



# Santiago Canyon College

## DEPARTMENT PLANNING PORTFOLIO

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### DEPARTMENT PLANNING PORTFOLIO

DEPARTMENT: Business Skills

DIVISION: Continuing Education

ACADEMIC YEAR: 2010-2011

#### 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
<b>Develop curriculum and a comprehensive instructional program that motivates and enables students to gain employment skills necessary for success in the global marketplace.</b>				
1. Research demand for new courses in computer applications	wilson_connie	Spring 2011	EDD Data, OC Workforce Report, Research Dept. Personnel for Development/Collection of OnLine Survey Data, MasterTAC Recommendations	In Progress
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
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3. Secure funding for equipment, software, curriculum development, and other activities (e.g., web and print promotional materials/resources, conferences, workshops) leading to a more comprehensive instructional program

wilson\_connie

June 2011

Current Budget Figures; Instructor Expertise and Time; 42 Replacement Computers for OEC 161 (approx. \$68,000, Tripods (approx. \$1,100), Five Replacement Track Mice (\$350); Curriculum Development Projects (approx. \$6550): Medical Billing Course Outlines, Smart Phone Course Outline, MS Access Curriculum Activities, Quad Reviews, Update/Maintain Facebook, Twitter BSD website. Paid BSD Meetings (approx. \$2,600): Intro. to Keyboarding & Basic Windows, BSD Website, and Smart Phone Curriculum Meetings; Update BSD flyers (approx. \$1,000); Maintenance Agreements (approx. \$15,000); MS Project (approx. \$3,000)

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

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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

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On-going

Current Budget Figures; OEC 149 (Unfunded) & 161 (Funded) Computers; Tripods (Funded); Maintenance

Completed

courses		Agreements (Funded)			
<b>Increase enrollments to better serve our community's needs through greater participation and utilization of space, resources, and computer labs located at the OEC and in other Santiago Canyon College centers.</b>					
1. Research demand for computer applications courses/classes then work to establish/develop facilities and computer labs to better serve our community; identify two OEC classrooms with minimum of 34 student stations to meet current demand for spring schedule 2011; time	wilson_connie	On-going	EDD Data, OC Workforce Report, Research Dept. Personnel for Development/Collection of OnLine Survey Data; Time	Completed	
2. Secure funding for equipment, furniture, supplies and curriculum development for computer applications courses where new demand has been established	wilson_connie	On-going	Current Budget Figures	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 Space or OEC Space	In Progress	
4. Identify/secure resources and hire PT faculty to teach as needed	wilson_connie	On-going	PT Instructors for Expansion as Funding Allows	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; Two Instructional Assistant Replacements	Completed	
<b>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.</b>					
1. MTEC	All Members	Out of Operation Fall 2009	None at this time	In Progress	
<b>Increase access to computer skills training by exploring alternative delivery systems; e.g., online courses, etc.</b>					
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	
<b>Develop/expand relationships with educational institutions (including SCC faculty), businesses, and public &amp; private agencies.</b>					

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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	All Members	On-going	EDD Data, OC Workforce Report, Research Dept. Personnel for OnLine Survey	In Progress
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 as Funding Allows	In Progress
4. Obtain collaboration/partnership agreements	wilson_connie	On-going	Time	In Progress

Number of active session(s): 2