsoft Outlook	1
CSCI C135	Beginning Adobe Acrobat	1
CSCI C163	Advanced Excel	1
CSCI C165	Advanced Access	1
WEXP C101	Introduction to Work Experience	1
WEXP C102	Occupational Career Work Experience	1-3

PROGRAM LEARNING OUTCOMES AND ASSESSMENT: Upon successful completion of the program, the student will be able to

A. Achieve business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations. This will be assessed by final exams in all courses in the program.
B. Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports appropriate for the intended audience. This will be assessed by final exams in all courses in the program.
C. Select, apply, and adapt computer software tools such as word processing, spreadsheet, data base, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results. This will be assessed by final exams in all courses in the program.
D. Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable. This will be assessed by final comprehensive project.
E. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files. This will be assessed by final exams in all courses in the program.
F. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas. This will be assessed by assignments in all courses in the program.

	Program Learning Outcomes					
Courses	A.	B.	C.	D.	E.	F.
BSAD C070	X		X			
BSAD C072				X		
BSAD C100	X					
BSAD C145	X	X				X
BSOT C133			X			
BSOT C154	X	X			X	X
CSCI C070			X		X	
CSCI C121		X	X		X	
CSCI C151		X	X		X	
CSCI C161		X	X		X	
CSCI C123			X	X	X	
CSCI C153			X	X	X	
CSCI C125			X		X	
CSCI C155			X		X	
BSOT C127			X			
CSCI C171			X			
Electives	X	X	X	X	X	

OFFICE CLERK CERTIFICATE OF ACHIEVEMENT: (12 Units) represents that the learner is prepared to perform basic competencies as an entry level office clerk whether or not the individual has previous office experience. This certificate of achievement is designed to provide a foundation of introductory but essential office skills for individuals who are considering a career in office administration or for those who require computer, communication, and business orientation skills to increase employability in a variety of fields.

BSOT C131	Basic Computer Keyboarding	1
BSOT C154	Office Personnel Seminar	3
CSCI C070	Computer Literacy	1
CSCI C121	Beginning Word	1
CSCI C123	Beginning Excel	1
CSCI C125	Beginning Access	1
BSOT C127	PowerPoint	1
BSAD C070	Business Mathematics	3
		12

PROGRAM LEARNING OUTCOMES AND ASSESSMENTS: Upon successful completion of the Office Clerk Certificate of Achievement (12 Units), the student will be able to

A. Achieve business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations. This will be assessed by final exams in all courses in the program.
B. Demonstrate introductory skills in the use of software tools such as Microsoft Word, Excel, and Access, to entry level office related tasks such as letter and report creation, basic spreadsheet creation/edit, and data entry.
C. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
D. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.
E. Demonstrate accuracy and efficiency using a desktop calculator to perform business mathematics calculations appropriate for routine office tasks requiring calculation.

ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE: (18 Units) This certificate represents that the learner is equipped with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Learners master skills in communication, bookkeeping, and an essential selection of intermediate computer applications for business. The Office Assistant Certificate is earned after completion of the following courses. This certificate is also appropriate for individuals who are re-training in current uses of intermediate level computer applications for the business office.

BSAD C070	Business Mathematics	3
BSOT C132	Intermediate Keyboarding	1
BSAD C145	Business Communication	3
BSOT C154	Office Personnel Seminar	3
BSAD C072	Introduction to Accounting	3
CSCI C151	Intermediate Word	1
CSCI C153	Intermediate Excel	1
CSCI C155	Intermediate Access	1
CSCI C171	Introduction to Internet	1
CSCI C129	Beginning MS Outlook	1
Or CSCI C135	Beginning Adobe Acrobat	1

PROGRAM LEARNING OUTCOMES AND ASSESSMENTS: Upon successful completion of the Administrative Office Assistant Certificate (12 Units), the student will be able to

A. Achieve business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations. This will be assessed by final exams in all courses in the program.
B. Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports, appropriate for the intended audience.
C. Demonstrate intermediate skills and problem solving ability in the use of industry standard applications and technology such as Microsoft Word, Excel, Access, and PowerPoint, to office related tasks.
D. Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable, using a desktop calculator.
E. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
F. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

Optional: Discussion of background and rationale (if needed).

The program has been designed with steps defined by the 12, 18, and 30 unit progressions to allow learners to reach levels of achievement for the wide range of work preparedness required in the field in a logical manner. The range of positions available for business office workers/assistants/managers is very diverse and requires multi-leveled range of skills, competencies, and experience.

For this reason, the program has been designed for all learners who aspire to a career in business office work at any level. Many of the courses are offered in one unit blocks allowing learners time to achieve mastery before proceeding to the next level. The three unit courses provide the time necessary to master broad topic areas such as are required for meaningful understanding and practice of business communication in the workplace, business mathematics, and introduction to accounting. The Office Personnel Seminar course consists of modules covering essential topics that are not otherwise covered in the program, plus a focus on job search and employability skills.

From the very beginning clerk with no supervisory experience and a narrow range of duties, to the assistant with a mid-level intermediate responsibility, to the administrative office manager at the higher end of the scale, the program provides achievement levels for all. This design also facilitates achievable levels of progress for the learner who discovers along the way if this is the right field for their aptitude and abilities. The BSOT program stepped design also ensures a solid base of skills are achieved, for the learner who continues in this field or and also for those who switch to a Business, Paralegal Studies, or Computer Information Systems degree or vice versa. This design accommodates the currently employed office worker who wants to upgrade and achieve new skills, as well as many who are in a situation where re-training is required because of injuries in other fields such as nursing.

The first level (12 units) allows the learner to achieve a base of competencies for initial entry level positions in office work. The next level (18 units) allows the student to reach an intermediate level of preparedness for both entry to the field as well as re-training, and the final level (30 units) allows a rounded and comprehensive preparedness for administrative assistant/office manager positions. Each level builds on the prior level, with the degree level providing fulfillment of all required program outcomes to a professional level.

Certain basic BSOT program courses are now essential elements of the Industrial Arts program core, as employers in that field are requesting common computer skills along with Word and Excel (base components of BSOT) for their employees.

Criteria B. Need

5. **Enrollment and Completer Projections:** There are approximately 65 students who have declared Business Office Technology as a major through our online and on campus offerings. Of these, some will find this certificate

to be a foundation and starting point, particularly for those who are entering college for the first time or searching for employment for the first time or for re-training. . Additionally, The Owen's Valley Career Development Center in Bishop specifically targets and supports this particular certificate for tribal members who are pursuing post secondary education for the first time. This group consists of 12-20 people. Combined with other modes of delivery and sites, 15-25 completers are expected each year.

6. Place of proposed change in the curriculum – relation to existing program and options; relation to other programs at your college.

The BSOT program stepped design also ensures a solid base of skills are achieved, for the learner who continues in this field or and also for those who switch to a Business, Paralegal Studies, or Computer Information Systems degree or vice versa. This design accommodates the currently employed office worker who wants to upgrade and achieve new skills, as well as many who are in a situation where re-training is required because of injuries in other fields such as nursing. This certificate of achievement is a foundation for the Office Assistant Certificate and the Business Office Technology Certificate or Associate of Science Degree.

7. The program does not represent unnecessary duplication of training programs and other regional colleges offering a similar program are too far away to impact employer's needs in our service area.

8. Analysis of labor market need or job availability (for career technical education only).

According to the 2-Year Occupational Review for Business Office Technology, completed in Fall 2010, the number of jobs in our region in the fields of Executive secretaries and administrative assistants and Secretaries (except legal, medical and executive) totals 876 in 2010 and is projected to 952 in 2015 indicating a 9% increase. The projected number of new openings is 28.

Business Office Technology is expanding to meet the documented labor market demand for degree and certificate completers. The actual number of people completing the degree or a certificate in the past five years is 14, plus three individuals completed a lower unit certificate and a degree. In the Cerro Coso service area there are many known jobs that are not documented because employer's corporate offices are out of state. For example, office positions required by aerospace contractors, the naval air warfare center at China Lake, and even our own Cerro Coso Community College classified office positions are not captured in reporting systems because the corporate offices are located outside our service area. We are expecting to increase completers to fill these and other known service area needs as the program is gaining momentum in both certificate and Business Office Technology Associate of Science Degree completers.

Criteria C. Curriculum Standards

9. Transfer applicability to **two** 4-year institutions (if applicable).

Attachment: Course outlines for required courses (required for all applications).
Attachment: Articulation Agreements (if applicable).

If applicable to revised program:

10. **Criteria D-Adequate Resources:** Facilities, additional faculty, and new equipment or library resources
This certificate already exists at the local level and resources are adequate. In addition to the online offerings, courses in this certificate are currently offered on campus at IWV, at the computer lab at Kern River Valley campus and on site at the Owen's Valley Career Development Center in Bishop. There is no need to change or add facilities. Equipment in on campus labs is included with the IT replacement cycle for the respective classrooms. This program has one full time faculty member and approximately five to ten adjuncts who teach Business Office Technology classes throughout the region at IWV, Bishop, KRV, and online.
11. **Criteria E-Compliance:** Enrollment restrictions and licensing or accreditation standards

KCCD
KERN COMMUNITY COLLEGE DISTRICT

OFFICE OF EDUCATIONAL SERVICES
2100 CHESTER AVENUE
BAKERSFIELD, CA 93301-4099
(661) 336-5108

August 14, 2008

COPY

Ms. Carole Bogue-Feinour, Vice Chancellor
Academic Affairs
California Community Colleges
1102 "Q" Street
Sacramento, CA 95811-6511

Dear Ms. Bogue-Feinour:

Attached is an application for approval of a new credit program, Human Services Program, Associate in Science Degree, TOP 2104.00, for Cerro Coso Community College.

The Kern Community College District Board of Trustees approved submission of this application at its August 8, 2008 meeting.

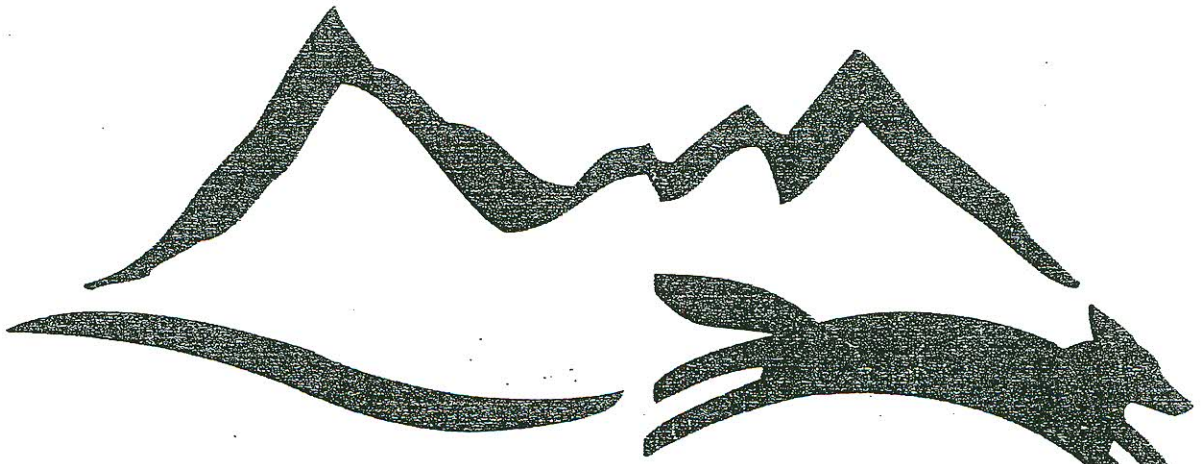
If you have any questions regarding this application, please contact Dr. James Fay, Vice President, Academic Affairs, Cerro Coso Community College, at 760-384-6201.

Sincerely,

John M. Means, Associate Chancellor
Economic and Workforce Development

/se
Enclosures

cc: Sandra Serrano, Chancellor, Kern Community College District (w/o enclosures)
Mary Retterer, President, Cerro Coso Community College (w/o enclosures)
James Fay, Vice President, Academic Affairs, Cerro Coso Community College (w/enclosures)



CERRO COSO
COMMUNITY COLLEGE

KERN COUNTY COMMUNITY COLLEGE DISTRICT

Program Proposal

HUMAN SERVICES

CERRO COSO
COMMUNITY COLLEGE

KERN COUNTY COMMUNITY COLLEGE DISTRICT

Associate of Science Degree

HUMAN SERVICES

CCC-501

Rev. Oct. 2007

Application Date

California Community Colleges

Human Services Program – Associate of Science Degree
PROPOSED PROGRAM TITLE

Cerro Coso Community College
COLLEGE

Kern County Community College District
DISTRICT

Fall 2009
PROJECTED PROGRAM START DATE

Debra Rundell
CONTACT PERSON

Coordinator/Faculty
TITLE

760-384-8264
PHONE NUMBER

drundell@cerrocoso.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.A. DEGREE ☒ A.S. DEGREE CERTIFICATE OF ACHIEVEMENT: ○ 18+ semester (or 27+ quarter) units ○ 12-18 semester (or 18-27 quarter) units

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

PLANNING SUMMARY

Recommended T.O.P. Code	210400	Estimated FTE Faculty Workload	1
Units for Degree Major or Area of Emphasis	26	Number of New Faculty Positions	0
Total Units for Degree	60	Est. Cost, New Equipment	$ 0
Required Units-Certificate		Cost of New/Remodeled Facility	$ 0
Projected Annual Completers	20	Est. Cost, Library Acquisitions	$ 0
Projected Net Annual Labor Demand (CTE)	29	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester: Fall Year 2010

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

Criteria B. Need

5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in Service Area
8. Labor Market Information & Analysis (CTE only)
9. Employer Survey (CTE only)
10. Explanation of Employer Relationship (CTE only)
11. List of Members of Advisory Committee
12. Recommendations of Advisory Committee

Attachment: Labor / Job Market Data (CTE only)
Attachment: Employer Survey (CTE only)
Attachment: Minutes of Key Meetings

Criteria C. Curriculum Standards

13. Display of Proposed Sequence
14. Transfer Applicability (if applicable)

Attachment: Outlines of Record for Required Courses
Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

Criteria E. Compliance

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501: APPROVAL–NEW CREDIT PROGRAM Rev. Oct. 2007

REQUIRED SIGNATURES

Program: Human Services College: Cerro Coso Community College

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

DATE	SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER	TYPED OR PRINTED NAME
3-4-08		Dennis VanderWerff

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

DATE	SIGNATURE, ADMINISTRATOR OF CTE	TYPED OR PRINTED NAME
3-19-08		Valerie Karnes
3-19-08	SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE	Debra Rundell

Program was recommended for approval by Regional Occupational Consortium on 3/24/08 (date).

DATE	SIGNATURE, CHAIR, REGIONAL CONSORTIUM	TYPED OR PRINTED NAME
3/24/08		Ron Vito

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

DATE	SIGNATURE, CHAIR, CURRICULUM COMMITTEE	TYPED OR PRINTED NAME
4-08		Dennis VanderWerff
3-19-08	SIGNATURE, ARTICULATION OFFICER	Paula Suorez
3-19-08	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	James Fay
4/1/08	SIGNATURE, PRESIDENT, ACADEMIC SENATE	Lisa Fuller

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

DATE	SIGNATURE, PRESIDENT OF THE COLLEGE	TYPED OR PRINTED NAME
3/20/08		Mary Retterer

DISTRICT APPROVAL

On August 8, 2008, the governing board of the Kern Community College District District approved the instructional program attached to this application.

DATE	SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	TYPED OR PRINTED NAME
Aug 14, 2008		SANDRA V. SERRANO

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-511 Rev. March 2010

California Community Colleges

Non-Substantial Changes to Approved Program

College CERRO COSO
District KERN
Date Form Submitted 05/04/2011

Contact Person Margaret Mauldin
Phone # (760) 384-6257
E-mail mmauldin@cerrocoso.edu

Check one of the four boxes below to indicate the type of change.

If you select Option 1 or 2, complete fields A – K below:

☒ **1.** Non-substantial change to previously approved program

☐ **2.** Change from INACTIVE to ACTIVE status.

Date Program Reactivated

If you select Option 3 or 4, complete fields A, B & C below:

☐ **3.** Change from ACTIVE to INACTIVE status.

☐ **4.** Remove/Delete entry from current college program inventory

Date Program Last Offered

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
A	Unique Code	18915	N/A – Unique code cannot change.
B	T.O.P. Code		210400
C	Local Title	Human Services	Human Services
D	Units for Degree Major or Area of Emphasis	27 to 27	27 to 27
	Total Units for Degree		60 to 60
E	Certificate Units	0 to 0	
F	Degree Type		A.S. DEGREE
G	Year Approved	2009	2009
H	Transfer Status		N/A - Use CCC-510 for Substantial Change.
I	Occupational Status		N/A - Use CCC-510 for Substantial Change.
J	By checking this box, you certify that this change has been approved at the college.		☑ Curriculum Committee Approved

Attachments required for this form:

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description** and **requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*

REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES

5-18-11
DATE

SIGNATURE, CHIEF INSTRUCTIONAL OFFICER

Richard Post, V.P. Academic Aff.
TYPED OR PRINTED NAME

Please retain the original signature page for your records and upload a scan of the signature page as an attachment.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

08/11/2011

Margaret Mauldin
Instruction Office Specialist
Cerro Coso Community College
3000 College Heights Blvd. Ridgecrest, CA 93555
,

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **A.S. DEGREE** in **Human Services** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **210400** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **A.S. DEGREE** in **Human Services** with program control number **18915**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,
Sally J. Montemayor Lenz
Interim Dean
Academic Affairs Division

Cc: Margaret Mauldin

STATE OF CALIFORNIA JACK SCOTT, CHANCELLOR

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

February 26, 2009

James Fay
Vice President, Academic Affairs
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555

Dear Dr. Fay:

The Chancellor's Office hereby approves Cerro Coso Community College's Associate in Science degree and Certificate of Achievement in **Human Services**. These programs have been entered into the Inventory of Approved and Projected Programs under T.O.P. code 2104.00, with career technical education status, as follows:

- A.S. degree in **Human Services** with unique program code **18915**.
- Certificate of Achievement in **Human Services Worker** with unique program code **18917**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. These programs are not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with these new programs. If there are any questions about our action, please contact Stephanie Low, Specialist in Academic Planning, at (916) 322-6888, fax (916) 445-6268, or e-mail to lows@cccco.edu.

Sincerely,

Vice Chancellor Carole Bogue-Feinour
California Community Colleges, Chancellor's Office
Academic Affairs Division

cc: Debra Rundell, Psychology/Human Services
Stephanie Low

PROGRAM OF STUDY

CC Human Services AS AS Degree Program

HUMAN SERVICES ASSOCIATE OF SCIENCE DEGREE: 60 units total, 27 units in the major.
The Human Services program (A.S. and certificate) prepares students for employment in a broad range of human services settings. It consists of seven core courses and 2 additional specialized electives courses to develop competencies for specific employment settings.
Although some individual courses are offered online, the full certificate is currently not available in online environments. The A.S. degree requires 60 units total, 27 in the major in addition to general education requirements and electives.

Career Opportunities in Human Services

Employment preparation for such careers as Adult Case Manager, Recovery Specialist, Family Education Advocate, Juvenile Corrections Officer, Special Education Tutors, Child Case Manager

Complete all the following core courses:

HMSV C101	Introduction to Human Services	3
HMSV C102	Cultural Competence in Human S	3
HMSV C103	Prep for Field Work in HMSV	3
HMSV C104	Field Work in Human Services	4
CSCI C070	Computer Literacy	1
ENGL C101	Freshman Composition	4
HMSV C116	Case Management	3

Select 6 units from the following courses:		**Units**
CHDV C106	Child Growth and Development	3
CHDV C241	The Exceptional Child: Nature and Nurture	3
HMSV C113	Intervention Skills in HMSV	3
PSYC C101	General Psychology	3
PSYC C112	Intro to Substance Abuse	3
PSYC C211	Lifespan Development	3
PSYC C241	Abnormal Psychology	3
SPCH C105	Interpersonal Communication	3

Complete general education requirements and electives for a minimum of 60 units.	**Units**
Total Units	**60**

CERRO COSO COMMUNITY COLLEGE **2010-2011 CATALOG YEAR**

GENERAL EDUCATION REQUIREMENTS-AA/AS DEGREE ENROLLMENT BEGAN FALL 2010, SPRING 2011, OR SUMMER 2011

NAME: _____ **STUDENT ID:@**_____**MAJOR**_____

Minimum Proficiency Requirement:

Writing:	**Reading:**	**Math:**
____Minimum Standard Met	____Minimum Standard Met	____Minimum Standard Met
____English C101, C151, MA C125	____Reading C056	____ Math C055,C056, C057, C101 or 2 yrs HS Algebra
____English C070	____Reading C046**	Or Geom. With a "B" or better-within last 2 yrs.
____English C040**	____Reading C036**	____Math C050 or C051+ C052
____English C030**		____Math C040**
____English C020**		____Math C020**
_____# Units Needed	_____# Units Needed	_____# Units Needed

***Does not apply to graduation**

AREA 1: NATURAL SCIENCE (Choose one of the following two options):

OPTION I: Two courses/minimum 6 units; at least on e course from each area (life and physical science).

OPTION II: One course/minimum 4 units; lecture with corresponding lab from either area (life or physical science).

Life Sciences: **AGRI** C102; **ANTH** C121; **BIOL** C101, C102 (L). C105 (L), C111 (L), C112 (L), C115 (L), C121, C122 (L), C131, C133, C138, C141, C142 (L), C251 (L), C255 (L), C261 (L)

Physical Sciences: **CHEM** C100, C101 (L), C111 (L), C122 (L), C221 (L); **GEOG** C101, C102 (L), C111 (L); **GEOL** C111 (L), C121, C131; **PHSC** C101, C102 (L), C111, C112 (L), C121, C122 (L), C125 (L), C131, C132 (L), C141, C142 (L), C145 (L); **PHYS** C111 (L), C113 (L)

Course from Other College: _____ **AP:** _____

COMPLETE	IN PROGRESS	AREA COMPLETE

AREA 2: SOCIAL & BEHAVIORAL SCIENCES-Two courses/min. 6 units/each course from different subgroup.

Social: **ANTH** C111, C121, C131; **CHDV** C101, C104, C105, C106, C115; **GEOG** C121, C131; **PSYC** C071, C101, C102, C114, C211, C241, C251, C261, C271; **SOSC** C074; **SOCI** C101, C131 (D)

Econ & Political: **ECON** C101, C102, C103; **POLS** C101, C102, C204

Historical: **HIST** C103, C103H, C104, 104H, C131, C132, C216, C218, C224

Interdis. Studies: **FILM/SPAN** C211; **INST** C111, C201 (D), C207; **INST/SOCI** C210 (D), C220 (D)

Ethnic Studies: **ANTH** C211 (D); **HIST** C209 (D), C226 (D); **SOCI** C121 (D)

Course from Other College: _____ **AP:** _____

COMPLETE	IN PROGRESS	AREA COMPLETE

AREA 3: HUMANITIES-Two courses/min. 6 units/each course from different subgroup.

Active Particip.: **ART** C111, C115, C121, C125, C126, C131, C141, C151, C161, C165, C166, C231, C241, C242; **MUSC** 121,C122, C123, C124, C126, C127, C131, C132, C151, C152, C161, C162, C226, C261, C262; **THEA** C105, C111, C112, C118, C121, C126, C131, C140, C145, C211, C212, C230, C241; **ENGL** C141, C142, C144

Arts: **ART** C101 (D), C105, C106, C191; **MUSC** C101, C105, C106, C118, C173 (D), C181, C183, C281, C282; **THEA** C101, C103

Literature: **ENGL** C102, C102H, C111, C221, C221H, C222, C222H, C231, C232, C235, C241, C242, C245 (D), C249 (D); **SPAN** C282

Philosophy: **PHIL** C101, C141, C161, C162, C163, C201, C215; **PHIL/INST** C205

Foreign Lang.: **ARAB** C101, **ASL** C101, C102; **FARS** C101; **FREN** C101, C102, C201, C202; **LATN** C101, C102, C201, C202; **RUSS** C101,C102; **SPAN** C100,C101,C102,C110,C150,C154,C171,C180,C201,C202, C250, C252, C254, C281

Interdis. Studies: **FILM/SPAN** C211 (D); **INST** C111, C201 (D), C207, C220 (D); **INST/SOCI** C210 (D); **SOCI** C220 (D)

Course from Other College: _____ **AP:** _____

COMPLETE	IN PROGRESS	AREA COMPLETE

AREA 4: LANGUAGE & RATIONALITY-Two courses/min. 6 units/one course from each group-"C" or better.

English Comp.: **ENGL** C101, C151; **MA** C125

Analytical Think.: **ENGL** C102; **MATH** C055, C056, C057, C101, C121, C130, C131, C141, C142, C151, C257; **PHIL/INST** C205; **PSYC** C221

Course from Other College: _____ **AP:** _____

COMPLETE	IN PROGRESS	AREA COMPLETE

AREA 5: INFORMATION COMPETENCY-One course/minimum 1 unit OR pass IC Proficiency Exam.

Information Comp.: **LIT** C075; **IC** C075 **PROFICIENCY EXAM-DATE PASSED:** _____

Course from Other College: _____ **AP:** _____

COMPLETE	IN PROGRESS	AREA COMPLETE

AREA 6: DIVERSITY-One of the following courses or any diversity general education class (D).

Diversity: **ART** C101; **BSAD** C152, **CHDV** C125, C241; **DMA** C113 (**MA** C105); **ENGL** C245, C249; **FILM/SPAN** C211; **HCRS** C250; **HIST** C209, C226; **HMSV** C102; **INST** C201; **INST/SOCI** C210, C220; **MUSC** C173; **SOCI** C121, C131

Course from Other College: _____ **AP:** _____

COMPLETE	IN PROGRESS	AREA COMPLETE

AREA 7: HEALTH & WELLNESS-Choose from the following options:

OPTION I: One course from the following: **CHDV** C121; **EMTC** C111; **FACE** C121; **HCRS** C121; **HSCI** C101; **PSYC** C231

OPTION II: Completion of one of the following:

a) **PHED** C102 and ONE 1-unit P.E. Activity Class_____

b) THREE 1-unit P.E. Activity Classes_____ _____ _____

Course from Other College: _____ **AP:** _____

Verified Veteran Status_____ **VN Certificate**_____

COMPLETE	IN PROGRESS	AREA COMPLETE

School	Units Completed	School	Units Completed

UNITS COMPLETED					
DATE REVISED/INITIALS					

Revised 06/2010

OVERALL REQUIREMENTS

Students must complete a minimum of 60 degree applicable units to include a minimum of 26 units of General Education.

1. A minimum grade-point average of 2.0 ("C") is required to meet the AA/AS degree requirements.
2. A minimum grade of "C" or better is required in each English, reading and math course, as well as each course taken to complete Major requirements.
3. A minimum of 12 units must be completed at Cerro Coso Community College.

NOTE: Courses may not be used to satisfy more than one General Education requirement except in the area of Diversity.

MAJOR REQUIREMENTS

Satisfactory completion of at least 18 semester units of study in a specific discipline or in related disciplines. Course work used to satisfy general education requirements can also be used to satisfy major field requirements and must be completed with a grade of "C" or better.

a. **Associate of Arts degree**: a general education major consisting of a program of study intended primarily to prepare the student for transfer to a four-year institution.

b. **Associate of Science degree**: a science or occupational/career major consisting of a program of 18 or more units of designated courses representing a single area of concentration.

GRADUATION EVALUATION

It is the student's responsibility to meet with a counselor to request a Graduation Evaluation and Petition to Graduate *during the semester that they plan to finish their degree requirements*.

Official transcripts of any coursework completed at an institution other than Cerro Coso must be on file prior to completion of a Graduation Evaluation.

NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor.

CATALOG RIGHTS

Students graduating within five (5) academic years of initial enrollment shall have the option of completing either: (a) the degree requirements of the College catalog in effect at the time of initial enrollment; or (b) any set of revised degree requirements published in a subsequent Cerro Coso catalog. Students graduating more than five (5) academic years after initial enrollment must adhere to the specific degree requirements in effect in any Cerro Coso catalog within the five-year period prior to the students' graduation. To maintain catalog rights, the student must maintain continuous enrollment (no absence of two or more semesters) during the five (5) year period.

Catalog rights apply only to Cerro Coso graduation and program requirements. If other institutions change their requirements for entrance, graduation, satisfaction of general education patterns, or in other ways it may be necessary for the student to meet the new requirements upon transfer, even if continuous enrollment has been maintained.

ADDITIONAL ASSOCIATE DEGREES

Students who hold one Associate degree may qualify for another degree under the conditions that they:

1. Complete all current graduation general education requirements, either through acceptance of previous college credits or by additional course work, and
2. Complete all required major field courses in a recognized general major or occupational/career program as outlined in this catalog. If a student meets the foregoing prerequisites, a second degree may be awarded upon completion of a minimum of 18 units subsequent to the completion of the requirements for the previous degree.

**Two degrees may be awarded to a student within the same semester if all requirements for both degrees are completed within that same semester.

Note: A.A. degree graduates from the Community College of the Air Force (CCAF) are eligible to earn an A.A. degree from Cerro Coso.

COUNSELING

The college counseling staff provides assistance to each student in planning an academic program of studies for graduation, for transfer, or for personal interest. The rapid changes in requirements and prerequisites for institutions and careers make continuing guidance a necessary part of students' academic lives. All students are encouraged to define educational objectives and plan how to achieve them.

Counselors can also provide students with special counseling and guidance in matters pertaining to adjustment to college, help in improving study skills, and career planning.

Counselors are available for assistance before and during each semester on a drop-in or appointment basis for both day and evening students.

Call your local Counseling Center to arrange to meet with a counselor or educational advisor. Assistance is also available online at ***http://www.cerrocoso.edu/studentservices/counseling***.

- IWV (Ridgecrest) (760) 384-6219
- KRV (Lake Isabella) (760) 379-5501
- SOK (Edwards AFB) (661) 258-8644
- ESCC (Bishop) (760) 872-1565
- ESCC (Mammoth Lakes) (760) 934-2875
- Online (760) 384-6219

	Regular Semester	Summer Session
Full-time	12 units	Please see counselor
Three-fourths time	9-11 1/2 units	Please see counselor
One-half time	6-8 1/2 units	Please see counselor
*Less than half time	5 1/2 units or less	Please see counselor

The Study Loads apply for full semester length classes only. For short-term classes, see a counselor.

Cerro Coso Community College

CIC PROGRAM APPROVAL REQUEST

Program Title: **Psychology/Human Services Certificate***
Total Number of Units: 24 units

Course Catalog Description: This program is intended to prepare students who wish to gain entry level employment in human services professions.

Required Courses:

Course Number:	Course Title	Units
Psychology C23	Lifespan Development	3
Psychology C43	Introduction to Substance Abuse Issues	3
Psychology C41	Introduction to Human Services Professions	3
Psychology C44	Intervention Skills in Human Services	3
Psychology C45	Interpersonal and Group Skills	3
Psychology C46	Introduction to Fieldwork in Human Services	3
Psychology C47	Case Management	3
Psychology C48abcd	Internships in Human Services	3

***Pending review and approval by the California Community College Chancellor's Office.**

Submitted by: Anne Benvenuti **Date: December 1999**

REGIONAL CONSORTIA APPROVAL SIGNATURE ON SIGNATURE PAGE

CCC-501

Rev. Oct. 2007

Application Date

California Community Colleges

Human Services Program – Associate of Science Degree
PROPOSED PROGRAM TITLE

Cerro Coso Community College
COLLEGE

Kern County Community College District
DISTRICT

Fall 2009
PROJECTED PROGRAM START DATE

Debra Rundell
CONTACT PERSON

Coordinator/Faculty
TITLE

760-384-8264
PHONE NUMBER

drundell@cerrocoso.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.A. DEGREE ☒ A.S. DEGREE CERTIFICATE OF ACHIEVEMENT: ○ 18+ semester (or 27+ quarter) units ○ 12-18 semester (or 18-27 quarter) units

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

PLANNING SUMMARY

Recommended T.O.P. Code	210400	Estimated FTE Faculty Workload	1
Units for Degree Major or Area of Emphasis	26	Number of New Faculty Positions	0
Total Units for Degree	60	Est. Cost, New Equipment	$ 0
Required Units-Certificate		Cost of New/Remodeled Facility	$ 0
Projected Annual Completers	20	Est. Cost, Library Acquisitions	$ 0
Projected Net Annual Labor Demand (CTE)	29	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester: Fall Year 2010

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

Criteria B. Need

5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in Service Area
8. Labor Market Information & Analysis (CTE only)
9. Employer Survey (CTE only)
10. Explanation of Employer Relationship (CTE only)
11. List of Members of Advisory Committee
12. Recommendations of Advisory Committee

Attachment: Labor / Job Market Data (CTE only)
Attachment: Employer Survey (CTE only)
Attachment: Minutes of Key Meetings

Criteria C. Curriculum Standards

13. Display of Proposed Sequence
14. Transfer Applicability (if applicable)

Attachment: Outlines of Record for Required Courses
Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

Criteria E. Compliance

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501: APPROVAL–NEW CREDIT PROGRAM Rev. Oct. 2007

REQUIRED SIGNATURES

Program: Human Services College: Cerro Coso Community College

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

3-4-08 — DATE
Dennis VanderWerff — SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER
Dennis VanderWerff — TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

3-19-08 — DATE
Valerie Karnes — SIGNATURE, ADMINISTRATOR OF CTE
Valerie Karnes — TYPED OR PRINTED NAME

3-19-08 — DATE
Debra Rundell — SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE
Debra Rundell — TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 3/24/08 (date).

3/24/08 — DATE
SIGNATURE, CHAIR, REGIONAL CONSORTIUM
Ron Vito — TYPED OR PRINTED NAME

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

4-08 — DATE
Dennis VanderWerff — SIGNATURE, CHAIR, CURRICULUM COMMITTEE
Dennis VanderWerff — TYPED OR PRINTED NAME

3-19-08 — DATE
Paula Suorez — SIGNATURE, ARTICULATION OFFICER
Paula Suorez — TYPED OR PRINTED NAME

3-19-08 — DATE
James Fay — SIGNATURE, CHIEF INSTRUCTIONAL OFFICER
James Fay — TYPED OR PRINTED NAME

4/1/08 — DATE
Lisa Fuller — SIGNATURE, PRESIDENT, ACADEMIC SENATE
Lisa Fuller — TYPED OR PRINTED NAME

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

3/20/08 — DATE
Mary E Retterer — SIGNATURE, PRESIDENT OF THE COLLEGE
Mary Retterer — TYPED OR PRINTED NAME

DISTRICT APPROVAL

On August 8, 2008, the governing board of the Kern Community College District District approved the instructional program attached to this application.

Aug 14, 2008 — DATE
SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT
SANDRA V. SERRANO — TYPED OR PRINTED NAME

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501 Rev. Oct. 2007

Application Date

California Community Colleges

Human Services Worker Certificate
PROPOSED PROGRAM TITLE

Cerro Coso Community College
COLLEGE

Kern County Community College District
DISTRICT

Fall 2008
PROJECTED PROGRAM START DATE

Debra Rundell
CONTACT PERSON

Coordinator/Faculty
TITLE

760-384-8264
PHONE NUMBER

drundell@cerrocoso.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.A. DEGREE ☐ A.S. DEGREE CERTIFICATE OF ACHIEVEMENT: ☐ 18+ semester (or 27+ quarter) units ☒ 12-18 semester (or 18-27 quarter) units

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

PLANNING SUMMARY

Recommended T.O.P. Code	210400	Estimated FTE Faculty Workload	1
Units for Degree Major or Area of Emphasis		Number of New Faculty Positions	0
Total Units for Degree		Est. Cost, New Equipment	$ 0
Required Units-Certificate	20	Cost of New/Remodeled Facility	$ 0
Projected Annual Completers	20	Est. Cost, Library Acquisitions	$ 0
Projected Net Annual Labor Demand (CTE)	29	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester: Fall Year 2010

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

Criteria B. Need

5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in Service Area
8. Labor Market Information & Analysis (CTE only)
9. Employer Survey (CTE only)
10. Explanation of Employer Relationship (CTE only)
11. List of Members of Advisory Committee
12. Recommendations of Advisory Committee

Attachment: Labor / Job Market Data (CTE only)
Attachment: Employer Survey (CTE only)
Attachment: Minutes of Key Meetings

Criteria C. Curriculum Standards

13. Display of Proposed Sequence
14. Transfer Applicability (if applicable)

Attachment: Outlines of Record for Required Courses
Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

Criteria E. Compliance

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501: APPROVAL–NEW CREDIT PROGRAM Rev. Oct. 2007

REQUIRED SIGNATURES

Program: Human Services College: Cerro Coso Community College

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

3-4-08 — DATE
Dennis VanderWerff — SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER — TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

3-19-08 — DATE
Valerie Karnes — SIGNATURE, ADMINISTRATOR OF CTE — Valerie Karnes — TYPED OR PRINTED NAME

3-19-08 — DATE
Debra Rundell — SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE — Debra Rundell — TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 3/24/08 (date).

3/24/08 — DATE
SIGNATURE, CHAIR, REGIONAL CONSORTIUM — Ron Vito — TYPED OR PRINTED NAME

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

3-4-08 — DATE
Dennis VanderWerff — SIGNATURE, CHAIR, CURRICULUM COMMITTEE — Dennis VanderWerff — TYPED OR PRINTED NAME

3-19-08 — DATE
Paula Suorez — SIGNATURE, ARTICULATION OFFICER — Paula Suorez — TYPED OR PRINTED NAME

3-19-08 — DATE
James Fay — SIGNATURE, CHIEF INSTRUCTIONAL OFFICER — James Fay — TYPED OR PRINTED NAME

4/1/08 — DATE
Lisa Fuller — SIGNATURE, PRESIDENT, ACADEMIC SENATE — Lisa Fuller — TYPED OR PRINTED NAME

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

3/20/08 — DATE
Mary E Retterer — SIGNATURE, PRESIDENT OF THE COLLEGE — Mary Retterer — TYPED OR PRINTED NAME

DISTRICT APPROVAL

On Sept. 4, 2008, the governing board of the Kern Community College District district approved the instructional program attached to this application.

Sept. 4, 2008 — DATE
Sandra L Serrano — SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT — Sandra L Serrano — TYPED OR PRINTED NAME

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

STATE OF CALIFORNIA JACK SCOTT, CHANCELLOR

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

February 26, 2009

James Fay
Vice President, Academic Affairs
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555

Dear Dr. Fay:

The Chancellor's Office hereby approves Cerro Coso Community College's Associate in Science degree and Certificate of Achievement in **Human Services**. These programs have been entered into the Inventory of Approved and Projected Programs under T.O.P. code 2104.00, with career technical education status, as follows:

- A.S. degree in **Human Services** with unique program code **18915**.
- Certificate of Achievement in **Human Services Worker** with unique program code **18917**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. These programs are not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with these new programs. If there are any questions about our action, please contact Stephanie Low, Specialist in Academic Planning, at (916) 322-6888, fax (916) 445-6268, or e-mail to lows@cccco.edu.

Sincerely,

Vice Chancellor Carole Bogue-Feinour
California Community Colleges, Chancellor's Office
Academic Affairs Division

cc: Debra Rundell, Psychology/Human Services
Stephanie Low

CCC-501: APPROVAL–NEW CREDIT PROGRAM Rev. Oct. 2007

REQUIRED SIGNATURES

Program: Human Services College: Cerro Coso Community College

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

3-4-08 — DATE
Dennis VanderWerff — SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER — TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

3-19-08 — DATE
Valerie Karnes — SIGNATURE, ADMINISTRATOR OF CTE — Valerie Karnes — TYPED OR PRINTED NAME

3-19-08 — DATE
Debra Rundell — SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE — Debra Rundell — TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 3/24/08 (date).

3/24/08 — DATE
SIGNATURE, CHAIR, REGIONAL CONSORTIUM — Ron Vito — TYPED OR PRINTED NAME

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

3-4-08 — DATE
Dennis VanderWerff — SIGNATURE, CHAIR, CURRICULUM COMMITTEE — Dennis VanderWerff — TYPED OR PRINTED NAME

3-19-08 — DATE
Paula Suorez — SIGNATURE, ARTICULATION OFFICER — Paula Suorez — TYPED OR PRINTED NAME

3-19-08 — DATE
James Fay — SIGNATURE, CHIEF INSTRUCTIONAL OFFICER — James Fay — TYPED OR PRINTED NAME

4/1/08 — DATE
Lisa Fuller — SIGNATURE, PRESIDENT, ACADEMIC SENATE — Lisa Fuller — TYPED OR PRINTED NAME

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

3/20/08 — DATE
Mary E Retterer — SIGNATURE, PRESIDENT OF THE COLLEGE — Mary Retterer — TYPED OR PRINTED NAME

DISTRICT APPROVAL

On Sept. 4, 2008, the governing board of the Kern Community College District district approved the instructional program attached to this application.

Sept. 4, 2008 — DATE
Sandra L Serrano — SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT — Sandra L Serrano — TYPED OR PRINTED NAME

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

Cerro Coso Community College

CIC PROGRAM APPROVAL REQUEST

Program Title: **Psychology/Human Services Certificate***
Total Number of Units: 24 units

Course Catalog Description: This program is intended to prepare students who wish to gain entry level employment in human services professions.

Required Courses:

Course Number:	Course Title	Units
Psychology C23	Lifespan Development	3
Psychology C43	Introduction to Substance Abuse Issues	3
Psychology C41	Introduction to Human Services Professions	3
Psychology C44	Intervention Skills in Human Services	3
Psychology C45	Interpersonal and Group Skills	3
Psychology C46	Introduction to Fieldwork in Human Services	3
Psychology C47	Case Management	3
Psychology C48abcd	Internships in Human Services	3

***Pending review and approval by the California Community College Chancellor's Office.**

Submitted by: Anne Benvenuti **Date: December 1999**

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

April 28, 2009

James Fay
Vice President, Academic Affairs
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555

Dear Dr. Fay:

The Chancellor's Office hereby approves Cerro Coso Community College's request for approval of the Associate in Science degree and Certificate sof Achievement in **Industrial Technology**. The new programs have been entered into the Inventory of Approved Programs with career technical education status under T.O.P. code 0956.00, as follows:

- Associate in Science degree in **Industrial Technology** with unique program code **19148**.
- Certificate of Achievement in **Industrial Technology** with unique program code **19149**.
- Certificate of Achievement in **Industrial Technology-Electronics Technician** with unique program code **19150**.
- Certificate of Achievement in **Industrial Technology-Engineering Technician** with unique program code **19151**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. These programs are not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with these new programs. If there are any questions about our action, please contact Stephanie Low, Specialist in Academic Affairs, at (916) 322-6888, fax (916) 445-6268, or e-mail to lows@cccco.edu.

Sincerely,

Carole Bogue-Feinour/SL

Vice Chancellor Carole Bogue-Feinour
California Community Colleges, Chancellor's Office
Academic Affairs Division

Cc: Valerie Karnes, Dean, Career Technical Education
Stephanie Low

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

May 7, 2009

James Fay
Vice President, Academic Affairs
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555

Dear Dr. Fay:

The Chancellor's Office hereby approves Cerro Coso Community College's Certificate of Achievement in **Industrial Technology: Wind Technician**. This 12 unit certificate has been entered into the Inventory of Approved Programs with career technical education status under T.O.P. code 0956.00, with unique program number **19157**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program. If there are any questions about our action, please contact Stephanie Low, Specialist in Academic Affairs, at (916) 322-6888, fax (916) 445-6268, or e-mail to lows@cccco.edu.

Sincerely,

Carole Bogue-Feinour/sl

Vice Chancellor Carole Bogue-Feinour
California Community Colleges, Chancellor's Office
Academic Affairs Division

Cc: Valerie Karnes, Dean, Career Technical Education
Stephanie Low

STATE OF CALIFORNIA JACK SCOTT, CHANCELLOR

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
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May 7, 2009

James Fay
Vice President, Academic Affairs
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555

Dear Dr. Fay:

The Chancellor's Office hereby approves Cerro Coso Community College's Certificate of Achievement in **Industrial Technology: Solar Technician**. This 12 unit certificate has been entered into the Inventory of Approved Programs with career technical education status under T.O.P. code 0956.00, with unique program number **19156**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program. If there are any questions about our action, please contact Stephanie Low, Specialist in Academic Affairs, at (916) 322-6888, fax (916) 445-6268, or e-mail to lows@cccco.edu.

Sincerely,

Carole Bogue-Feinour/SL

Vice Chancellor Carole Bogue-Feinour
California Community Colleges, Chancellor's Office
Academic Affairs Division

Cc: Valerie Karnes, Dean, Career Technical Education
Stephanie Low

CCC-501 Rev. Oct. 2007

Application Date

California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

Industrial Technology Associate of Science Degree
PROPOSED PROGRAM TITLE

Cerro Coso Community College
COLLEGE

Kern Community College District
DISTRICT

January 2009
PROJECTED PROGRAM START DATE

Valerie Karnes
CONTACT PERSON

Dean, Career Technical Education
TITLE

(760) 384-6258
PHONE NUMBER

vkarnes@cerrocoso.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.A. DEGREE ☑ A.S. DEGREE CERTIFICATE OF ACHIEVEMENT: ○ 18+ semester (or 27+ quarter) units ○ 12-18 semester (or 18-27 quarter) units

PLANNING SUMMARY

Recommended T.O.P. Code	00956	Estimated FTE Faculty Workload	1.0
Units for Degree Major or Area of Emphasis	30	Number of New Faculty Positions	1
Total Units for Degree	60	Est. Cost, New Equipment	$
Required Units-Certificate		Cost of New/Remodeled Facility	$
Projected Annual Completers	30	Est. Cost, Library Acquisitions	$
Projected Net Annual Labor Demand (CTE)	35	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester Fall 2011 Year 2011

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

Criteria B. Need

5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in Service Area
8. Labor Market Information & Analysis (CTE only)
9. Employer Survey (CTE only)
10. Explanation of Employer Relationship (CTE only)
11. List of Members of Advisory Committee
12. Recommendations of Advisory Committee

Attachment: Labor / Job Market Data (CTE only)
Attachment: Employer Survey (CTE only)
Attachment: Minutes of Key Meetings

Criteria C. Curriculum Standards

13. Display of Proposed Sequence
14. Transfer Applicability (if applicable)

Attachment: Outlines of Record for Required Courses
Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

Criteria E. Compliance

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501: APPROVAL–NEW CREDIT PROGRAM Rev. Oct. 2007

REQUIRED SIGNATURES

Program **Industrial Technology Associate of Science Degree** College Cerro Coso Community College

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

DATE	SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER	TYPED OR PRINTED NAME
11-14-08		DENNIS I. VANDERWERFF

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

DATE	SIGNATURE, ADMINISTRATOR OF CTE	TYPED OR PRINTED NAME
11/13/08		Valerie Karnes
11/13/08		LARRY A BOARD

Program was recommended for approval by Regional Occupational Consortium on 11/17/08 (date).

DATE	SIGNATURE, CHAIR, REGIONAL CONSORTIUM	TYPED OR PRINTED NAME
11/17/08		RON VITO

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

DATE	SIGNATURE, CHAIR, CURRICULUM COMMITTEE	TYPED OR PRINTED NAME
11-14-08		DENNIS I. VANDERWERFF
		Heather Ostash
11/13/08		JAMES FAY
11/13/08		Rachel Wirst

DATE	SIGNATURE, ARTICULATION OFFICER	TYPED OR PRINTED NAME
		Heather Ostash

DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME
11/13/08		JAMES FAY

DATE	SIGNATURE, PRESIDENT, ACADEMIC SENATE	TYPED OR PRINTED NAME
11/13/08		Rachel Wirst

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

DATE	SIGNATURE, PRESIDENT OF THE COLLEGE	TYPED OR PRINTED NAME
11/13/08		MARY E. RETTERER

DISTRICT APPROVAL

On 12-11-08, the governing board of the Kern Community College District approved the instructional program attached to this application.

DATE	SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	TYPED OR PRINTED NAME
12-20-08		SANDRA V. SERRANO

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501

Rev. Oct. 2007

Application Date

California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

Industrial Technology Certificate
PROPOSED PROGRAM TITLE

Cerro Coso Community College
COLLEGE

Kern Community College District
DISTRICT

January 2009
PROJECTED PROGRAM START DATE

Valerie Karnes
CONTACT PERSON

Dean, Career Technical Education
TITLE

(760) 384-6258
PHONE NUMBER

vkarnes@cerrocoso.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.A. DEGREE ☐ A.S. DEGREE CERTIFICATE OF ACHIEVEMENT: ◉ 18+ semester (or 27+ quarter) units ○ 12-18 semester (or 18-27 quarter) units

PLANNING SUMMARY

Recommended T.O.P. Code	00956	Estimated FTE Faculty Workload	1.0
Units for Degree Major or Area of Emphasis	30	Number of New Faculty Positions	1
Total Units for Degree		Est. Cost, New Equipment	$
Required Units-Certificate	18	Cost of New/Remodeled Facility	$
Projected Annual Completers	15	Est. Cost, Library Acquisitions	$
Projected Net Annual Labor Demand (CTE)	15	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester Fall 2011 Year 2011

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

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4. Background and Rationale

Criteria B. Need

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13. Display of Proposed Sequence
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Attachment: Outlines of Record for Required Courses
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16. Facilities and Equipment Plan
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Criteria E. Compliance

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501: APPROVAL–NEW CREDIT PROGRAM Rev. Oct. 2007

REQUIRED SIGNATURES

Program **Industrial Technology Certificate** College Cerro Coso College

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

11-24-08 (DATE) | (SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER) | DENNIS I. VANDERWERFF (TYPED OR PRINTED NAME)

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

11/10/08 (DATE) | (SIGNATURE, ADMINISTRATOR OF CTE) | Valerie Karnes (TYPED OR PRINTED NAME)

11/13/08 (DATE) | (SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE) | Larry A. Board (TYPED OR PRINTED NAME)

Program was recommended for approval by Regional Occupational Consortium on 11/17/08 (date).

11/17/08 (DATE) | (SIGNATURE, CHAIR, REGIONAL CONSORTIUM) | Ron Vito (TYPED OR PRINTED NAME)

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

11-24-08 (DATE) | (SIGNATURE, CHAIR, CURRICULUM COMMITTEE) | DENNIS I. VANDERWERFF (TYPED OR PRINTED NAME)

(DATE) | Heather Ostash (SIGNATURE, ARTICULATION OFFICER) | Heather Ostash (TYPED OR PRINTED NAME)

11/17/08 (DATE) | (SIGNATURE, CHIEF INSTRUCTIONAL OFFICER) | JAMES S. FAY (TYPED OR PRINTED NAME)

11/18/08 (DATE) | (SIGNATURE, PRESIDENT, ACADEMIC SENATE) | Rachel Winsta (TYPED OR PRINTED NAME)

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

11/16/08 (DATE) | (SIGNATURE, PRESIDENT OF THE COLLEGE) | MARY E. RETTERER (TYPED OR PRINTED NAME)

DISTRICT APPROVAL

On 12-11-08, the governing board of the Kern Community College District approved the instructional program attached to this application.

12.20.08 (DATE) | (SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT) | SANDRA V. SERRANO (TYPED OR PRINTED NAME)

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501 Rev. Oct. 2007

Application Date

California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

Industrial Technology – Engineering Technician Certificate
PROPOSED PROGRAM TITLE

Cerro Coso Community College
COLLEGE

Kern Community College District
DISTRICT

January 2009
PROJECTED PROGRAM START DATE

Valerie Karnes
CONTACT PERSON

Dean, Career Technical Education
TITLE

(760) 384-6258
PHONE NUMBER

vkarnes@cerrocoso.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.A. DEGREE ☐ A.S. DEGREE CERTIFICATE OF ACHIEVEMENT: ◉ 18+ semester (or 27+ quarter) units ○ 12-18 semester (or 18-27 quarter) units

PLANNING SUMMARY

Recommended T.O.P. Code	00956	Estimated FTE Faculty Workload	1.0
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DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

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Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

Criteria E. Compliance

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501: APPROVAL–NEW CREDIT PROGRAM Rev. Oct. 2007

REQUIRED SIGNATURES

Program **Industrial Technology - Engineering Technician Certificate** College Cerro Coso College

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

11-14-08 — DATE
SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER
DENNIS I. VANDERWERF — TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

11/13/08 — DATE
SIGNATURE, ADMINISTRATOR OF CTE
Valene Karnes — TYPED OR PRINTED NAME

11/13/08 — DATE
SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE
Larry A Board — TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 11/17/08 (date).

11/17/08 — DATE
SIGNATURE, CHAIR, REGIONAL CONSORTIUM
Ron Vito — TYPED OR PRINTED NAME

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

11-14-08 — DATE
SIGNATURE, CHAIR, CURRICULUM COMMITTEE
DENNIS I. VANDERWERF — TYPED OR PRINTED NAME

DATE
SIGNATURE, ARTICULATION OFFICER
Heather Ostash — TYPED OR PRINTED NAME

11/13/08 — DATE
SIGNATURE, CHIEF INSTRUCTIONAL OFFICER
JAMES FAY — TYPED OR PRINTED NAME

11/13/08 — DATE
SIGNATURE, PRESIDENT, ACADEMIC SENATE
Rachel Winston — TYPED OR PRINTED NAME

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

11/13/08 — DATE
SIGNATURE, PRESIDENT OF THE COLLEGE
MARY E. RETTERER — TYPED OR PRINTED NAME

DISTRICT APPROVAL

On 12-11-08, the governing board of the Kern Community College District approved the instructional program attached to this application.

12-20-08 — DATE
SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT
SANDRA V. SERRANO — TYPED OR PRINTED NAME

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501 Rev. Oct. 2007

Application Date

California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

Industrial Technology – Electronics Technician Certificate
PROPOSED PROGRAM TITLE

Cerro Coso Community College
COLLEGE

Kern Community College District
DISTRICT

January 2009
PROJECTED PROGRAM START DATE

Valerie Karnes
CONTACT PERSON

Dean, Career Technical Education
TITLE

(760) 384-6258
PHONE NUMBER

vkarnes@cerrocoso.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.A. DEGREE ☐ A.S. DEGREE CERTIFICATE OF ACHIEVEMENT: ☑ 18+ semester (or 27+ quarter) units ○ 12-18 semester (or 18-27 quarter) units

PLANNING SUMMARY

Recommended T.O.P. Code	00956	Estimated FTE Faculty Workload	1.0
Units for Degree Major or Area of Emphasis	30	Number of New Faculty Positions	1
Total Units for Degree		Est. Cost, New Equipment	$
Required Units-Certificate	18	Cost of New/Remodeled Facility	$
Projected Annual Completers	15	Est. Cost, Library Acquisitions	$
Projected Net Annual Labor Demand (CTE)	15	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester Fall 2011 Year 2011

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

Criteria B. Need

5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in Service Area
8. Labor Market Information & Analysis (CTE only)
9. Employer Survey (CTE only)
10. Explanation of Employer Relationship (CTE only)
11. List of Members of Advisory Committee
12. Recommendations of Advisory Committee

Attachment: Labor / Job Market Data (CTE only)
Attachment: Employer Survey (CTE only)
Attachment: Minutes of Key Meetings

Criteria C. Curriculum Standards

13. Display of Proposed Sequence
14. Transfer Applicability (if applicable)

Attachment: Outlines of Record for Required Courses
Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

Criteria E. Compliance

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501: APPROVAL–NEW CREDIT PROGRAM Rev. Oct. 2007

REQUIRED SIGNATURES

Program _____ College _____

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

DATE	SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER	TYPED OR PRINTED NAME
11-14-08		DENNIS I. VANDERWERFF

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

DATE	SIGNATURE, ADMINISTRATOR OF CTE	TYPED OR PRINTED NAME
11/13/08		Valerie Karnes
11/13/08	SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE	LARRY A. BOARD

Program was recommended for approval by Regional Occupational Consortium on 11/17/08 (date).

DATE	SIGNATURE, CHAIR, REGIONAL CONSORTIUM	TYPED OR PRINTED NAME
11/17/08		Ron Vito

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

DATE	SIGNATURE, CHAIR, CURRICULUM COMMITTEE	TYPED OR PRINTED NAME
11-14-08		DENNIS I. VANDERWERFF
DATE	SIGNATURE, ARTICULATION OFFICER	TYPED OR PRINTED NAME
		Heather Ostash
11/13/08		JAMES FAY
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME
11/13/08		Rachel Winston
DATE	SIGNATURE, PRESIDENT, ACADEMIC SENATE	TYPED OR PRINTED NAME

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

DATE	SIGNATURE, PRESIDENT OF THE COLLEGE	TYPED OR PRINTED NAME
11/13/08		MARY E. RETTERER

DISTRICT APPROVAL

On 12-11-08, the governing board of the Kern Community College District approved the instructional program attached to this application.

DATE	SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	TYPED OR PRINTED NAME
12.20.08		SANDRA V. SERRANO

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301-4099

- ☐ **Business Services**
- ✓ **Educational Services**
- ☐ **Human Resources**
- ☐ **Administrative**

- ☐ Bakersfield College
- ☐ Cerro Coso College
- ☐ Porterville College
- ✓ District Office

Request for Board Action

Board of Trustees	Date November 17, 2007

1. Action Requested

Requesting approval of the addendum to the attached list of catalog revisions, additions and deletions for Cerro Coso Community College. (The listing was previously approved at the December 11, 2008 Board meeting.)

2. Background/Purpose/Analysis

New Title 5 regulations require that local governing Boards approve new courses before they are offered. These courses were reviewed and approved by the Cerro Coso Community College Curriculum Committee during the 2008 Fall semester. The revised format is an effort to present more information to the Board regarding changes to curriculum.

3. Type of Agreement	4. Contractor or Grantee
n/a	n/a

5. Contract or Grant Number	6. Term	7. Fund that financial activity will be accounted for/in:	8. Amount of Agreement n/a
n/a	n/a	n/a	☐ Income $_____ ☐ Expense $_____

9. Bid Process

n/a

Required Signatures

Initiator's Signature: Valerie Karnes	Date: 1/12/09
Initiator Supervisor's Signature	Date
Vice President's Signature	Date: 1/12/08
Director, Business Services' Signature: Julie Klusack	Date: 1/12/09
College President's Signature: Mary E Retterer	Date: 1/12/09
Director of Information Technology/Vice Chancellor, Educational Services **(If applicable—See Format Instructions)**	Date

Recommended for Board Action _____
Vice Chancellor/Chief Financial Officer

Industrial Technology Program
Energy Technician Certificate (12 units)

The Energy Technology Emphasis Certificate provides students with skills to enter the job market as energy technicians as a power plant operator, wind technician or solar technician. To complete the Energy Technology certificate, students select one of the pathways listed below and complete 12 units within the pathway, required courses (* denotes required courses) must be included.

Power Plant Pathway:

CSCI C101*	Introduction to Computer Information Systems	3
CSCI C153*	Intermediate Excel	1
CSCI C163*	Advanced Excel	1
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-6

Wind Technology Pathway:

RET C101	Introduction to Wind Technology	1
RET C102*	Wind Turbine Technician I	4
RET C103*	Wind Turbine Technician II	4
RET C120	Introductory Hydraulics	4
ET C101	Electrical Circuit Analysis I	3
ET C105	Electrical Circuit Analysis II	3
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-3

Solar Technology Pathway

RET C104	Introduction to Solar Power Technology	1
RET C105*	Solar Energy II--Photovoltaic Technologies and Applications	3
RET C120	Introductory Hydraulics	4
ET C101	Electrical Circuit Analysis I	3
ET C105	Electrical Circuit Analysis II	3
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-3

The emerging renewable energy industry has a tremendous immediate need for energy technicians. Following the Employer Summit of 2007 and 2008, advisory committees were formed and from in depth discussions with the energy employers, we developed a fast track 12 unit certificate to respond to the immediate workforce needs. Title 5 now allows for a 12 unit certificate to serve this type of need and capture students completing this type of certificate.

Students can quickly complete this certificate and enter the workforce. This program is structured for a stair step approach in order to provide multiple entries and exit pathways. Students can enter this program for the Industrial Technology 18 unit certificate or select an emphasis area and complete the fast track certificate. Upon completion of both certificates, a student can complete their general education requirements to earn their AS degree. With multiply entry and exit points, students will be able to return to complete the next step. Many of these courses will be moved online and/or weekend/night time slots to allow access to working professionals.

Cerro Coso Community College
Kern Community College District

PROGRAM PROPOSAL

INDUSTRIAL TECHNOLGY

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Appendices:

Appendix A: Course Outlines of Record
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1. Statement of Program and Objectives

The Industrial Technology program will provide Cerro Coso Community College students with opportunities to enter the industrial setting in the areas of renewable energy (wind/solar), engineering technology, or electronics. Students exiting this program will complete 19 units of core skill sets and choose an emphasis in Energy (Wind Tech/Solar Tech) Technology, Engineering Technology, or Electronics Technology.

Specific Industrial Technology program outcome description and assessment are:

PLO	Program Outcome Description	Outcome Assessment Definition
Upon completion of the Industrial Technology program the student will be able to:		
A	apply knowledge of mathematics, science, engineering, and relevant trade skills to industry in an area of specific emphasis.	This will be assessed by an exam, scored with a rubric. (Use for short answer and essay answers exams.)
B	demonstrate an understanding of professional and ethical responsibilities.	This will be assessed by an employer survey, scored with a Likert scale.
C	analyze the impact of engineering solutions in a global, economic, environmental, and societal context.	This will be assessed by a paper, scored with a rubric.
D	function on multi-disciplinary teams and communicate effectively in an industrial setting.	This will be assessed by an employer survey, scored with a Likert scale.
E	differentiate between safe and unsafe procedures in industrial settings and recognize potential hazards according to Occupational Safety and Health Administration (OSHA) standards and procedures for the workplace.	This will be assessed by an exam, scored with a rubric. (Use for short answer and essay answers exams.)

2. Catalog Description

The Industrial Technology Associate of Science Degree (60 unit total, 30-36 units in the major) is designed to prepare students to enter the industrial setting in the areas of renewable energy (wind/solar), engineering technology, or electronics. Within the Industrial Technology program, students can earn progressive levels of certificates toward employment and/or the degree. Students must complete the 18 unit Industrial Technology certificate, one 12-18 unit emphasis areas plus completion of all units required for the AS Degree. Emphasis area should be selected based on employment goal Energy (Wind/Solar), Engineering Technology, or Electronics Technology. Employment in aerospace, mining, manufacturing, and renewable energy is projected to increase dramatically over the next several years utilizing cutting edge technologies.

3. Program Requirements

Industrial Technology Certificate (18 units): Provides student with skills to enter the industrial environment as an entry level employee.

Required Core Courses (18 units)		Units
CSCI C070	Computer Literacy	1
CSCIC121	Beginning Word	1
CSCI C123	Beginning Excel	1
DRFT C108	Reading Technical Drawings	3
ENGL C151	Technical Communication	3
MATH C056	Technical Math for Trades	3
MCTL C107	Basic Hand Tools	2
WELD C101	Oxyacetylene Welding	3
INDT C101	Introduction to OSHA Required Safety	1

Industrial Technology Certificate, area of emphasis and general education requirements must be met for the completion of the AS in Industrial Technology.

EMPHASIS AREAS

Students can earn a certificate in any one of the emphasis areas below. To complete the AS in Industrial Technology, students must complete the 18 unit Industrial Technology certificate above and one the 12-18 unit emphasis areas below. Emphasis area should be selected based on employment goal Energy (Wind/Solar), Engineering Technology, or Electronics Technology.

Industrial Technology - Electronics Technician Certificate (18 units): Provides students with skills to enter the job market as Electronics.

Select from the following courses (* denotes required courses):

DRFT C151	Fundamentals of AutoCAD	3
DRFT C161	Geometric Dimensioning and Tolerancing	3
ET C101*	Electrical Circuit Analysis I	3
ET C105*	Electrical Circuit Analysis II	3
ET C211*	Active Circuits	4
ET C222*	Digital Circuits/Microprocessors	3
ET C261*	Communication Systems	3
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-3

Industrial Technology - Engineering Technician Certificate (18 units): Provides students with skills to enter the job market as engineering technicians as a Drafting Technician, CAD Technician or entry level Design Technician.

Select from the following courses (* denotes required courses):

DRFT C111 *	Engineering Drawing I	3
DRFT C112	Engineering Drawing II	3
DRFT C151*	Fundamentals of AutoCAD	3
DRFT C153	3D Solids Modeling with SolidWorks	3
DRFT C161*	Geometric Dimensioning and Tolerancing	3
MCTL C111*	Beginning Machine Shop	3
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-3

Energy Technician Certificate (12 units): Provides students with skills to enter the job market as energy technicians as a power plant operator, wind technician or solar technician. To complete the Energy Technology certificate, select one of the pathways listed below and complete 12 units within the pathway, required courses (* denotes required courses) must be included.

Select from the following pathways (* denotes required courses):

Power Plant Pathway:

CSCI C101*	Introduction to Computer Information Systems	3
CSCI C153*	Intermediate Excel	1
CSCI C163*	Advanced Excel	1
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-6

Wind Technology Pathway:

RET C101	Introduction to Wind Technology	1
RET C102*	Wind Turbine Technician I	4
RET C103*	Wind Turbine Technician II	4
RET C120	Introductory Hydraulics	4
ET C101	Electrical Circuit Analysis I	3
ET C105	Electrical Circuit Analysis II	3
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-3

Solar Technology Pathway

RET C104	Introduction to Solar Power Technology	1
RET C105*	Solar Energy II--Photovoltaic Technologies and Applications	3
RET C120	Introductory Hydraulics	4
ET C101	Electrical Circuit Analysis I	3
ET C105	Electrical Circuit Analysis II	3
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-3

Course Descriptions

CSCI C070 Computer Literacy 1
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This hands-on course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging, and Internet browsing and searching. This course includes a brief introduction to industry-standard word processing, spreadsheet, and presentation application programs. Computer terminology and identification of fundamental hardware and software applications is introduced.

CSCI C121 Beginning Word 1
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This hands-on computer course is designed to provide basic understanding of word processing concepts using Microsoft Word. Learners create, edit, and format documents including business letters, multiple-page reports, newsletters, and cover letters. This course begins preparation for the core level Microsoft Office Specialist certification exam for Microsoft Word.

CSCI C123 Beginning Excel 1
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This hands-on computer course is designed to provide a basic understanding of spreadsheets. Spreadsheet design, creation, revision, formatting, and printing are covered. The learner will create basic sales or expense reports, family budgets, and basic business related spreadsheet documents using Microsoft Excel features and functions. This course begins preparation for the core level Microsoft Excel Microsoft Office Specialist certification exam.

DRFT C108 Reading Technical Drawings 3
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course provides students with the opportunity to develop skills in reading and interpreting technical drawings used in an industrial environment. Principles of technical drawing are introduced along with standard symbols and abbreviations found in industrial drawings, schematics, and diagrams. Students produce technical sketches without the use of instruments.

ENGL C151 Technical Communication 3
PREREQUISITIES: ENGL C040 or Level 2 Writing
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course stresses clarity and accuracy in written communication appropriate for technical fields, both in print and electronic forms. Students will gain the skills necessary to research, write, and edit effective content. They will learn to divide content into sections and organize those sections into a navigational structure. Students will also learn how to convert narrative data into visual elements and how to present such information accurately. Topics include formal and informal reports, letters, instructions, and the design elements of the technical writer's job.

MATH C056 Trade Math for Trades 4
PREREQUISITIES: MATH C050
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
In this course, students will use mathematical concepts including general mathematics, algebra, areas and volumes, measurement, along with geometric and trigonometric functions, to solve problems related to an industrial/technical environment

MCTL C107 Basic Hand Tools 2
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course prepares students to identify and properly use a variety of hand tools in an industrial environment. Emphasis is placed on safety and the use of the correct tool for a specific task. Students are given hands-on experience with many of the tools during practical lab exercises and demonstrations.

WELD C101 Oxyacetylene Welding 3
PREREQUISITIES: MATH C050
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course provides practical experience in welding, brazing, soldering, and cutting of steel using oxyacetylene. Topics include safety, metals and their physical properties, setup and use of oxyacetylene equipment, and welding and cutting techniques.

INST C101 Introduction to OSHA Required Safety
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course provides a variety of instruction on Occupational Safety and Health Administration (OSHA) standards for entry level workers.

WEXP C101 Introduction to Work Experiences 1
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This seminar course is devoted to career orientation, job search skills, initiative, goal setting, motivation, job attitudes, practical psychology, applied human and industrial relations, and current issues related to individual experiences and problems of students enrolled in the work experience program.

WEXP C102 Occupational/Career Work Experience 1-6
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This Occupational/Career Work Experience course is an extension of occupational learning opportunities and career awareness for students through employment in occupational fields to which their college programs or majors are related. Credit is granted at the rate of (a) Each 75 hours of paid work equals one (1) semester unit of credit, or (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain up to four units per semester or a maximum of 16 units total toward their

Associate Degree. Occupational/Career programs involving work experience are Administration of Justice, Automotive Tech., Business Admin., Business Office Technology; Computer Information Systems, Drafting Tech., ECHD, Electronics Tech., Engineering Tech., Machine Tool Tech., Physical Science Tech., Welding Tech., and Industrial Technology

CSCI C101 Introduction to Computer Information Systems 3
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This survey class introduces the learner to uses of computers in business and society through exploration of hardware, software, file management, networks, digital media, the Internet, web page creation, and business software. Context and issues related to the computer industry as well as information systems and design are presented. Group projects include writing and presenting on a relevant topic utilizing business software and research skills developed in class.

CSCI C153 Intermediate Excel 1
PREREQUISITIES: CSCI C123
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This hands-on computer course is designed to provide an intermediate understanding of spreadsheets. Learn how to analyze data through list management, using auto filter, sort, and pivot table features. Work with multiple worksheets and workbooks, and then create a shared workbook, resolve conflicts, and track changes. Finally, plan and prepare an application using Excel's data validation feature and button creation using macros. This course completes topics required in preparation for the core level Microsoft Excel Office Specialist certification exam.

CSCI C163 Advanced Excel 1
PREREQUISITIES: CSCI C153
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This hands-on computer course is designed to provide an advanced understanding of spreadsheets using Microsoft Excel. Data Tables, Scenario Management, using Solver, importing and exporting data, enhancing with Visual Basic for applications and modifying Excel default settings are covered. This course prepares the learner for the expert level Microsoft Excel Office Specialist certification exam.

RET C101 Introduction to Wind Technology 1
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course is an introduction to the basic concepts and terminology of how wind energy is captured and transformed into electrical power. Topics include mechanical physics, electricity and magnetism, fluid dynamics, and aerodynamics. The course introduces the student to the physical principles underlining the engineering of wind towers and electrical generators.

RET C102 Wind Turbine Technician I 4
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This is the first in the series of two courses designed to instruct students in the fundamentals of wind turbine operation and maintenance and to prepare them for positions in the wind industry as technicians. In this course, there is a strong emphasis on safety as well as electrical testing equipment, AC and DC theory, and hydraulics.

RET C103 Wind Turbine Technician II 4
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This is the second in the series of two courses designed to instruct students in the fundamentals of wind turbine operation and maintenance and prepare them for positions in the wind industry as technicians. Topics covered include: Concepts of electronics, mechanical systems, electrical systems, PLC's, maintenance and trouble shooting, construction, data analysis, and meteorology.

RET C120 Introductory Hydraulics 4
PREREQUISITIES: RET C101
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
Students will learn the fundamental concepts of hydraulics, lubrication, and bearing technology with a focus on entering a profession in the wind power industry. Lab work includes learning and applying hydraulic concepts using an MB 400 Hydraulic System.

ET C101 Electrical Circuit Analysis I 3
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
Students will learn International System of Units; engineering notation and prefixes; definitions of current, voltage, resistance, power, work and efficiency; Ohm's and Kirchhoff's Laws; series and parallel circuit principles; series-parallel; DC resistive networks; Thevenin and Norton's theorems.

ET C105 Electrical Circuit Analysis II 3
PREREQUISITIES: ET C101
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
The course will cover power in AC circuits and the application of Kirchoff's Law, the concept of dependent sources, Thevenin and Norton equivalent circuits, the phenomena of resonance, transfer functions and filters, and transformers.

RET C104 Introduction to Solar Power Technology 1
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course introduces an overview of the solar energy and power industry and is also an introduction to the basic concepts and terminology of how solar energy is captured and transformed into electrical power. Topics include the history of solar and photovoltaic technology and related safety considerations.

RET C105 Solar Energy I--Photovoltaic Technology and Applications 3
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course is designed to prepare the learner with basic knowledge of photovoltaic systems, suitable for a supervised, entry level position with a dealer/installer or other PV industry company.

DRFT C111 Engineering Drawing I 3
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course includes fundamentals, techniques, procedures and practices of industrial drafting and design based upon American Standards Association (ASA) and American National Standards Institute (ANSI) standards. Lettering, basic theory of orthographic projection, detail drawing, use of drafting instruments and equipment, sectioning, auxiliary view-drawings, shop processes, geometric dimensioning, and tolerancing for use in detailed working drawings are covered. Computer-aided drawing fundamentals using application software such as AutoCAD will be explored in relation to the basics of design.

DRFT C112 Engineering Drawing II 3
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course includes fundamentals, techniques, procedures and practices of industrial drafting and design based upon ANSI, ASME, US National CADD, and related standards. Computer-aided design using AutoCAD 2D and 3D parametric design software, basic theory of orthographic projection, detailed drawings, printing drawings, sectioning, auxiliary view drawings, shop processes, geometric dimensioning, and tolerancing and detailed working drawings are included.

DRFT C151 Fundamentals of AutoCAD 3
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
In this course, students acquire fundamental skills in the use of AutoCAD to produce industrial, architectural, and engineering drawings. Course topics include AutoCAD features, commands, and tools for drawing and dimensioning techniques.

DRFT C153 Solids Modeling with SolidWorks 3
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course covers the principles of orthographic drawing, pictorial drawing, dimensioning and geometric tolerancing, and descriptive geometry and their application to the visualization, representation, analysis, solution, and documentation of engineering problems, using computer-aided drafting (CAD). CAD problems will involve two-dimensional orthographics and three-dimensional wire-frame and solid models.

DRFT C161 Geometric Dimensioning and Tolerancing 3
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course provides the student with a working knowledge Geometric dimensioning and tolerancing as a means of specifying engineering design and drawing requirements as defined in American National Standards Institute, ASME Y14.5M-1994 standard. The subjects range from the fundamentals of dimensioning to extended principals of tolerancing applications. Suggested for those who generate or interpret engineering drawing specifications.

MCTL C111 Beginning Machine Shop 3
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
A basic introduction to machine shop theory and practice including setup and operation of the lathe, drill press, horizontal and vertical milling machines, metal band saw, and pedestal grinder. The use of hand tools and precision measuring tools, layout techniques, and tool sharpening are studied in practical shop applications.

ET C211 Active Circuits 3
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course covers the basic theory and application of diodes (rectifiers, zener, etc.), bipolar transistors (biasing, small signal amplifiers, large signal amplifiers), transistors used as switches, field effect transistors, feed back, frequency effects, and operational amplifiers.

ET C222 Digital Circuits/Microprocessors 3
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
Introduction to digital electronics which includes: Boolean Algebra, logic gates, numbering systems, digital codes, arithmetic circuits, memory circuits, counting circuits, multiplexers, microprocessor fundamentals, multi-vibrators, and digital-to-analog interfaces.

ET C261 Communication Systems 3
PREREQUISITIES: None
COREQUISITE: None
LIMITATIONS ON ENROLLMENT: None
This course covers communication theory and systems including a discussion of noise. Topics include: AM, FM, single-side-band and pulse modulation theory, circuits radio, radar systems, microwave concepts and techniques. Transmission lines, standing waves, impedance matching, Smith charts, impedance measurement, wave-guides, microwave resonators, microwave components, microwave system performance, and antennas are also included.

4. Background and Rationale

In September of 2007, Cerro Coso College held an Employer Summit bringing together employers in aerospace, mining/manufacturing, and renewable energy. Part of the summit surveyed employers for the basic skills required in the industrial environment. We suspected that these industries shared some common skill sets for their workers. The summit provided us with data on the skill sets that were common in addition to providing us an advisory committee with representation from these areas.

Employment in aerospace, mining, manufacturing, and renewable energy is projected to increase dramatically over the next several years, utilizing cutting-edge technologies. Following the Summit, Cerro Coso faculty and administration worked to develop the curriculum to respond to these core skills as well as the specialization/emphasis in energy, engineering technology, and electronics.

Curriculum the Industrial Technology Program was developed, processed through the Curriculum Instruction Committee, approved through Academic Senate, and submitted for first reading through the Region 9 Consortium Meeting in March 2008. During the development cycle, employers' feedback was requested and provided. The full Advisory meeting met May 2, 2008 to review the near final Industrial Technology Program. Based on input from the Advisory Committee, additional work was done through the summer to incorporate the changes requested. Employment data requested from the Center of Excellence is expected to be completed in December 2008 for the wind industry, including job projections in the Tehachapi/Mojave region as well as statewide employment projections. We have some initial projections; however, validated documented evidence is necessary for a complete assessment.

5. Enrollment and Completer Projections

The Industrial Technology program is designed to draw students looking for careers in the aerospace, mining, manufacturing, and renewable energy sectors. This program will draw students who have recently graduated from high school or those in other industries seeking new career opportunities. Students enrolled in our program will have preferential access to industrial technician positions.

Projected Enrollment

Following the commencement of the program, enrollments in the Industrial Technology program are projected to be 45 students, with at least 15 in each emphasis area (energy technology, engineering technology, and electronics).

Projected Completers Per Year

15 to 20 certificates are estimated each year in each emphasis.

6. Place of Program in Curriculum/Similar Programs

The Industrial Technology certificates and related areas of emphasis are new to Cerro Coso Community College; however, many of the courses in the core are shared in other disciplines, including computer information systems, English, math and the trades.

Each emphasis is unique to the industrial sector and will supplement other college programs.

7. Similar Programs at Other Colleges in Service Area

There are no other programs similar within the Cerro Coso Community College service area. Those colleges bordering the service area (Bakersfield College, Antelope Valley College, and Barstow College) have electrical programs, industrial maintenance programs, and construction programs; however, none have a program equivalent to the emphasis in energy technician (Wind Tech/Solar Tech). Antelope Valley College and Bakersfield College both have an electronics and trade programs with a separate group of employers outside our service area.

8. Labor Market Information & Analysis

The Industrial Technology Technician is designed to prepare students to enter the industrial setting in the areas of renewable energy (wind/solar), engineering technology, or electronics. As such, the program was developed to serve aerospace, mining/manufacturing, and the renewable energy clusters in our service area. As these clusters are not dependent or interrelated, data for each area (energy, engineering technology/electronics technology) was gathered separately and will be addressed individually in each emphasis area.

NET JOB MARKET/EMPLOYMENT GROWTH

Energy Technician (Wind Tech/Solar Tech)

As the supply of fossil fuels is depleted, there is an increasing focused on other types of energy production including wind, solar, geothermal, hydro, and nuclear. In addition, emerging technologies push on the forefront for the development of an energy cluster. Cerro Coso College's development of the energy emphasis is geared to address these emerging industries which have an increasing need for a skilled workforce. As these are emerging and rapidly expanding industries, studies have been sparse. Cerro Coso has been working with the employers in the energy cluster and the Center of Excellence to establish employment projections for power plant technicians, wind technicians, and solar technicians. In addition, the Center of Excellence prepared an environmental scan for Cerro Coso College that reflected a need for solar technicians within our service area (http://www.coeccc.net).

According the Solar Technician report by the Center of Excellence, federal government employment in the solar power industry is projected to reach 260,000 jobs nationally by 2030 and 350,000 by 2050. The worst-case scenario would only reach 59,000 and 95,000 in 2030 and 2050. In the short term, the solar energy industry in the US is projected to contribute billions of dollars of investment and income as well as 22,000 additional jobs, which will include not only manufacturing and distribution, but also many solid building trade jobs for electricians, plumbers, roofers, designers, and engineers (http://www.coeccc.net).

In addition, California is expected to account for the most of the national solar industry employment, for to a number of reasons:

- California presently dominates the U.S. market in Photovoltaic (PV) installations (73% of all national installations in 2006).
- The California Solar Initiative (CSI), signed into law in August 2006 as part of the Million Solar Roofs Initiative, is expected to generate not only 3,000 megawatts (MW) of solar energy by 2016 but also close to 40,000 operations and maintenance jobs (assuming one year of duration for each job) in California alone.
- Two of the largest PV plants in the world are in California. One is located 45 minutes from the Indian Wells Valley campus in Four Corners run by Florida Power and Light and expects to expand.
- A new 4,000-acre solar thermal facility is expected to break ground in Inyokern by Millennium Corporation and will need a workforce not only to build the facility but to staff it as well.
- FPL Energy is slated to build an additional facility in Jawbone Canyon area, 30 miles from Ridgecrest.

- The Mojave Desert has been identified as one of the best locations for the placement of solar facilities by the San Diego Regional Renewable Energy Study Group (Potential for Renewable Energy in the San Diego Region, August 2005).

Cerro Coso College is located 60 minutes from the Mojave/Tehachapi area, and wind technology industry is expected to grow at a phenomenal rate once transmission lines are completed in the Tehachapi range. At the Employer Summit held at Cerro Coso College in September 2007, local job projection for wind technicians in the next three to five years are estimated at 800-1200 jobs (Linda Parker, Kern Wind Energy Association). Since the Employer Summit of 2007, the interest in wind technology has exploded. On a national stage, T. Boone Pickens has rallied the cry for the use of wind energy to reduce dependence our foreign oil.

Center of Excellence reports for Solar Technician and Wind Technician can be reviewed at (http://www.coeccc.net).

Engineering Technology/Electronics Technology

The Naval Air Warfare Center, Weapons Division (NAWCWD), China Lake (Ridgecrest) is the main employer (5,400+ employees) in our local geographical area and is fourth in hiring in Kern County. NAWCWD's mission is to provide the Armed Forces with effective and affordable integrated warfare systems and life-cycle support to ensure battle-space dominance. During the latest Base Realignment and Closure (BRAC) process, NAWCWD was designated as one of only three "Weapons and Armament Centers of Excellence." Two of these centers are located on the east coast, with NAWCWD as the only west coast location. In addition to jobs moving to our base due to other base closures, there will be a natural migration of engineering and research tasks and responsibilities over the next decade as programs are consolidated at this Center of Excellence. NAWCWD employs an extensive technical and support staff that includes professionals as well as entry-level and journeyman positions. Engineers, physicists, chemists, computer scientists, mathematicians, along with others are hired to support applied and operations research, design and systems engineering, software design, systems integration, energetic materials, and other electronic warfare tasks. At this time, approximately 300-400 people leave employment each year for other employment or retirement. This is expected to accelerate as the work force continues to age and begins to retire at higher rates. In addition to the positions generated by the BRAC, the base anticipates hiring at least 120 college graduates per year, plus journeyman and other skilled technical positions (i.e. welders, machinists, electricians, electronic technicians) (NAWCWD Public Affairs Office). In addition, Edwards Air Force Base and the Mojave Spaceport are expected to expand their engineering and manufacturing positions over the next 5-10 years. These are the primary employers for students who complete engineering and electronics technology programs at Cerro Coso Community College.

In addition, NAWCWD has three student-employment programs that are actively growing to fill the attrition and new positions. The Student Education Employment Program (SEEP), Student Career Experience Program (SCEP), and the Student Temporary Employment Program (STEP) recruit 15-17 apprentices each year and are expected to double over the next few years. These apprentice programs are two to three years in length in various disciplines, including electronics technicians, engineering technicians, machinists, and welders.

In addition to employment from NAWCWD, there are significant manufacturing and industrial clusters in Kern County which will also provide employment opportunities for students. Searles Mineral and Rio

Tinto (formerly U.S. Borax) are the largest of these employers within the service area; however, many of the businesses in Kern County and the Indian Wells Valley are small, with less than 10 employees. The Kern County 2007 Job Projections by Industry show growth areas, especially in manufacturing technologies.

Kern County 2007 Job Projections by Industry

This spreadsheet uses data from the U.S. Department of Commerce and the Bureau of Labor Statistics (BLS), regionalized to forecast occupational demand at the county level. However, unlike EDD data, this data is adjusted for emerging technological changes, the age of workers by occupation, and other factors affecting occupational demand.

Code	Name	2005	2007	Change	% Change
310000	**Manufacturing**	12,872	14,213	1,341	10%
324000	Petroleum and coal products manufacturing	839	951	112	13%
325000	Chemical manufacturing	670	790	119	18%
326000	Plastics and rubber products manufacturing	807	925	117	15%
331000	Primary metal manufacturing	199	256	57	29%
334000	Computer and electronic product manufacturing	185	249	64	34%
336000	Transportation equipment manufacturing	1075	1337	261	24%
337000	Furniture and related product manufacturing	277	329	51	19%
810000	**Other services, except public administration**	19,406	20,809	1,403	7%
811000	Repair and maintenance	5660	6068	408	7%

Compiled for Cerro Coso College by the Center for Business Excellence. 11/06/06

Earning Potential

Energy Technology

Green Jobs Guidebook: Employment Opportunities in the New Clean Economy (www.edf.org/cagreenjobs) outlines the employment projections for over 200 green careers. These profiles and projections outline career pathways for the green industry, including solar and wind specifics. This is one of the first publications with data on salary levels and anticipated need. This report details 45 job types available to individuals with only a high school diploma, many paying over $25 per hour, and 37 more job types available to those with a community college or trade school degree, many paying over $40 per hour.

Solar technicians can begin their careers with a high school/GED background as a Solar Energy System Installer Helper at $10-$15 per hour; however, with community college coursework, the starting salary raises significantly to $25-$50 per hour. Additional training and certification offered through community colleges will significantly increase the earning power and career pathway of the worker.

Similarly, the Wind Turbine Technicians can begin their careers with a high school/GED background as a Wind Field at $13-$15 per hour; however, with community college coursework the starting salary raises significantly to $17-$26 per hour. Subsequent courses and high levels of education offer opportunities for supervisory and management positions in this emerging industrial industry.

Engineering & Electronics Technology

The Engineering and Electronics Technology areas have great earning potential. According to Labor Market Data, the engineering technician mean hourly wage is $28.31 (mean annual salary $58,893). An electronics technician's mean hourly wage is $26.95 (mean annual salary $56,063).

Program Credibility/Career Potential

The need for all three pathways (Energy, Engineering Technology, and Electronics) is expected to grow not only in emerging energy industries needs, but also in the traditional fields in this application (Engineering Technology and Electronics) as the baby boomer retire over the next decade. The Naval Air Warfare Center at China Lake is the major employer in Ridgecrest; however, other industries including mining and manufacturing have expressed (as documented at the Employer Summit 2007) the need for replacement tradesmen.

Training for Career Advancement

Although post-secondary or formal training is not strictly required in some of these industries, more senior positions will require certification, which will be difficult without some instruction. In the energy fields, supervisory and/or management careers will require additional preparation, which may include bachelor or masters degrees.

Cerro Coso College will offer both fast-track certificates, traditional certificates, and Associate Degree programs that will prepare students to transfer to a bachelor's program. Students in the Electronics or Engineering Technology may choose to transfer and obtain a Bachelors degree. This advanced degree will provide them the opportunity to advance.

Staying Current in Field

Students in all three emphasis areas will need to stay current with the emerging technology required not only for energy, but also for aerospace/military, mining, and manufacturing. Supplemental training will be available through both online and on-ground offerings through Cerro Coso College and other institutions. We intend to develop intermediate to advanced specialized training as the need arises. Specialized training will be offered in conjunction with industry.

9. Employer Survey

Two employer surveys have been completed in the past year that reflect workforce needs and the skill sets that are necessary for employment. The first survey was performed at the Employer Summit held in September 2007, which was representative of those in aerospace, mining, manufacturing, and renewable energy companies.

The second employer survey was completed at the Work Place Learning Center located at Bakersfield College. This survey was distributed and collected from the Wind Energy Association businesses located in the Tehachapi/Mojave area.

Both surveys are in Appendix B

10. Explanation of Employer Relationship

Cerro Coso Community College is actively working with an advisory committee, which will continue to work with employers in aerospace/military, mining, manufacturing, and renewable energy employers to ensure the relevancy of the Industrial Technology program. This will assist to continue and expand internships and placements for our students. This benefits our students and employers.

.

11. List of Members of Advisory Committee

First Name	Last Name	Company	Industry
Larry	Board	Cerro Coso College	Education
Jim	O'Connor	Cerro Coso College	Education
Herman	Foster	Cerro Coso College	Education
Paula	Sourez	Cerro Coso College	Education
Valerie	Karnes	Cerro Coso College	Education
James	Fay	Cerro Coso College	Education
Cameron	Bruce	NAWC China Lake	Electronics
Sean	Halpin	NAWC China Lake	Energy-Renewable
Casey	Robinson	Solar	Energy-Solar PV
Harvey	Stephens	FPL Energy	Energy-Solar Thermal
Gregg	Sellers	FPL Energy	Energy-Solar Thermal
Deborah	Hess	SCE	Energy-Utilities
David	Taylor	SCE	Energy-Utilities
Line	Parker	Kern Wind Energy Association	Energy-Wind
Jeff	Duff	Air Streams	Energy-Wind Training
Mark	Fisher	Air Streams	Energy-Wind Training
Mike	Messier	Air Streams	Energy-Wind Training
Budy	Cumming	World Wind Services, LLC	Energy-Wind Training
Nicki	Cumming	World Wind Services, LLC	Energy-Wind Training
Georg	Pruitt	Aerospace Tradesman- Retired	Fabrication
Larry	Sawyer	Aerospace Tradesman- Retired	Fabrication
Laura	Hickle	Sierra Sands Unified School District	K12 Education
Jeff	Prusa	Sierra Sands Unified School District	K12 Education
Mark	Pierce	Sierra Sands Unified School District	K12 Education
Arzel	Hale	Searles Mineral	Manufacturing
Ken	Hayes	NAWC China Lake	Navy

12. Recommendations of Advisory Committee

Multiple meetings were held during the development of this program. The minutes are included in this section and include the following: (Appendix B)

Industrial Technology Advisory Meeting – May 2, 2007
Electronics Advisory Meeting – September 4, 2008
Employer Summit – September 12, 2008

In addition to the meetings, other informal meetings occurred with different industrial groups and employers including, Kern Wind Energy Association, FPL Energy, and the Naval Air Warfare Center employees at China Lake, California who provided valuable information. Secondary school members are also on the advisory committee, and we are developing career pathways.

13. Display of Proposed Sequence

Below is the proposed sequence of courses for the Industrial Technology core classes:

Core Courses

CSCI C070	Computer Literacy	1
CSCIC121	Beginning Word	1
CSCI C123	Beginning Excel	1
DRFT C108	Reading Technical Drawings	3
ENGL C151	Technical Communication	3
MATH C056	Technical Math for Trades	3
MCTL C107	Basic Hand Tools	2
WELD C101	Oxyacetylene Welding	3
INDT C101	Industrial Safety	1

1st Year		2nd Year	
Fall 2009	Spring 2010	Fall 2010	Spring 2011
CSCI C070 (1 unit) CSCI C121 (1 unit) MATH C056 (3 units) Emphasis Class (3/4 units) Gen Ed Class (4 units)	CSCI C123 (1 unit) ENGL C151(3 units) DRFT C108 (3 units) Emphasis Class (3/4 units) Gen Ed Class (2 units)	Indust Safety (1 unit) WELD C101 (3units) Emphasis Class (3 units) Gen Ed Class (3 units) Gen Ed Class (4 units)	WELD C101(3 units) WEXP C101 (1 unit) Emphasis Class (3 units) Gen Ed Class (6 units)

14. Transfer Applicability

Not Applicable.

15. Library and/or Learning Resources Plan

DEPARTMENT: Industrial Technology

SUBJECT/DISCIPLINE: Industrial Technology

COURSE/PROGRAM: Industrial Technology with emphasis in Energy, Engineering Technology and Electronics

Based on a review of the needs for Learning Resource Center for this new program, it is the judgment of the course originator and the Librarian that:

___ The Learning Resource Center Resources are adequate to support this program.

___ The Learning Resource Center Resources are not currently adequate to support the course.

___ The plan to acquire needed Learning Resource Center Resources is as follows:

SIGNATURES:

Course Originator:_____ Date:_____

Learning Resource Center Librarian:_____ Date:_____

16. Facilities and Equipment Plan

The core of the Industrial Technology program will use existing facilities and equipment. Each of the emphasis areas will require additional equipment, which will be purchased utilizing different funding sources including Carl Perkins funding, grant funding, and employer grant funding. Employers will also be providing some specialized equipment required for their specific area (wind, solar, electronics, and engineering).

As the energy emphasis (Wind Technology) will be primarily located in the South Kern site located at Mojave and California, additional facilities have been acquired. The other two emphases (Engineering and Electronics Technology) will be based at the Indian Wells Valley campus and will use existing classroom space.

17. Financial Support Plan

Start up funds for the Industrial Technology program will be provided through specialized funding including Carl Perkins and grants to purchase initial specialized equipment. Ongoing funds will be provided through the Cerro Coso Community College budget process.

18. Faculty Qualifications and Availability

All faculty teaching in this program have been hired and meet state minimum qualifications. In the specialized emphasis, the faculty are experts in their field and demonstrate current knowledge and practices in their field.

19. Based on Model Curriculum

No model curriculum was used; however, research on other models was referred to during the development stages. Employer and industry members from aerospace, mining, manufacturing, and renewable energy provided substantial input into the program development.

20. Licensing or Accreditation Standards

Not applicable.

21. Student Selection and Fees

The Industrial Technology program will have no limits on the number of students or entry credentials. There are no prerequisites required to enter this program.

Appendix A

Industrial Technology Program

Course Outlines of Record

Appendix B

Industrial Technology Program

Employer Surveys

Employer Summit – September 14, 2007
Survey Results

Work Place Learning Center
March 3, 2008
Survey Results

Appendix C

Industrial Technology Program

Minutes

Industrial Technology Advisory Meeting – May 2, 2007
Employer Summit Minutes– September 12, 2008
Electronics Advisory Meeting – September 4, 2008

Region 9 Minutes for 1st/2nd Reading and Approval

Mt. San Jacinto Community College District

Menifee Valley Campus
28237 LaPiedra Road, Menifee, California 92584 (951) 672-MSJC (6752)

Board of Trustees
Eugene V. Kadow
Dorothy J. McCargill
Ann Motte
Gwen Schlange
Joan F. Spurkman

OCCUPATIONAL DEANS' CONSORTIUM
Region IX

November 24, 2008

TO: Stephanie Low, MS.Ed

FROM: Laurie McLaughlin, Chair of Region IX Occupational Deans

RE: Regional Certificate/Degree Approval

At the November 17, 2008 meeting of the Region IX Occupational Deans' Consortium, Cerro Coso Community College sought regional recommendation for the following Certificates and Degrees:

- Industrial Technology A.S. Degree, 30 units
- Industrial Technology concentration, 18 unit Certificate
- Industrial Technology-Energy Technician,12 unit Certificate
- Industrial Technology-Engineering Technician, 18 unit Certificate
- Industrial Technology-Electronics Technician, 18 unit Certificate

This program represents an effort to meet the labor market needs for the entry-level and career positions in the area of **Industrial Technology** and the two county labor market statistics indicate a continuing strong growth and demand in this area.

If you have any questions, please contact me at (951) 506-6465.

Laurie McLaughlin
Chair Occupational Deans

Ron Vito
Chair Region IX Desert Region

Mt. San Jacinto Community College District

Menifee Valley Campus
28237 LaPiedra Road, Menifee, California 92584 (951) 672-MSJC (6752)

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Laurie McLaughlin
Chair Occupational Deans

Ron Vito
Chair Region IX Desert Region

CCC-501 Rev. Oct. 2007

Application Date

California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

Industrial Technology – Solar Technician Certificate
PROPOSED PROGRAM TITLE

Cerro Coso Community College
COLLEGE

Kern Community College District
DISTRICT

January 2009
PROJECTED PROGRAM START DATE

Valerie Karnes
CONTACT PERSON

Dean, Career Technical Education
TITLE

(760) 384-6258
PHONE NUMBER

vkarnes@cerrocoso.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.A. DEGREE ☐ A.S. DEGREE CERTIFICATE OF ACHIEVEMENT: ○ 18+ semester (or 27+ quarter) units ○ 12-18 semester (or 18-27 quarter) units

PLANNING SUMMARY

Recommended T.O.P. Code	00956	Estimated FTE Faculty Workload	1.0
Units for Degree Major or Area of Emphasis	30	Number of New Faculty Positions	1
Total Units for Degree		Est. Cost, New Equipment	$
Required Units-Certificate	12	Cost of New/Remodeled Facility	$
Projected Annual Completers	15	Est. Cost, Library Acquisitions	$
Projected Net Annual Labor Demand (CTE)	30	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester Fall 2011 Year 2011

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

Criteria B. Need

5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in Service Area
8. Labor Market Information & Analysis (CTE only)
9. Employer Survey (CTE only)
10. Explanation of Employer Relationship (CTE only)
11. List of Members of Advisory Committee
12. Recommendations of Advisory Committee

Attachment: Labor / Job Market Data (CTE only)
Attachment: Employer Survey (CTE only)
Attachment: Minutes of Key Meetings

Criteria C. Curriculum Standards

13. Display of Proposed Sequence
14. Transfer Applicability (if applicable)

Attachment: Outlines of Record for Required Courses
Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

Criteria E. Compliance

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

REQUIRED SIGNATURES

Program **Industrial Technology - Solar Technician Certificate** College Cerro Coso College

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

DATE	SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER	TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

DATE	SIGNATURE, ADMINISTRATOR OF CTE	TYPED OR PRINTED NAME
DATE	SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE	TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on _____ (date).

DATE	SIGNATURE, CHAIR, REGIONAL CONSORTIUM	TYPED OR PRINTED NAME

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

DATE	SIGNATURE, CHAIR, CURRICULUM COMMITTEE	TYPED OR PRINTED NAME
DATE	SIGNATURE, ARTICULATION OFFICER	TYPED OR PRINTED NAME
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME
DATE	SIGNATURE, PRESIDENT, ACADEMIC SENATE	TYPED OR PRINTED NAME

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

DATE	SIGNATURE, PRESIDENT OF THE COLLEGE	TYPED OR PRINTED NAME

DISTRICT APPROVAL

On _____, the governing board of the _____District approved the instructional program attached to this application.

DATE	SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	TYPED OR PRINTED NAME

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501

Rev. Oct. 2007

Application Date

California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

Industrial Technology – Wind Technician Certificate
PROPOSED PROGRAM TITLE

Cerro Coso Community College
COLLEGE

Kern Community College District
DISTRICT

January 2009
PROJECTED PROGRAM START DATE

Valerie Karnes
CONTACT PERSON

Dean, Career Technical Education
TITLE

(760) 384-6258
PHONE NUMBER

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12. Recommendations of Advisory Committee

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Attachment: Employer Survey (CTE only)
Attachment: Minutes of Key Meetings

Criteria C. Curriculum Standards

13. Display of Proposed Sequence
14. Transfer Applicability (if applicable)

Attachment: Outlines of Record for Required Courses
Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

Criteria E. Compliance

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501: APPROVAL–NEW CREDIT PROGRAM

Rev. Oct. 2007

REQUIRED SIGNATURES

Program **Industrial Technology - Wind Technician Certificate** College Cerro Coso College

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

DATE	SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER	TYPED OR PRINTED NAME
5-4-09		DENNIS I. VANDERWERFF

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

DATE	SIGNATURE, ADMINISTRATOR OF CTE	TYPED OR PRINTED NAME
4/17/09		Valerie Karnes
05/04/09		JAMES O'CONNOR

DATE	SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE	TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on _____ (date).

DATE	SIGNATURE, CHAIR, REGIONAL CONSORTIUM	TYPED OR PRINTED NAME

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

DATE	SIGNATURE, CHAIR, CURRICULUM COMMITTEE	TYPED OR PRINTED NAME
5-4-09		DENNIS I. VANDERWERFF
5-4-09		Heather Ostash
5/4/09		JAMES FAY
5/4/09		Matthew A. Crow

DATE	SIGNATURE, ARTICULATION OFFICER	TYPED OR PRINTED NAME

DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

DATE	SIGNATURE, PRESIDENT, ACADEMIC SENATE	TYPED OR PRINTED NAME

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

DATE	SIGNATURE, PRESIDENT OF THE COLLEGE	TYPED OR PRINTED NAME
6/4/09		MARY E. RETTERER

DISTRICT APPROVAL

On _____, the governing board of the _____ District approved the instructional program attached to this application.

DATE	SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	TYPED OR PRINTED NAME

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

Application Date
2011-05-11

California Community Colleges

SUBSTANTIAL CHANGES TO AN APPROVED CREDIT PROGRAM

Paralegal Studies
TITLE OF PROPOSED PROGRAM

Paralegal Studies
TITLE OF EXISTING PROGRAM (IF DIFFERENT)

140200
EXISTING PROGRAM **T.O.P.** CODE

15576
EXISTING PROGRAM **CONTROL NUMBER**

CERRO COSO
COLLEGE

KERN
DISTRICT

08/22/2011
PROJECTED START DATE FOR CHANGE

Margaret Mauldin
CONTACT PERSON

Instruction Office Specialist
TITLE

(760) 384-6257
PHONE NUMBER

mmauldin@cerrocoso.edu
E-MAIL ADDRESS

GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):

☑ CAREER TECHNICAL EDUCATION (CTE) ☐ TRANSFER ☐ OTHER

Type of change requested: Check only one.

- ■ Add new Certificate of Achievement
- ☐ Add Degree to Existing Certificate Program
- ☐ Add new Major or Area of Emphasis to Existing Degree

TYPE OF PROGRAM (SELECT ONLY ONE):

- ☐ A.A. DEGREE
- ☐ A.S. DEGREE
- ☐ AA-T DEGREE (for transfer)*
- ☐ AS-T DEGREE (for transfer)*

CERTIFICATE OF ACHIEVEMENT:

- ■ 18+ semester (or 27+ quarter) units
- ☐ 12-18 semester (or 18-27 quarter) units

* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66749, also known as the Student Transfer Achievement Reform Act. See special instructions provided here.

Planning Summary:

Projected Start Date (mm/dd/yyyy) 08/22/2011 **Projected Annual Completers** 10

FIELDS	AS LISTED IN CURRENT INVENTORY	AS REVISED
Program Control Number	15576	15576
TOP Code	140200	140200
Local Title	Paralegal Studies	Paralegal Studies
Units for Degree Major or Area of Emphasis	30 to 30	
Total Units for Degree		
Certificate Units	0 to 0	31 to 31

REQUIRED SIGNATURES

Title of Proposed Program Paralegal Studies Certificate College Cerro Coso Community College

LOCAL CURRICULUM APPROVAL:
Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

DATE	SIGNATURE, CHAIR, CURRICULUM COMMITTEE	TYPED OR PRINTED NAME
5/12/11		Dr. Corey Marvin, CIC Chair
5-18-11		Richard Post, Interim V. P. Academic Aff.
12 May 2011		Matthew Crow, Academic Senate Pres,

DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

DATE	SIGNATURE, ACADEMIC SENATE PRESIDENT	TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:
Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

DATE	SIGNATURE, ADMINISTRATOR OF CTE	TYPED OR PRINTED NAME
12 May 2011		Valerie Karnes, CTE Dean

Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on Oct. 3, 2011 (date).

DATE	SIGNATURE, CHAIR, REGIONAL CONSORTIUM	TYPED OR PRINTED NAME
10.3.11		Joyce Johnson

COLLEGE PRESIDENT:
All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

DATE	SIGNATURE, PRESIDENT OF THE COLLEGE	TYPED OR PRINTED NAME
11-1-11		Jill Board, President

DISTRICT APPROVAL (check one):

☒ On June 9, 2011 (date), the governing board of the Kern Community College District approved the proposed changes to this existing program attached to this request.

☐ The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

DATE	SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	TYPED OR PRINTED NAME
11/22/11		Sandra V. Serrano

Please retain the original signature page for your records and upload a scan of the signature page as an attachment.

STATE OF CALIFORNIA **JACK SCOTT, CHANCELLOR**

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

03/23/2012

James Fay
Vice President, Academic Affairs
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves Cerro Coso Community College's **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units** in **Paralegal Studies** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **140200** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units** in **Paralegal Studies** with program control number **31159**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,
Sally J. Montemayor Lenz
Interim Dean
Academic Affairs Division

Cc: Margaret Mauldin

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
UPDATES:		
❖ **CCCAOE**	Burks	Burks- CCCAOE President Elect
❖ **Chancellor's Office Update**	Vito	Handouts provide Laura Casillas, lcasilla@cccco.edu gave updates on CTE Transition Grant, 2011-12 application deadline June 15th. All five areas need to be addressed, if not, explanation required.
❖ **SB70 Project Directors**	Pehkonen	RCCD/MSJC held Tribal Leadership (5/12-13) for 150 faculty, counselors & principals. 4th Counselor Conclave set for 10/06 at SB Hilton, Contact- Wendy Zinn(chair) wzinn@sbccd.edu for information. SB 70 Directors meeting to resume in the Fall from 1:30pm to 3:00pm on DRC meeting days.
❖ **Regional Consortium**		
➢ **Budget Reduction/Implication for 2011/12**	Pehkonen	Budget reduced by 16k Professional Development dollars reduced to $1,000 per college.
➢ **Meeting Calendar 2011/12**	Pehkonen	2011-12 Meeting Dates: October 3, 2011; October 19-21, 20011 (CCCAOE) November 28, 2011; February 1-2, 2012; March 5, 2012; April 30, 2012
➢ **Press Releases**	Lindstrom	13 Press Releases published Contacts- Zhenya Lindstrom, elindstr@sbccd.edu Lauren McSherry, lauren@businesscopywriter.net
TASKFORCES: *Committees agree to meet twice and report out before Regional retreat in February 2012*		
❖ **The Outland Empire** (Gap Analysis)	Karnes, Eaves, Jaramillo, Lindstrom, Schiel, Brown(G)	New member: Melynie Schiel Committee chair still needed
❖ **Git 'er Done!** (Regional Marketing)	**Eaves**, Dixon, Fleming, Conner, Simmons, Smith, Goetzle	No report
❖ **Who's Who in the Zoo** (Identify new CTE people in region, welcome, etc.)	**Burks**, Johnson, O'Conner, Yamamoto, Fisher, Valcarcel,	Ongoing contact with new CTE people in the region.
❖ **Grants R Us** (Identify funding opportunities)	**Levesque**, Dutton, Camak, Isaac, Grajeda, Pehkonen, Luther, Carter, Sanchez	No report.
❖ **High Energy**	**Smith**, Karnes	No report
		Next Meeting, 10/3/11 San Bernardino Hilton *Have a great summer*

DESERT REGIONAL CONSORTIUM MEETING
HILTON – SAN BERNARDINO
May 23, 2011
10:30 A.M. – 1:30 P.M.
MINUTES - *DRAFT*

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
WELCOME & INTRODUCTIONS	Vito	30 in attendance
PROGRAM		
❖ **Dual Enrollment**	Tom Spillman, MSJC tspillman@msjc.edu gave a PowerPoint presentation on how Dual Enrollment is meeting the 2020 vision for the nation and California, in Strengthen Student Success. Handout provided.	
REVIEW MINUTES/AGENDA	Vito	April 4, 2011 Minutes approved (M/S/C Johnson/Burk) Abstained: Munsey/Yamamoto
REPORTS FROM BREAKOUTS:		
❖ **Economic Development/Contract Ed**	Levesque	Decrease in attendance is a concern.
❖ **CalWORKs**	Valcarcel/Dutton	Regional Train the Trainer institute June 3rd.
❖ **CTE Deans**	Johnson	New member- Dr. Joseph Morris (VVC) joseph.morris@vvc.edu Program Approvals First read: -SBVC- Med. Insurance Billing & Coding Certificate -SBVC- Med. Administrative Assistant Certificate Second Read: -Palo Verde- Child Development-Master Teacher Certificate -Barstow- Medical Office Technology, Degree Both First & Second: -Barstow- Web Master-Certificate, -Barstow- Business Information System-Certificate & Degree -Moreno Valley- Speech-Language Pathology Assist. Certificate & Degree. Tabled: -MSJC- Viticulture, Enology & Wine Technology Certificate -Norco- Game Audio Certificate & Degree -Norco- Game Design Certificate & Degree -Cerro Coso (4 Programs) Certificates Follow-up /Action needed: Joyce Johnson agreed to follow up with Mary O'Connor regarding having the Academic Senate and/or HWI coordinate a statewide effort to standardize Medical Assistant Program requirements (similar to the standardization of Early Childhood Program)

PROGRAM OF STUDY

CC Paralegal Studies Cert Certificate of Achievement

PARALEGAL STUDIES CERTIFICATE**:** Any student completing the courses required for the Paralegal Studies major qualifies for a certificate in Paralegal Studies. Employment preparation for career opportunities with private attorneys, local court jurisdictions, corporate law offices, and self-employment as an independent paralegal.

Career Opportunities in Paralegal Studies

Paralegals, Legal Assistant, Legal secretary, Title Examiner, Legal Support Worker.

Complete all of the following core courses:		
BSAD C131	Business Law	3
PARA C101	Intro to Paralegal Studies	3
PARA C105	Legal Ethics	3
PARA C112	Legal Research & Writing I	3
PARA C122	Legal Research & Writing II	3
PARA C130	Civil Lit and Procedure I	3
PARA C140	Civil Lit & Procedure II	3
PARA C290	Paralegal Studies Internship	2

Complete at least 8 units from the following elective courses:		**Units**
PARA C150	Law Office Management	3
PARA C220	Bankruptcy Law	3
PARA C230	Probate Law	3
PARA C240	Criminal Law & Procedure	3
PARA C250	Family Law	3
PARA C260	Personal Injury and Tort Lit	3
PARA C270	Real Property Law	2
PARA C280	Worker's Compensation Law	2

Total Units	**31**

Mission

1. Statement of Program Goals and Objectives

The Paralegal Studies program provides courses leading to an Associate of Science degree as well as continuing education for practicing paralegal professionals.

The Paralegal Studies program provides students:

1. Courses to fulfill requirements for an A.S. degree
2. Continuing education throughout their professional career
3. Skills necessary to obtain Paralegal Certification
4. Skills necessary to apply for employment as a paralegal professional or legal assistant
5. Knowledge necessary to seek employment in the legal field

Graduates of the Paralegal Studies program will be able to:

1. Discuss fundamental legal concepts principles
2. Conduct legal research using both primary and secondary sources either printed or electronic versions
3. Evaluate a legal case in regards to adherence to the law and setting precedence
4. Interview clients about a pending legal action
5. Outline the various branches of criminal and civil law
6. Evaluate a legal case from an ethical point of view
7. Use the latest technology utilized by modern law offices
8. Locate local job openings
9. Obtain paralegal certification through the National Association of Legal Assistants (NALA)

2. Catalog Description

The PARALEGAL STUDIES ASSOCIATE OF SCIENCE DEGREE (60 units, 31 in the major) is designed to train students to work in the legal environment either as professional paralegals or legal assistants. Students receive training in all aspects of the legal system including the court system, conducting legal research, interviewing clients, writing legal briefs and court procedures. Career opportunities exist with private attorneys, local court jurisdictions, corporate law offices and independent paralegals.

PARALEGAL STUDIES CERTIFICATE: Any student completing the courses required for the major qualifies for a certificate in Paralegal Studies. (31 Units)

3. Program Requirements

1. PROGRAM DESCRIPTION: The Paralegal Studies Certificate (31 units in the major) is designed to prepare students for work in the legal environment as either professional paralegals or legal assistants. Students receive training in all aspects of the legal system including the court system, legal research, client interviews, legal briefs, and court procedures. Career opportunities exist with private attorneys, local court jurisdictions, corporate law offices, and independent paralegals.

   COURSES: Complete all of the following courses:

Course Number	Course Name	Units
PARA C101	Intro to Paralegal	3
PARA C105	Legal Ethics	3
PARA C112	Legal Research & Writing I	3
PARA C122	Legal Research & Writing II	3
PARA C130	Civil Litigation and Procedure I	3
PARA C140	Civil Litigation and Procedure II	3
PARA C290	Paralegal Internship	2
BSAD C131	Business Law	3
		23

   Select a minimum of 8 units from the following courses:

Course Number	Course Name	Units
PARA C150	Law Office Management	3
PARA C220	Bankruptcy Law	3
PARA C230	Probate Law	3
PARA C240	Criminal Law and Procedure	3
PARA C250	Family Law	3
PARA C260	Personal Injury and Tort Litigation	3
PARA C270	Real Property Law	2
PARA C280	Worker's Compensation Law	2

General Education courses are not required for the certificate.

4. Background and Rationale

Part of the mission of Cerro Coso is to provide high quality degree curricula in lower division professional/technical/occupational education. In accordance with this mission, the college would like to *add this certificate* to the existing Associates Degree in Paralegal Studies.

The proposed Paralegal Studies Certificate will serve the needs of two groups of students. The primary group will be those students pursuing an associate's degree in Paralegal Studies. The secondary group will be professional paralegals seeking continuing education opportunities. Courses in the program may also attract students contemplating law school or persons representing themselves in legal actions.

In California, a new law effective January 1, 2000, limits the use of the title "paralegal." A professional who uses the title "paralegal" must work under the supervision of a licensed attorney. This is an effort to differentiate the paralegal from the Legal Document Assistant (LDA), a independent paralegal not working under the supervision of an attorney. The LDA license is available in every county in California. The requirements range from the minimum of a high school diploma plus two years experience working for an attorney to graduation from a regionally accredited paralegal program. The proposed certificate prepares students for both positions. Students who wished to work independently upon graduation would be eligible for the LDA license.

As distance learning continues to expand, there will be more demand for quality programs and a wider scope of degrees offered. Cerro Coso has the distinct advantage of having launched the first paralegal program online in California in 2004. The primary target market for the added certificate is in-state students because of the relatively low fees that enable them to attend a community college.

The Paralegal Studies A. S. Degree program is also being updated to indicate 31 units in the major, a one unit change from the original program submitted in 2004.

Need

5. Enrollment and Completer Projections

The Paralegal Studies certificate program will serve the needs of two groups of students. The primary group will be those students pursuing an associate's degree in Paralegal Studies. The secondary group will be professional paralegals seeking continuing education opportunities. Courses in the program may also attract students contemplating law school or persons representing themselves in legal actions. Anticipated completers of the certificate are ten per year.

6. Place of Program in Curriculum/Similar Programs

The Paralegal Studies occupational program is now completing the fifth year offered at Cerro Coso Community College. This certificate gives dimension to the Business programs area of the college. The program requires one course from the Business area, Business Law.

7. Similar Programs at Other Colleges in Service Area

Within commuting distance to any campus of Cerro Coso Community College, there is no paralegal program which offers an associate's degree. There is one private vocational school that offers a paralegal certificate in the city of Bakersfield, which is one hour away from our Kern River Valley Campus. Neither of the other two colleges in the Kern Community College District offers this degree. CSU Bakersfield offers a Paralegal Certificate through the extension division; however, students must already hold a baccalaureate degree for admission into this program.

8. Labor Market Information

Paralegal Studies, now in the fifth year of existence is expanding to meet the documented labor market demand for degree and certificate completers. The number of jobs is growing and our ability to fill employer needs is also growing. However, in the Cerro Coso service area there are many known jobs that are not documented because employer's corporate offices are out of state. For example, paralegal positions required by aerospace contractors and the naval air warfare center at China Lake are not captured in reporting systems because the corporate offices are located outside our service area. We are expecting to increase completers to fill these needs as the program is gaining momentum in both (local) certificate and Paralegal Studies Associate of Science Degree completers. All completions from this program, 11 total, have been in the past three years.

Job Market Analysis

The Paralegal profession began in the 1960's and has grown steadily over the last few decades. In California, a new law effective January 1, 2000, limits the use of the title "paralegal." A professional who uses the title "paralegal" must contract with or be employed by a licensed attorney and possess one of the following:

1. A certificate of completion from a paralegal program approved by the American Bar Association.
2. A certificate of completion or degree from a paralegal program of a postsecondary institution that requires the completion of a minimum of 24 semester, or equivalent, units in law-related courses.
3. A baccalaureate degree or advanced degree in any subject and one year of experience under the supervision of a licensed attorney.

4. A high school diploma and three years of experience under the supervision of a licensed attorney.

This relatively new law presents new training opportunities for community colleges because many current persons working as paralegals do not qualify under this new law. Our employer survey reported in the next section confirms that many legal assistants now employed in Kern County will be enrolled in program when it becomes available.

As cited in the Labor Market Information section, the paralegal profession had been experiencing rapid growth over the last few years and growth is expected to continue. The new law in California also mandates continuing education for paralegals which provides another target market for Cerro Coso. Because of our reputation of providing quality online education, we should have good marketing results promoting continuing education online for paralegals.

Adjunct faculty members would be evaluated once during the first year of the program and thereafter, every three semesters. Syllabi are submitted before the start of each term to the Office of Instruction. Faculty members would be expected to attend available training and teaching seminars, especially those aimed at legal studies and distance learning. It is anticipated that a full time instructor could be hired for year three of the program and that instructor would follow the evaluation plan set forth in the faculty contract at the time of hire.

9. The entire set of curricula is up-to-date. Courses are in CurricUNET.

10. No further resources are required as this program is already offered over a two year period and no further sections will be required to allow students to achieve the 31 unit certificate.

Desert Regional Consortium
c/o Riverside Community College
4800 Magnolia Avenue
Riverside, CA 92506-1299
Phone (951) 222-8026
Fax (951) 222-8877

DATE: October 13, 2011

TO: Saily Montemayor Lenz
California Community Colleges Chancellors Office

FROM: Joyce Johnson, Chair
Region IX Occupational Deans

RE: **Regional Certificate/Degree Approval**

At the October 3, 2011 meeting of the Desert Regional Consortium CTE Deans subcommittee, Cerro Coso College sought regional recommendation for the following certificate and/or degree:

BSOT Welding Technology Certificate
BSOT Paralegal Studies Certificate
BSOT Office Clerk Certificate
BSOT Administrative Office Assistant

The CTE Deans subcommittee carefully reviewed this proposal and determined that this program represents an effort to meet the labor market needs for entry-level and career positions that are in demand in this area and does not represent unnecessary duplication of programs already in existence at other regional community colleges.

As a result, the full membership of the Desert Regional Consortium voted on October 3, 2011 to recommend program approval for the above referenced program.

If you have any questions about the Desert Regional Consortium program approval process, please contact me.

Joyce Johnson, Chair
Region IX, Occupational Deans
Mt San Jacinto College
(951) 639-5350
jajohnso@msjc.edu

Member Colleges

Barstow Community College
Cerro Coso Community College
Chaffey College
College of the Desert
Copper Mountain College
Crafton Hills College
Mt. San Jacinto College
Palo Verde College
Riverside Community College
San Bernardino Valley College
Victor Valley Community College

Vision

Premier source for facilitating quality educational and training opportunities for the Inland Empire/Desert Region.

Mission

To:

- communicate
- coordinate
- collaborate
- promote and plan

career and technical education and workforce & economic development in the Inland Empire/Desert Region.

Application Date
2011-05-11

California Community Colleges

SUBSTANTIAL CHANGES TO AN APPROVED CREDIT PROGRAM

Welding Processes
TITLE OF PROPOSED PROGRAM

Welding Technology
TITLE OF EXISTING PROGRAM (IF DIFFERENT)

095650
EXISTING PROGRAM **T.O.P.** CODE

1946
EXISTING PROGRAM **CONTROL NUMBER**

CERRO COSO
COLLEGE

KERN
DISTRICT

08/22/2011
PROJECTED START DATE FOR CHANGE

Margaret Mauldin
CONTACT PERSON

Instruction Office Specialist
TITLE

(760) 384-6257
PHONE NUMBER

mmauldin@cerrocoso.edu
E-MAIL ADDRESS

GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):

☑ CAREER TECHNICAL EDUCATION (CTE) ☐ TRANSFER ☐ OTHER

Type of change requested: Check only one.

- ■ Add new Certificate of Achievement
- ☐ Add Degree to Existing Certificate Program
- ☐ Add new Major or Area of Emphasis to Existing Degree

TYPE OF PROGRAM (SELECT ONLY ONE):

- ☐ A.A. DEGREE
- ☐ A.S. DEGREE
- ☐ AA-T DEGREE (for transfer)*
- ☐ AS-T DEGREE (for transfer)*

CERTIFICATE OF ACHIEVEMENT:

- ☐ 18+ semester (or 27+ quarter) units
- ■ 12-18 semester (or 18-27 quarter) units

* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66749, also known as the Student Transfer Achievement Reform Act. See special instructions provided here.

Planning Summary:

Projected Start Date (mm/dd/yyyy) 08/22/2011 **Projected Annual Completers** 20

FIELDS	AS LISTED IN CURRENT INVENTORY	AS REVISED
Program Control Number	1946	1946
TOP Code	095650	095650
Local Title	Welding Technology	Welding Processes
Units for Degree Major or Area of Emphasis	20 to 20	
Total Units for Degree		
Certificate Units	0 to 0	12 to 12

REQUIRED SIGNATURES

Title of Proposed Program Welding Processes Certificate College Cerro Coso Community College

LOCAL CURRICULUM APPROVAL:
Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

DATE	SIGNATURE, CHAIR, CURRICULUM COMMITTEE	TYPED OR PRINTED NAME
5/12/11		Dr. Corey Marvin, CIC Chair
5-18-11		Richard Post, Interim V.P. Academic Aff.
12 May 2011		Matthew Crow, Academic Senate Pres.

DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

DATE	SIGNATURE, ACADEMIC SENATE PRESIDENT	TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:
Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

DATE	SIGNATURE, ADMINISTRATOR OF CTE	TYPED OR PRINTED NAME
12 May 2011		Valerie Karnes, CTE Dean

Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on Oct. 3, 2011 (date).

DATE	SIGNATURE, CHAIR, REGIONAL CONSORTIUM	TYPED OR PRINTED NAME
Oct. 3, 2011		Joyce Johnson

COLLEGE PRESIDENT:
All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

DATE	SIGNATURE, PRESIDENT OF THE COLLEGE	TYPED OR PRINTED NAME
5/15/11		Jill Board, President

DISTRICT APPROVAL (check one):

☒ On June 9, 2011 (date), the governing board of the Kern Community College District approved the proposed changes to this existing program attached to this request.

☐ The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

DATE	SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	TYPED OR PRINTED NAME
11/15/11		Sandra V. Sorrano

Please retain the original signature page for your records and upload a scan of the signature page as an attachment.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

01/09/2012

Margaret Mauldin
Instruction Office Specialist
Cerro Coso Community College
3000 College Heights Blvd. Ridgecrest, CA 93555
,

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **CERTIFICATE OF ACHIEVEMENT:12 to fewer than 18 semester (or 18 to fewer than 27 quarter) units** in **Welding Processes** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **095650** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **CERTIFICATE OF ACHIEVEMENT:12 to fewer than 18 semester (or 18 to fewer than 27 quarter) units** in **Welding Processes** with program control number **31066**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,
Sally J. Montemayor Lenz
Interim Dean
Academic Affairs Division

Cc: Margaret Mauldin

Desert Regional Consortium
c/o Riverside Community College
4800 Magnolia Avenue
Riverside, CA 92506-1299
Phone (951) 222-8026
Fax (951) 222-8877

DATE: October 13, 2011

TO: Saily Montemayor Lenz
California Community Colleges Chancellors Office

FROM: Joyce Johnson, Chair
Region IX Occupational Deans

RE: **Regional Certificate/Degree Approval**

At the October 3, 2011 meeting of the Desert Regional Consortium CTE Deans subcommittee, Cerro Coso College sought regional recommendation for the following certificate and/or degree:

BSOT Welding Technology Certificate
BSOT Paralegal Studies Certificate
BSOT Office Clerk Certificate
BSOT Administrative Office Assistant

The CTE Deans subcommittee carefully reviewed this proposal and determined that this program represents an effort to meet the labor market needs for entry-level and career positions that are in demand in this area and does not represent unnecessary duplication of programs already in existence at other regional community colleges.

As a result, the full membership of the Desert Regional Consortium voted on October 3, 2011 to recommend program approval for the above referenced program.

If you have any questions about the Desert Regional Consortium program approval process, please contact me.

Joyce Johnson, Chair
Region IX, Occupational Deans
Mt San Jacinto College
(951) 639-5350
jajohnso@msjc.edu

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Cerro Coso Community College
Chaffey College
College of the Desert
Copper Mountain College
Crafton Hills College
Mt. San Jacinto College
Palo Verde College
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career and technical education and workforce & economic development in the Inland Empire/Desert Region.

DESERT REGIONAL CONSORTIUM MEETING
HILTON – SAN BERNARDINO
October 3, 2011
10:30 A.M. – 1:30 P.M.
MINUTES - *DRAFT*

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
WELCOME & INTRODUCTIONS	Vito	33 in attendance.
PROGRAM		
❖ **CTE Job Development**	Joni Cowgill- joni.cowgill@rcc.edu Presented on Riverside City College's effort to match CTE graduates with potential employers.	
❖ **Regional Colleges Partnership with California Baptist University**	Pehkonen	Master of Arts in Education with specialization in Leadership and Adult Education. (10 month/ 30 unit program). Would there be an interest to host this program at your site? Any input on the curriculum? No action was taken.
❖ **Center of Excellence 2011 – 12 Projects**	Lindstrom	Lindstrom – elindstr@sbccd.edu Shared current & planned COE studies for 2011/2012. Handout provided.
REVIEW MINUTES/AGENDA	Vito	May 23, 2011 Minutes approved (M/S/C- Grajeda / Johnson)
REPORTS FROM BREAKOUTS:		
❖ **Economic Development/Contract Ed**	Levesque	Levesque – rlevesqu@sbccd.edu Provided highlights of the Economic Development / Contract Ed breakout meeting.
❖ **CalWORKS**	Valcarecel / Dutton	No report.
CTE Deans	Johnson	Johnson- jajohnso@msjc.edu Provided highlights of CTE Deans breakout meeting. *Program Approvals: First Read* • **Norco-** Computer Numerical Control; Electronics; Supply Chain Technology • **Copper Mountain**- Culinary Arts • **Cerro Coso-** Renewal Technology Program *Program Approvals: Second Read* • **Cerro Coso-** BSOT Welding Technology BSOT Paralegal Studies; BSOT Administrative Office Assistant; BSOT Office Clerk • **SBVC**- Medical Administrative Assistant; Medical Coding & Billing • **MSJC-** Viticulture, Enology & Winery Certificate
❖ **SB70 Project Directors**	Pehkonen	To meet immediately after lunch, 1:00 - 3:30 (approx. time)

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
UPDATES:		
❖ **Chancellor's Office Update**	Casillas	September 2011 CCCCO CTE Update provided in packet
❖ **CCCAOE**	Burks	Fall Conference October 19-21, 2011 Westin Hotel, San Diego, CA http://www.cccaoe.org.
REGIONAL CONSORTIUM UPDATE:		
❖ **Chairs Update**	Vito	September 19, 2011 Regional Consortia Chairs meeting notes provided in packet.
❖ **Regional Retreat: February 1-2, 2012**	Pehkonen	Pala Mesa Resort, Fallbrook, CA – Flyer in packet. Please RSVP to meriel.anderson-mcdade@rcc.edu WIB Partners will also be invited.
❖ **Press Releases**	Lindstrom / McSherry	15 press releases scheduled to be published in 2011/12. 1st one was issued on September 12, 2011 (included in packet). 2010/11 recap handout provided. Lindstrom, elindstr@sbccd.edu or Lauren McSherry, lauren@businesscopywriter.net
TASKFORCES: Committees agree to meet twice and report out before regional retreat in February 2012		
❖ **The Outland Empire** (Gap Analysis)	Karnes, Eaves, Jaramillo, Lindstrom, Brown(G), Schiel	Task completed. Re-evaluate need for taskforce at February Retreat.
❖ **Git 'er Done!** (Regional Marketing)	**Eaves**, Dixon, Fleming, Conner, Simmons, Smith, Goetzle	No report; committee to meet during lunch and report out at next Regional meeting.
❖ **Who's Who in the Zoo** (Identify new CTE people in region, welcome, etc.)	**Burks**, Johnson, O'Conner, Yamamoto, Fisher, Valcarcel, O'Conner	No report
❖ **Grants R Us** (Identify funding opportunities)	**Levesque**, Dutton, Camak, Isaac, Grajeda, Pehkonen, Luther, Carter, Sanchez	No report
❖ **High Energy**	**Smith**, Karnes	No report
CLOSE		Next meeting will be held during CCCAOE Conference, October 19-21, San Diego, CA

PROGRAM OF STUDY

CC Welding Processes Cert Certificate of Achievement

WELDING PROCESSES CERTIFICATE: This certificate provides a focus on the major welding and cutting processes for building or upgrading skills and is also a foundation for the two-year degree.

Career Opportunities in Welding

Areas in which welders work include mining, manufacturing, marine welding , ship building, metal art sculpting, machine shops, construction, railroads, automotive, plumbing and pipefitting, as well as the aircraft, aerospace, and renewable energy industries.

Complete all of the following core courses:

WELD C101	Oxyacetylene Welding	3
WELD C102	Shielded Metal Arc Welding	2
WELD C200	Gas Metal Arc Welding (GMAW)	2
WELD C203	Gas Tungsten Arc Welding (GTAW	2
WELD C201	Welding Fabrication	3
Total Units		**12**

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Welding Processes Certificate of Achievement

Criteria A. Appropriateness to Mission

1. Statement of goals and objectives for existing program, including new changes.

   Department Mission: It is the mission of the Industrial Technology Department is to provide quality curricula that reflect the cutting edge developments of industry standards so students who complete the program are well prepared for the workforce environment.

   The Industrial Technology Department will offer relevant up-to-date programs to students both in the daytime and evening timeslots to provide maximum opportunities for both full time students and others in the workforce returning to update technical skills.

   Program Mission: The mission of the Welding Program teaches students in multiple welding processes and is designed to prepare them for an entry level welding position in diverse fields. Safe and clean work habits are practiced and personal protective equipment is covered.
   Areas in which welders work include: mining, manufacturing, marine welding , ship building, metal art sculpting, machine shops, construction, railroads, automotive, as well as the aircraft, aerospace and renewable energy industries.

2. Catalog description for existing program, including new option.

   PROGRAM NAME: WELDING TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

   PROGRAM DESCRIPTION: (60 units total, 20 units in the major) This program trains students in multiple welding processes and is designed to prepare them for an entry level welding position in diverse fields. Safe and clean work habits are practiced and personal protective equipment is required.

   Areas in which welders work include: mining, manufacturing, marine welding , ship building, metal art sculpting, machine shops, construction, railroads, automotive, as well as the aircraft, aerospace and renewable energy industries.

   Job prospects of graduates from this program are excellent.

COURSES:

Complete all of the following courses:

Course Number	Course Name	Units
MATH C056	Technical Math for Trades	3
DRFT C108	Reading Technical Drawings	3
MCTL C107	Basic Hand Tools	2
WELD C101	Oxyacetylene Welding	3
WELD C102	Shielded Metal Arc Welding (SMAW)	2
WELD C200	Gas Metal Arc Welding (GMAW)	2
WELD C201	Welding Fabrication	3
WELD C203	Gas Tungsten Arc Welding (GTAW)	2
		20 Units

PROGRAM NAME: WELDING TECHNOLOGY CERTIFICATE (20 units) Any student completing 20 units required for the major qualifies for a certificate of Welding Technology.

COURSES:

Complete all of the following courses:

Course Number	Course Name	Units
MATH C056	Technical Math for Trades	3
DRFT C108	Reading Technical Drawings	3
MCTL C107	Basic Hand Tools	2
WELD C101	Oxyacetylene Welding	3
WELD C102	Shielded Metal Arc Welding (SMAW)	2
WELD C200	Gas Metal Arc Welding (GMAW)	2
WELD C201	Welding Fabrication	3
WELD C203	Gas Tungsten Arc Welding (GTAW)	2
		20 Units

PROGRAM LEARNING OUTCOMES: Upon successful completion of the program, the student will be able to:

A. Demonstrate competency in major welding processes used in industry. This will be assessed through final projects in all the courses in the program and scored with a rubric.
B. Apply welding processes, use of hand tools and shop equipment to fabricate metal projects. This will be assessed through final projects in all the courses in the program and scored with a rubric.
C. Read, interpret and use shop drawings and specifications in the fabrication of metal projects. This will be assessed through final projects in select courses in the program and scored with a rubric.
D. Apply and practice workplace safety policies and procedures in the course of learning welding and related skills. This will be assessed through examination and safety practice during all the courses in the program and will be scored using a rubric.

MATRIX:

	Program Learning Outcomes			
Courses	A.	B.	C.	D.
MATH 056		X	X	
DRFT C108			X	
MCTL C107		X		X
WELD C101	X	X		X
WELD C102	X	X		X
WELD C200	X	X		X
WELD C201	X	X	X	X
WELD C203	X	X		X

3. New program requirements.

PROGRAM NAME: WELDING PROCESSES CERTIFICATE

PROGRAM DESCRIPTION: (12 Units) This certificate provides a focus on the major welding and cutting processes for building or upgrading skills and is also a foundation for the two-year degree.

COURSES:

Complete all of the following courses:

WELD C101 Oxyacetylene Welding 3
WELD C102 Shielded Metal Arc Welding (SMAW) 2
WELD C200 Gas Metal Arc Welding (GMAW) 2
WELD C201 Welding Fabrication 3
WELD C203 Gas Tungsten Arc Welding (GTAW) 2

12 units

PROGRAM LEARNING OUTCOMES: Upon successful completion of the program, the student will be able to:

A. Demonstrate competency in major welding processes used in industry.
B. Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
C. Accurately fabricate items from technical drawings using appropriate math skills.
D. Apply and practice workplace safety policies and procedures while learning welding and related skills.

	Program Learning Outcomes			
Courses	A.	B.	C.	D.
WELD C101	X	X		X
WELD C102	X	X		X
WELD C200	X	X		X
WELD C201	X	X	X	X
WELD C203	X	X		X

4. Optional**:** Discussion of background and rationale (if needed).

The purpose of this application is to record the existing local certificate in the state inventory.

The 12 certificate is a starting point for some students to prepare them for the degree program. Other students use completion of the certificate to augment their other work experience in order to find jobs or advance in existing employment.

Criteria B. Need

5. **Enrollment and Completer Projections:** As of Spring 2011 there are 52 declared majors in Welding.

Enrollment has been around 114 students per semester. 20 - 22 completers per semester is projected.

The Welding Technology Associate of Science program is expanding to meet the documented labor market demand for degree and certificate completers. The program has just entered the fourth year of reorganization including curriculum updates and ongoing attention to lab and equipment upgrades. The number of declared majors in this field is growing 2007 (5) to 2009 (46). The cycle of course offerings is about to show a major increase in graduates to meet the known demand for welders in our area. In the Cerro Coso service area there are many known jobs that are not documented because employer's corporate offices are out of state. For example, new welding positions and training of existing employees required by the naval air warfare center, NAWS (China Lake), Searles Minerals (Trona), plus existing and renewable energy industries such as Terragen (Coso Operating Company-Geothermal) as well as their wind and solar assets, are not captured in reporting systems because the corporate offices are located outside our service area. Further, companies such as Searles minerals send their existing employees (several per semester) for training to enable employees to advance to millwright status.

6. **Place of proposed change in the curriculum - relation to existing program and options; relation to other programs at your college**:

The Welding Processes Certificate of Proficiency exists at the local level as a 12 unit certificate. This application is to include this certificate on the state inventory so it will appear on the transcripts for the many students who achieve this certificate for advancement and placement in existing and new jobs.

7. **Discussion of Impact on other colleges in region:**

The program does not represent unnecessary duplication of training programs and other regional colleges offering a similar program are too far away to impact employer's needs in our service area.

8. **Analysis of labor market need or job availability (for career technical education only).**

The four county region includes 1,614 occupational jobs in 2010 and projected 1649 jobs in 2015 with annual openings of 58 with a median hourly earnings of $23.70. However, new welding positions and training of existing employees required by the naval air warfare center, NAWS (China Lake), Searles Minerals (Trona), plus existing and renewable energy industries such as Terragen (Coso Operating Company-Geothermal) as well as their wind and solar assets, are not captured in reporting systems because the corporate offices are located outside our service area. Further, companies such as Searles minerals send their existing employees (at least ten at this time) to enable employees to advance to millwright status.

According to researchers at reputable sources like the Wall Street Journal the demand for welders is at an all time high. An article entitled "Where are all the welders?" describes companies needing welders "…like a starving person needs food." The Journal has stated there is a shortage of Welders; the average age of welders is currently 54 and climbing.

At our own Employer Summit Meetings, practically all of the industries represented expressed a need for welders. The American Welding Society said that last year (2010) the demand for skilled welders outstripped supply by about 200,000.
In an article published by Ray Shook the Executive Director for the American Welding Society entitled Welding Trends for 2010 and Beyond
http://www.weldingandgasestoday.org/index.php/2009/12/welding-trends-for-2010-and-beyond/

He states;
As we begin 2010 and examine what we can expect for the future of welding, we see that the industry is exploding with new opportunities, both for those already in the field and for those looking toward a new career path.

For the past few years, the metal fabrication and construction industries have faced a challenge in finding skilled welders. With approximately 500,000 welders in the workforce, the average welder today is in his or her mid-50s and nearing retirement. With welders retiring at twice the pace of new welders coming into the field, it's anticipated that in the years to come, we will have a significant shortfall of qualified welders. Since welding is the most common way to join metals—which is critical to manufacturing, construction, energy and infrastructure—it is vital to rebuild our welding workforce.
Looking toward the future, the trends in welding will continue to be the growth of technology in manufacturing and quality, but with it will come the increasing demand to have skilled welders available to do the jobs we need to keep America going. Whether it's repairing an aging bridge, welding together parts for more effective wind power, or monitoring an arc welding robot, we will continue to realize the importance of attracting personnel and training skilled welders for the future workforce as we move forward.

Excerpt from Practical Welding Today;
Close to a half-million people held a job as a welder, cutter, or welding machine operator last year, three-fourths of them in manufacturing and services. Include other trades, such as ironworkers, boilermakers, and pipefitters, and the total surges to about 2 million. That's 10 percent of the work force, according to the Department of Labor's Bureau of Statistics.

Criteria C. Curriculum Standards

9. Transfer applicability to **two** 4-year institutions (if applicable).

Attachment: Course outlines for required courses (required for all applications).
Attachment: Articulation Agreements (if applicable).

If applicable to revised program:

10. **Criteria D-Adequate Resources:** Currently, the program offerings, including the 12 unit local certificate are covered by one full time and one adjunct instructor.

11. **Criteria E-Compliance:** Enrollment restrictions and licensing or accreditation standards

California Community Colleges

Non-Substantial Changes to Approved Program

College CERRO COSO
District KERN
Date Form Submitted 05/05/2011

Contact Person Margaret Mauldin
Phone # (760) 384-6257
E-mail mmauldin@cerrocoso.edu

Check one of the four boxes below to indicate the type of change.

If you select Option 1 or 2, complete fields A – K below:

☒ **1.** Non-substantial change to previously approved program

☐ **2.** Change from INACTIVE to ACTIVE status.

Date Program Reactivated

If you select Option 3 or 4, complete fields A, B & C below:

☐ **3.** Change from ACTIVE to INACTIVE status.

☐ **4.** Remove/Delete entry from current college program inventory

Date Program Last Offered
05/13/2011

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
A	Unique Code	19735	N/A – Unique code cannot change.
B	T.O.P. Code		095650
C	Local Title	Welding Technology	Welding Technology
D	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
E	Certificate Units	20 to 20	21 to 21.00
F	Degree Type		A.S. DEGREE
G	Year Approved	1970	1970
H	Transfer Status		N/A - Use CCC-510 for Substantial Change.
I	Occupational Status		N/A - Use CCC-510 for Substantial Change.
J	By checking this box, you certify that this change has been approved at the college.		☑ Curriculum Committee Approved

Attachments required for this form:

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description** and **requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*

REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
5-18-11		Richard Post, VP of Aca Aff.
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

Please retain the original signature page for your records and upload a scan of the signature page as an attachment.

STATE OF CALIFORNIA **JACK SCOTT, CHANCELLOR**

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

08/23/2011

James Fay
Vice President, Academic Affairs
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Welding Technology Certificate** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally Lenz
Interm Dean, Curriculum & Instruction
Academic Affairs Division

Cc: Margaret Mauldin

Desert Regional Consortium
c/o Riverside Community College
4800 Magnolia Avenue
Riverside, CA 92506-1299
Phone (951) 222-8026
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Career Opportunities in Welding

Employment preparation as welders in fields as diverse as construction, machine shops, mining, manufacturing, marine welding , ship building, metal art sculpting, railroads, automotive, aircraft, aerospace, renewable energy.

Complete all of the following core courses (21 units):

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WELD C200	Gas Metal Arc Welding (GMAW)	2
WELD C201	Welding Fabrication	3
WELD C203	Gas Tungsten Arc Welding (GTAW	2
Total Units		**21**