



Santiago Canyon College

DEPARTMENT PLANNING PORTFOLIO

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DEPARTMENT PLANNING PORTFOLIO

DEPARTMENT: Business Skills

DIVISION: Continuing Education

ACADEMIC YEAR: 2008-2009

Department's Vision:

Vision

The Santiago Canyon College, Continuing Education, Business Skills Department, with close collaboration with business and industry, will grow, adapt, and adjust its business skills program to meet current and future needs of our community.

Department's Mission:

Mission

The Santiago Canyon College, Continuing Education, Business Skills Department, offers a quality business skills and computer applications training program using industry standard/related software for students and community members. Curricula developed and taught by qualified instructors lead to course completion certificates and program completion certificates, as well as prepare students for successful transition to Santiago Canyon College Business Department credit courses and/or the workforce.

GOALS/TASKS/ACTIVITIES	WHO'S RESPONSIBLE	ESTIMATED TIMELINE/COMPLETION	RESOURCES NEEDED	PROGRESS
Develop curriculum and a comprehensive instructional program that motivates and enables students to gain employment skills necessary for success in the global marketplace.				
1. Research demand for new courses in computer applications	wilson_connie	Spring 2009	EDD Data, OC Workforce Report, Research Dept. Personnel for Development/Collection of OnLine Survey Data, Advisory Committee; Time	Completed
2. Develop curricula for new computer				

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applications courses and/or revise student activities for existing computer applications courses as needed	All Members	On-going	Instructor Expertise; Funding	In Progress
3. Secure funding for equipment, software, curriculum development, and other activities leading to a more comprehensive instructional program	wilson_connie	June 2009	Current Budget Figures; 41 Replacement Computers for OEC - 159 (C); Three laptops for Instructor Checkout (This one piece still in Progress); Server and Software for Medical Billing Classes (C); Access, Dreamweaver and Maintenance Agreements for Adobe CS4(C)	Completed

Develop course offerings that help students move from non-credit to credit courses by determining and working toward possible linkages between continuing education and credit courses.

1. Work with faculty from SCC Credit side of the college to determine possible linkages between continuing education and credit courses	wilson_connie	On-going	Time	In Progress
2. Develop courses/curriculum that will facilitate the movement of students from non-credit to credit courses	All Members	On-going	Funding for Curriculum Development; Instructor Expertise	In Progress
3. Continue to emphasize reading, writing, speaking, critical thinking, problem solving, analytical reasoning and other skills necessary to succeed	All Members	On-going	Qualified FT and Pool of Adjunct Instructors	In Progress
4. Identify/secure resources for purchasing equipment, software, etc. that will help move students from continuing education to credit courses	wilson_connie	On-going	Current Budget Figures; Keyboarding Textbooks \$6,000; Medical Billing Textbooks \$4600.	Completed

Increase enrollments to better serve our community's needs through greater participation and utilization of space, resources, and computer labs located in other Santiago Canyon College centers; e.g., Anaheim Hills Center (AHC), etc.

1. Research demand for computer applications courses/classes then work to establish/develop facilities and computer labs to better serve our community; time	wilson_connie	On-going	EDD Data, OC Workforce Report, Research Dept. Personnel for Development/Collection of OnLine Survey Data; Advisory Committee; Time	In Progress
2. Secure funding for equipment, furniture, supplies and curriculum development for			Current Budget Figures;	

computer applications courses where new demand has been established	wilson_connie	On-going	Replacement computers for OEC 159.	Completed
3. Identify/secure resources and/or hire Business Skills Dept. FT faculty to help manage new Business Skills Dept. classrooms/labs as implemented	wilson_connie	On-going	Current Budget Figures; Additional Facility or Space	In Progress
4. Identify/secure resources and hire PT faculty to teach at the AHC and other Centers as needed	wilson_connie	On-going	PT Instructors for Off-Site Expansion	In Progress
5. Identify/secure resources and hire PT and FT staff to provide adequate classified support for the Business Skills Dept. program	wilson_connie	On-going	Current Budget Figures; HR; Three Additional Instructional Assistants	In Progress

Help local community members bridge the digital divide by providing greater access to integrated computer instruction and student support services via a mobile unit, which can travel throughout the Santiago Canyon College (SCC) service area.

1. Share MTEC with Inmate Education Program	All Members	On-going	None at this time	In Progress
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Increase access to computer skills training by exploring alternative delivery systems; e.g., online courses, etc.

1. Review successful alternative delivery systems of other educational institutions	All Members	On-going	Funding for Visits and Workshops; online webinars	In Progress
2. Incorporate alternative delivery systems within the Business Skills Department program	All Members	On-going	Varied	In Progress

Develop/expand relationships with educational institutions (including SCC faculty), businesses, and public & private agencies.

1. Contact faculty, counselors, industry training coordinators, etc. within/outside RSCCD to share information/strategies needed for transfer/employment	wilson_connie	On-going	Time	In Progress
2. Conduct and/or study surveys to determine demand for computer applications courses, etc.	All Members	On-going	EDD Data, OC Workforce Report, Research Dept. Personnel for OnLine Survey; Time	Completed
3. Strive to offer computer applications courses throughout the SCC service area (SCC facilities or Partners)	All Members	On-going	PT Instructors for Off-Site Expansion	In Progress

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4. Obtain collaboration/partnership agreements

All Members

On-going

Time

In Progress

Number of active session(s): 3