BUSINESS AND MANAGEMENT

PROGRAM REVIEW 08-09

ONE COLLEGE WAY
BLYTHE, CA 92225

EXECUTIVE SUMMARY

The Business and Management program, offering associate degrees as well as certificates, is a successful program with evidence of strong course enrollments and program awards. The Program Review Committee encourages division faculty to pursue its plan for the next two years with particular emphasis in developing online instruction, maintaining academic quality in rigor in all courses, and developing student learning outcomes assessment processes at the course, program and institutional levels. The program review committee encourages the business faculty to consider how can be entrepreneurship included in existing coursework.

PART 1: PURPOSE OF THIS PROGRAM

The College offers courses in business and management that support an AS degree in Business Management, a recently-implemented AA degree in Business and Technology and a certificate program in Business Studies.

The degree and certificate programs provide business and managerial training that students may use to upgrade existing skills, to enhance opportunities for successful employment and to apply toward transfer to four-year colleges.

The programs support the College's mission by helping students create better futures for themselves and for their communities.

PART 2: DEMAND FOR THIS PROGRAM

SOC Code	Occupation	Job Openings: Riverside-San Bernardino MSA	Job Openings: California	Median Annual Salary: MSA	Education/ Experience
43-4051	Customer Service Representatives	8,890	111,600	$30,604	Moderate-Term OJT
11-1021	General and Operations Managers	5,010	66,300	$94,724	BA/BS or higher + experience
41-1011	First-Line Sups/Mgrs of Retail Sales Workers	6,230	61,300	$35,093	Work experience in related occupation
43-1011	First-Line Sups/Mgrs of Office and Admin Support	4,270	51,600	$46,278	Work experience in related occupation
47-1011	First-Line Sups/Mgrs of Const Trades	2,920	-------------	$64,529	Work experience in related occupation
35-1012	First-Line Sups/Mgrs of Food Prep/Servers	2,650	-------------	$24,757	Work experience in related occupation
13-1111	Management Analysts	---------------	32,000	$75,914	BA/BS or higher + experience

The data for the chart above was drawn from the California Employment Labor Market Information website, specifically for the 100 occupations projected to have the most job growth through 2016, both at the Riverside-San Bernardino Metropolitan Statistical Area (MSA) and California statewide levels:

http://www.labormarketinfo.edd.ca.gov/?pageid=146

The chart indicates an ongoing demand, at the regional and statewide levels, for persons with business training and experience. Palo Verde College's business and management courses provide students with diverse training—courses include accounting, business mathematics, marketing, finance, and economics, to name a few—that enable them to apply fundamental management and supervisory practices in various business contexts.

PART 3: QUALITY OF THIS PROGRAM

The AS degree in Business Management has consistently ranked as Palo Verde College's third most frequently awarded associate degree, following the AS degree in General Studies and the AA degree in Liberal Arts. The majority of students completing the degree are prison inmates enrolled in the College's distance education program, although a sizable portion of community students pursue the degree as well as the Business Studies certificate.

Faculty teaching Business and Management courses possess the academic credentials, business experience and teaching skill to deliver a high-quality program.

Completions			
Certificate/Degree	Title	07-08	08-09
AS Degree	Business Management	32	35
AA Degree	Business and Tech	0	3
Certificate	Business Studies	35	19
Certificate	Business Literacy	0	2
Certificate	Business Management		5

PART 4: EXTERNAL ISSUES

There are no external issues affecting the Business and Management program.

PART 5: COST OF THIS PROGRAM

SUMMER 2007-2008			
Course Code	**Course Title**	**Credit**	**Enrollment**
BUS 080 01	Supplemental Instruction for Business and Mgmt.	.25	0
BUS 080 02	Supplemental Instruction for Business and Mgmt.	.50	0
BUS 101 01	Introduction to Business	3	21
BUS 101 02	Introduction to Business	3	20
BUS 105 01	Business Math	3	20
BUS 105 02	Business Math	3	8
BUS 135 01	Business Law	3	23
BUS 135 02	Business Law	3	6
BUS 202 01	Business Communication	3	19
BUS 206 01	Marketing	3	13
MAN 105 01	Principles of Management and Organizations	3	29
MAN 106 01	Personnel Management	3	23
MAN 107 01	Small Business Management	3	29
MAN 107 02	Small Business Management	3	4
MAN 145 01	Organizational Behavior	3	23
SPRING 2007-2008			
Course Code	**Course Title**	**Credit**	**Enrollment**
BUS 080 01	Supplemental Instruction for Business and Mgmt.	.25	0
BUS 080 02	Supplemental Instruction for Business and Mgmt.	.50	0
BUS 080 03	Supplemental Instruction for Business and Mgmt.	.75	0
BUS 080 04	Supplemental Instruction for Business and Mgmt.	1	0
BUS 101 01	Introduction to Business	3	29
BUS 101 02	Introduction to Business	3	24
BUS 101 03	Introduction to Business	3	17
BUS 105 01	Business Math	3	20
BUS 105 02	Business Math	3	7
BUS 105 03	Business Math	3	19
BUS 105 04	Business Math	3	16

Course Code	Course Title	Credit	Enrollment
BUS 107 01	Electronic Calculators	2	10
BUS 107 02	Electronic Calculators	2	0
BUS 135 01	Business Law	3	27
BUS 135 02	Business Law	3	11
BUS 201 01	Principles of Organizational Leadership	3	0
BUS 202 01	Business Communication	3	28
BUS 202 02	Business Communication	3	9
BUS 206 01	Marketing	3	0
BUS 206 02	Marketing	3	27
BUS 206 03	Marketing	3	16
MAN 105 01	Principles of Management and Organizations	3	25
MAN 105 02	Principles of Management and Organizations	3	25
MAN 105 03	Principles of Management and Organizations	3	12
MAN 106 01	Personnel Management	3	29
MAN 106 02	Personnel Management	3	10
MAN 107 01	Small Business Management	3	28
MAN 107 02	Small Business Management	3	23
MAN 110 01	Supervisory Techniques	3	0
MAN 145 01	Organizational Behavior	3	29
MAN 145 02	Organizational Behavior	3	18
FALL 2007-2008			
Course Code	**Course Title**	**Credit**	**Enrollment**
BUS 080 01	Supplemental Instruction for Business and Mgmt.	.25	0
BUS 080 02	Supplemental Instruction for Business and Mgmt.	.50	2
BUS 080 03	Supplemental Instruction for Business and Mgmt.	.75	0
BUS 080 04	Supplemental Instruction for Business and Mgmt.	1	3
BUS 101 01	Introduction to Business	3	23
BUS 101 02	Introduction to Business	3	23
BUS 101 03	Introduction to Business	3	19
BUS 101 04	Introduction to Business	3	16
BUS 101 05	Introduction to Business	3	12
BUS 105 01	Business Math	3	22
BUS 105 02	Business Math	3	24
BUS 105 03	Business Math	3	23
BUS 115 01	Small Business Finance	3	23
BUS 135 01	Business Law	3	25
BUS 135 02	Business Law	3	20
BUS 201 01	Principles of Organizational Leadership	3	11
BUS 201 02	Principles of Organizational Leadership	3	0
BUS 202 01	Business Communication	3	34
BUS 206 01	Marketing	3	18
BUS 206 02	Marketing	3	20
BUS 206 03	Marketing	3	11
MAN 105 01	Principles of Management and Organizations	3	26
MAN 105 02	Principles of Management and Organizations	3	22
MAN 105 03	Principles of Management and Organizations	3	0
MAN 105 04	Principles of Management and Organizations	3	8
MAN 106 01	Personnel Management	3	22
MAN 106 02	Personnel Management	3	7
MAN 107 01	Small Business Management	3	15

MAN 107 02	Small Business Management	3	8
MAN 107 03	Small Business Management	3	11
MAN 107 04	Small Business Management	3	9
MAN 145 01	Organizational Behavior	3	21
MAN 145 02	Organizational Behavior	3	15

SUMMER 2008-2009			
Course Code	**Course Title**	**Credit**	**Enrollment**
BUS 080 01	Supplemental Instruction for Business and Mgmt.	.25	0
BUS 080 02	Supplemental Instruction for Business and Mgmt.	.50	0
BUS 101 01	Introduction to Business	3	24
BUS 101 02	Introduction to Business	3	14
BUS 105 01	Business Math	3	16
BUS 105 02	Business Math	3	10
BUS 135 01	Business Law	3	15
BUS 135 02	Business Law	3	0
BUS 201 01	Principles of Organizational Leadership	3	8
BUS 202 01	Business Communication	3	14
BUS 206 01	Marketing	3	0
MAN 105 01	Principles of Management and Organizations	3	29
MAN 106 01	Personnel Management	3	12
MAN 106 02	Personnel Management	3	0
MAN 107 01	Small Business Management	3	16
MAN 145 01	Organizational Behavior	3	11
SPRING 2008-2009			
Course Code	**Course Title**	**Credit**	**Enrollment**
BUS 080 01	Supplemental Instruction for Business and Mgmt.	.25	0
BUS 080 02	Supplemental Instruction for Business and Mgmt.	.50	0
BUS 080 03	Supplemental Instruction for Business and Mgmt.	.75	0
BUS 080 04	Supplemental Instruction for Business and Mgmt.	1	3
BUS 101 01	Introduction to Business	3	13
BUS 101 02	Introduction to Business	3	28
BUS 101 03	Introduction to Business	3	28
BUS 101 04	Introduction to Business	3	29
BUS 101 05	Introduction to Business	3	22
BUS 105 01	Business Math	3	15
BUS 105 02	Business Math	3	23
BUS 105 03	Business Math	3	16
BUS 107 01	Electronic Calculators	2	0
BUS 135 01	Business Law	3	26
BUS 135 02	Business Law	3	23
BUS 135 03	Business Law	3	27
BUS 201 01	Principles of Organizational Leadership	3	19
BUS 202 01	Business Communication	3	12
BUS 202 02	Business Communication	3	27
BUS 206 01	Marketing	3	21
BUS 206 02	Marketing	3	10

Course Code	Course Title	Credit	Enrollment
BUS 221 01	Income Tax Procedures	4	15
MAN 105 01	Principles of Management and Organizations	3	30
MAN 105 02	Principles of Management and Organizations	3	27
MAN 105 03	Principles of Management and Organizations	3	0
MAN 106 01	Personnel Management	3	21
MAN 106 02	Personnel Management	3	22
MAN 106 03	Personnel Management	3	0
MAN 107 01	Small Business Management	3	31
MAN 107 02	Small Business Management	3	24
MAN 107 03	Small Business Management	3	0
MAN 145 01	Organizational Behavior	3	0
MAN 145 02	Organizational Behavior	3	30
MAN 145 03	Organizational Behavior	3	31
MAN 145 04	Organizational Behavior	3	0
FALL 2008-2009			
Course Code	**Course Title**	**Credit**	**Enrollment**
BUS 080 01	Supplemental Instruction for Business and Mgmt.	.25	1
BUS 080 02	Supplemental Instruction for Business and Mgmt.	.50	0
BUS 080 03	Supplemental Instruction for Business and Mgmt.	.75	1
BUS 080 04	Supplemental Instruction for Business and Mgmt.	1	3
BUS 101 01	Introduction to Business	3	26
BUS 101 02	Introduction to Business	3	18
BUS 101 03	Introduction to Business	3	25
BUS 101 04	Introduction to Business	3	23
BUS 105 01	Business Math	3	26
BUS 105 02	Business Math	3	23
BUS 105 03	Business Math	3	26
BUS 105 04	Business Math	3	24
BUS 115 01	Small Business Finance	3	0
BUS 135 01	Business Law	3	26
BUS 135 02	Business Law	3	21
BUS 201 01	Principles of Organizational Leadership	3	24
BUS 202 01	Business Communication	3	8
BUS 202 02	Business Communication	3	31
BUS 202 03	Business Communication	3	0
BUS 206 01	Marketing	3	14
MAN 105 01	Principles of Management and Organizations	3	22
MAN 105 02	Principles of Management and Organizations	3	26
MAN 105 03	Principles of Management and Organizations	3	16
MAN 106 01	Personnel Management	3	21
MAN 106 02	Personnel Management	3	17
MAN 107 01	Small Business Management	3	26
MAN 107 02	Small Business Management	3	26
MAN 145 01	Organizational Behavior	3	21
MAN 145 02	Organizational Behavior	3	24

2007-2008	Salaries	Benefits	Supplies	Contracts	Capital	Total	FTEs
BUS	$77,288.82	$8,071.35	$11.62	$ -	$ -	$85.417.79	74
MAN	$56,376.54	$5313.22	$6.98	$	$	$61,696.74	48
2008-2009	Salaries	Benefits	Supplies	Contracts	Capital	Total	FTEs
BUS	$99,914.77	$9,466.40	$184.31	$ -	$ -	$109,565.48	79
MAN	$61,623.79	$5,892.16	$	$		$67,515.95	49

PART 6: TWO-YEAR PLAN

1. Develop online instruction of BUS and MAN courses to expand the reach of the program.

2. Develop stronger contacts with adjunct faculty by publicizing faculty and division meetings, as well as advisory group meetings.

3. Continue and expand student learning outcomes assessments of BUS and MAN courses to adhere more closely to accreditation standards.

4. Evaluate the continuing need for the AS degree in Business Management, in light of the recently-implemented AA degree in Business and Technology.

5. Ensure consistent quality in course and program delivery by encouraging the participation of full-time faculty in the performance evaluations of part-time faculty teaching BUS and MAN courses.

6. Continue the practice of evaluating course syllabi for quality, consistency and academic rigor.

ACCOUNTING

PROGRAM REVIEW 08-09

EXECUTIVE SUMMARY

The Program Review Committee recommends that the Business Division examine why, in the light of increasing enrollments in accounting courses, there have been no program awards for the A.S. Degree in Accounting or for the Certificate in the past two years. The examination should determine if the programs need to be re-organized, or terminated. The division should also examine the feasibility of directing students to the newly-implemented A.A. Degree in Business and Technology. The division faculty should make these determinations in the next academic year and present their recommendations to the Curriculum Committee. The Committee encourages the Business Division staff to continue providing foundation courses in accounting for other certificate and degree programs.

Part 1: Purpose of this program

Palo Verde Community College offers an Associate degree and a Certificate program designed to prepare individuals for immediate employment in entry-level positions within the accounting departments of public as well as private industry. An Associate degree prepares individuals at the bookkeeper or full charge bookkeeper level while a Certificate will equip an individual as an entry-level bookkeeper, such as an accounts payable/receivables clerk or payroll clerk. Additionally, almost all of the courses are transferable in that they meet the course requirements for a Bachelor's degree in Accounting or Business Administration. The program satisfies the institutional mission to fill a need within the Palo Verde Valley community for trained staff to perform the accounting and bookkeeping functions for the many businesses and governmental entities located locally and regionally.

Populations served include students attempting to complete 1) the A.S. Degree program in Accounting or Business Management, 2) the A.A. Degree program in Business Studies, or 3) a Certificate in Accounting, Business Management or Business Studies. Also served are employers in the Palo Verde Valley interested in upgrading the training of their employees in Accounting, employees seeking to expand their accounting skills during the job search process or to qualify for advancement in the current employment position, and students interested in Accounting transfer credits to four-year institutions.

PART 2: DEMAND FOR THIS PROGRAM

Region: Inland Empire
**County Areas: Riverside and San Bernardino, California**

Selected Occupations	Education Level
Accountants and auditors (SOC 13-2011)	Bachelor's degree/Master's degree
Budget analysts (SOC 13-2031)	Bachelor's degree
Bill and account collectors (SOC 43-3011)	Short-term on-the-job training
Bookkeeping, accounting, and auditing clerks (SOC 43-3031)	Moderate-term on-the-job training
New accounts clerks (SOC 43-4141)	Work experience in a related field

Basic Information	
2009 Occupational Jobs	34,054
2015 Occupational Jobs	39,336
Total Change	5,282
Total % Change	15.51%
Current Median Hourly Earnings	$17.02

Occupation Distribution

County	2009 Jobs

San Bernardino, CA	17,066
Riverside, CA	16,988
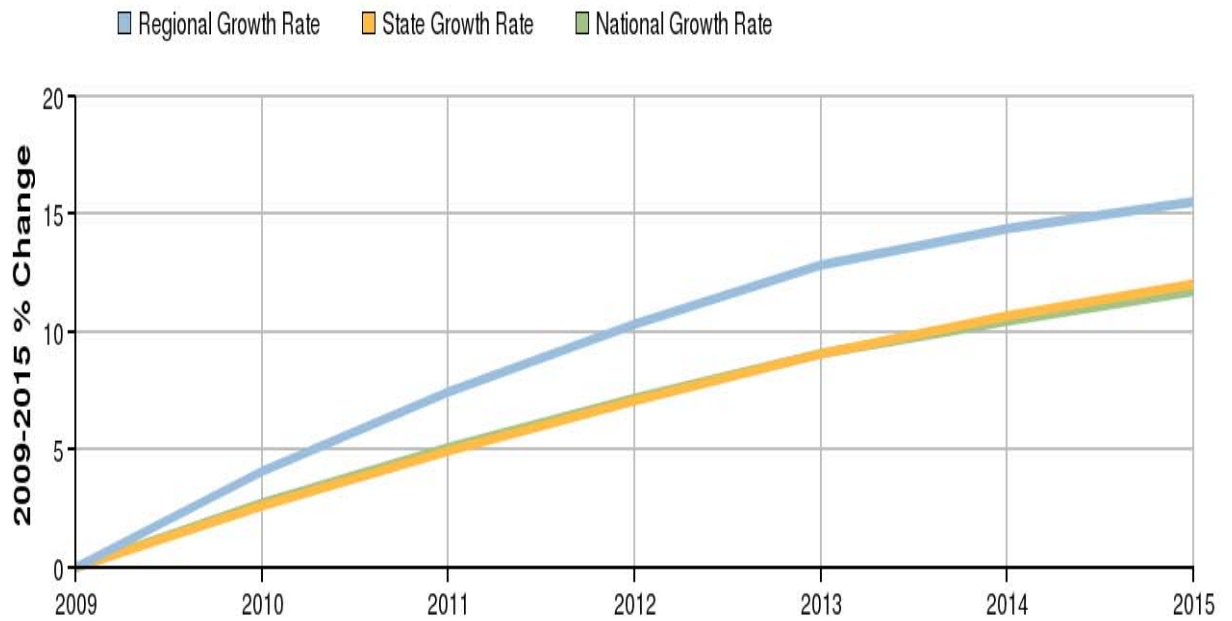
Regional Change Summary

Region	2009 Jobs	2015 Jobs	Change	% Change	Current Median Hourly Earnings
Regional Total	34,054	39,336	5,282	16%	$17.02
State Total	501,072	561,326	60,254	12%	$20.17
National Total	4,339,617	4,847,876	508,259	12%	$18.00

    Regional jobs are projected to grow at a 2.43% annual rate to increase employment by 15.51% from 2009 to 2015. This exceeds that projected for California (1.91%) and the Nation (1.86%), both anticipating an increase in employment of approximately 12 % over the six-year period.
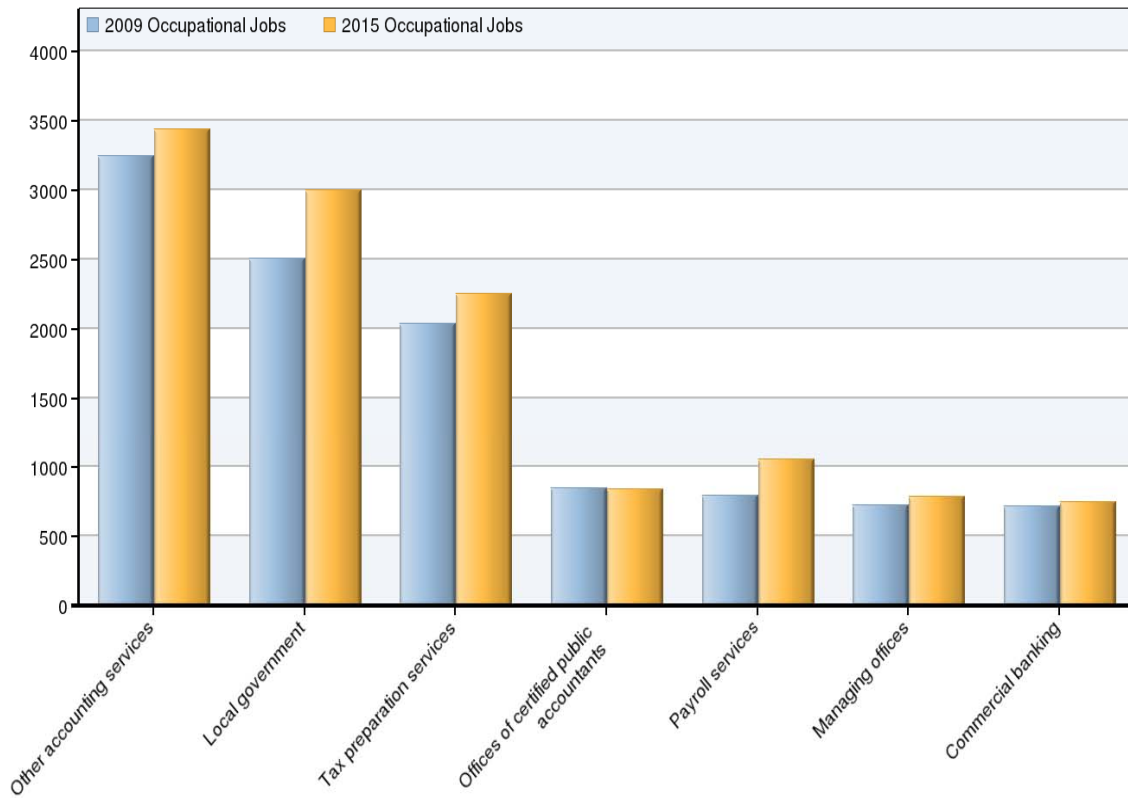
Top Industries for Selected Occupations

NAICS Code	Name	2009 Jobs	2015 Jobs	Change	% Change
541219	Other accounting services	3,249	3,440	191	6%
930000	Local government	2,507	3,000	493	20%
541213	Tax preparation services	2,036	2,252	216	11%
541211	Offices of certified public accountants	843	839	-4	0%
541214	Payroll services	789	1,053	264	33%
551114	Managing offices	722	781	59	8%
522110	Commercial banking	715	745	30	4%

Local government and tax preparation services provide the most regional jobs. However, the largest percentage increase in jobs over the 2009 to 2015 period is anticipated to be in payroll services.

PART 3: QUALITY OF THIS PROGRAM

Palo Verde College offers a Certificate as well as an Associate of Science degree in accounting. Basic Accounting (ACC100) is the entry level course and serves to train students to perform the bookkeeping functions needed by organizations. Principles of Accounting I & II (ACC101 & 102), Payroll Accounting (ACC209) and Introduction to Computer Accounting (ACC216) are the core course offerings and are all transferable to four-year colleges. The courses are taught by one full time faculty member (who is a CPA, CMA and EA) and by other adjunct faculty members (one who is also a CPA).

PART 4: EXTERNAL ISSUES

Not Applicable to the Accounting Program.

PART 5: COST OF THIS PROGRAM

ENROLLMENTS

SUMMER 2007-2008			
Course Code	**Course Title**	**Credit**	**Enrollment**
ACC 100 01	Basic Accounting	4	13
SPRING 2007-2008			
Course Code	**Course Title**	**Credit**	**Enrollment**
ACC 080 01	Supplemental Instruction for Accounting	.25	0
ACC 080 02	Supplemental Instruction for Accounting	.50	0
ACC 080 03	Supplemental Instruction for Accounting	.75	0
ACC 080 04	Supplemental Instruction for Accounting	1	1
ACC 100 01	Basic Accounting	4	14
ACC 100 02	Basic Accounting	4	22
ACC 100 03	Basic Accounting	4	28
ACC 100 04	Basic Accounting	4	26
ACC 100 05	Basic Accounting	4	15
ACC 101 01	Accounting I	4	21

ACC 101 02	Accounting I	4	11
ACC 102 01	Principles of Accounting II	4	13
FALL 2007-2008			
Course Code	**Course Title**	**Credit**	**Enrollment**
ACC 080 01	Supplemental Instruction for Accounting	.25	0
ACC 080 02	Supplemental Instruction for Accounting	.50	0
ACC 080 03	Supplemental Instruction for Accounting	.75	0
ACC 080 04	Supplemental Instruction for Accounting	1	0
ACC 100 01	Basic Accounting	4	23
ACC 100 02	Basic Accounting	4	54
ACC 101 01	Accounting I	4	22
ACC 101 02	Accounting I	4	24

SUMMER 2008-2009			
Course Code	**Course Title**	**Credit**	**Enrollment**
ACC 100 01	Basic Accounting	4	26
SPRING 2008-2009			
Course Code	**Course Title**	**Credit**	**Enrollment**
ACC 080 01	Supplemental Instruction for Accounting	.25	0
ACC 080 02	Supplemental Instruction for Accounting	.50	0
ACC 080 03	Supplemental Instruction for Accounting	.75	0
ACC 080 04	Supplemental Instruction for Accounting	1	0
ACC 100 01	Basic Accounting	4	39
ACC 100 02	Basic Accounting	4	29
ACC 100 03	Basic Accounting	4	23
ACC 100 04	Basic Accounting	4	22
ACC 101 01	Accounting I	4	21
ACC 101 02	Accounting I	4	21
ACC 102 01	Principles of Accounting II	4	0
ACC 102 02	Principles of Accounting II	4	21
ACC 216 01	Introduction to Computer Accounting	2	0
FALL 2008-2009			
Course Code	**Course Title**	**Credit**	**Enrollment**
ACC 080 01	Supplemental Instruction for Accounting	.25	0
ACC 080 02	Supplemental Instruction for Accounting	.50	0
ACC 080 03	Supplemental Instruction for Accounting	.75	0
ACC 080 04	Supplemental Instruction for Accounting	1	0
ACC 100 01	Basic Accounting	4	18
ACC 100 02	Basic Accounting	4	33
ACC 100 03	Basic Accounting	4	31
ACC 100 04	Basic Accounting	4	24
ACC 100 05	Basic Accounting	4	19
ACC 101 01	Accounting I	4	5
ACC 101 02	Accounting I	4	27
ACC 101 03	Accounting I	4	16
ACC 209 01	Payroll Accounting	3	0

ENROLLMENT SUMMARY

Course	2007-2008 Fall	2007-2008 Spring	2007-2008 Summer	2008-2009 Fall	2008-2009 Spring	2008-2009 Summer
ACC 080	—	1	—	—	—	—
ACC 100	77	105	13	125	113	26
ACC 101	46	32	—	48	42	—
ACC102	—	13	—	—	21	—

Fall, Spring and Summer enrollments have all increased from year to year.

COMPLETIONS - No Certificate nor Degree conferred during this period.

SALARIES/EQUIPMENT/SUPPLIES

2007-2008	Salaries	Benefits	Supplies	Contracts	Capital	Total	FTEs
ACC	$120,773.25	$25,195.09	$ -	$ -	$ -	$127,968.34	40

2008-2009	Salaries	Benefits	Supplies	Contracts	Capital	Total	FTEs
ACC	$110,143.47	$26,280.04	$ -	$ -	$ -	$136,423.51	53

PART 6: TWO-YEAR PLAN

While not having generated degrees or certificate awards over the 2008 to 2009 period, the accounting program has provided critical foundation courses for other programs in the Business Division. The number of students enrolled in accounting courses has been steadily increasing. Business Division faculty plan to examine why, in the light of increasing enrollments in accounting courses, there have been no program awards for the accounting AS or for the certificate in the past two years. The examination should determine if the programs need to be re-organized, or terminated. The division faculty will make this determination in the next two years and present their recommendation to the Curriculum Committee. Efforts should also continue with the recruitment and retention of the well-trained instructors in the adjunct pool.

COMPUTER INFORMATION SCIENCE

PROGRAM REVIEW 08-09

ONE COLLEGE WAY
BLYTHE, CA 92225

EXECUTIVE SUMMARY

The Program Review Committee recommends that CIS faculty prioritize the program's instructional needs. The discontinuance of the Technology Committee has created a problem for this program, and we recommend to College Council and the Academic Senate that a path be created to address resource issues in technology. We support the faculty's efforts to work more closely with the local high schools, to implement new certificates and to offer more ITV and online courses.

Furthermore, in light of the small number of conferrals in its certificate and degree programs, we encourage the CIS faculty to evaluate all of its programs of study during the next academic year and present their recommendations to the Curriculum Committee. Specifically, the CIS faculty should evaluate the need for each certificate and degree in terms of student demand for such programs and industry expectations. Due attention should be made in evaluating the need for equipment and software upgrades vis-à-vis industry standards.

In summary, we recommend the department upgrade to the current Microsoft Office Suite of products including software and textbooks. Also, we recommend that the department prepare students for the Microsoft Office Certification Exams and coordinate with existing college services such as the Learning Skills Center, to administer those tests. Finally, we recommend streamlining the scheduling cycle to ensure that students have the ability to complete certificates and degrees within two years.

PART 1: PURPOSE OF THIS PROGRAM

Program courses are available to students enrolled in CIS degree and certificate programs, as well as other College programs and certificates. CIS courses are also available to others seeking to acquire or upgrade computer literacy skills for personal and career reasons. The CIS departments also works collaboratively with Palo Verde High School to offer courses in the CIS field to qualified high school students during their traditional school day. The program offers instruction via ITV with the Needles Center and plans on offering online courses in the near future.

PART 2: DEMAND FOR THIS PROGRAM

- **LABOR MARKET DATA**

**Computer Information Systems
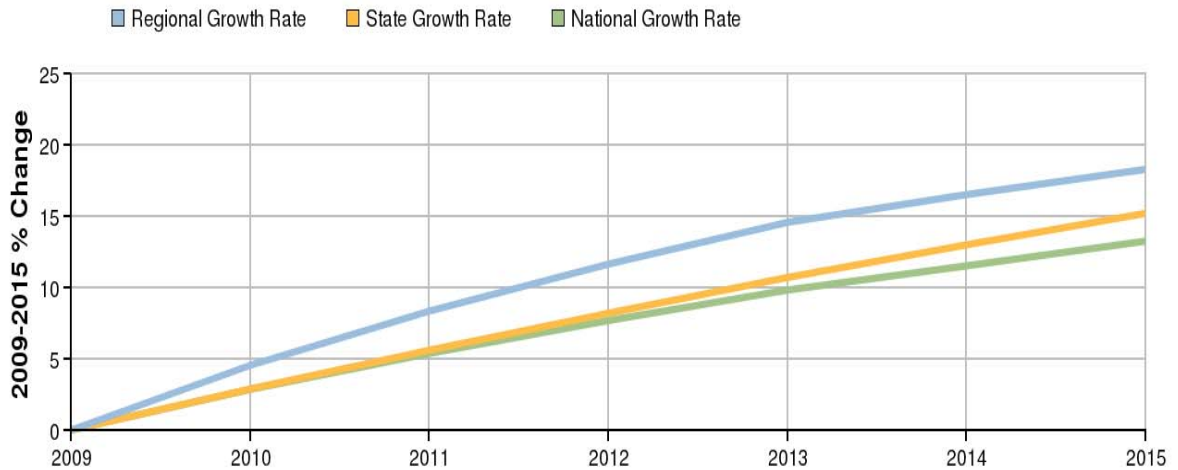Regional Occupational Report
December 2009**

Region: Inland Empire
County Areas: Riverside and San Bernardino, California

Executive Summary

Selected Occupations	Education Level
Computer and information systems managers (SOC 11-3021)	Bachelor's degree
Computer and information scientists, research (SOC 15-1011)	Doctoral degree
Computer programmers (SOC 15-1021)	Bachelor's degree
Computer software engineers, applications (SOC 15-1031)	Bachelor's degree
Computer software engineers, systems software (SOC 15-1032)	Bachelor's degree
Computer support specialists (SOC 15-1041)	Associate's degree
Computer systems analysts (SOC 15-1051)	Bachelor's degree
Network and computer systems administrators (SOC 15-1071)	Bachelor's degree
Computer specialists, all other (SOC 15-1099)	Associate's degree
Computer hardware engineers (SOC 17-2061)	Bachelor's degree
Computer operators (SOC 43-9011)	Moderate-term on-the-job training

Basic Information	
2009 Occupational Jobs	14,960
2015 Occupational Jobs	17,694
Total Change	2,734
Total % Change	18.26%
Current Median Hourly Earnings	$28.65

Occupational Change Summary

Region	2009 Jobs	2015 Jobs	Change	% Change	Current Median Hourly Earnings
Regional Total	14,960	17,694	2,734	18%	$28.65
State Total	484,815	558,475	73,660	15%	$38.09
National Total	3,598,559	4,075,057	476,498	13%	$33.70

Top Industries for Selected Occupations

NAICS Code	Name	2009 Jobs	2015 Jobs	Change	% Change
541511	Custom computer programming services	1,752	2,410	658	38%
541519	Other computer related services	1,591	1,826	235	15%
930000	Local government	1,497	1,785	288	19%
541512	Computer systems design services	989	871	-118	-12%
551114	Managing offices	579	629	50	9%
920000	State government	499	565	66	13%
911000	Federal government, civilian, except postal service	369	402	33	9%

Occupation Distribution

County	2009 Jobs
San Bernardino, CA	8,034
Riverside, CA	6,926
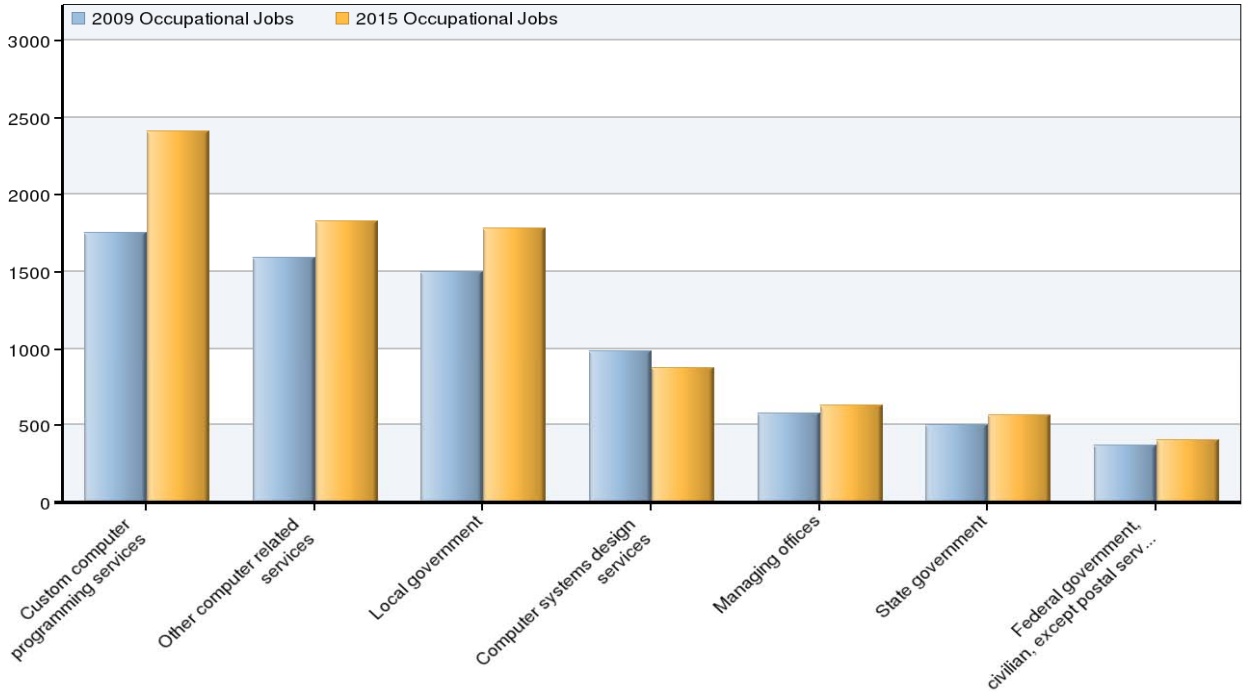
PART 3: QUALITY OF THIS PROGRAM

SUMMER 2007-2008			
Course Code	**Course Title**	**Credit**	**Enrollment**
CIS 080 01	Supplemental Instr. For Computer Info Science	.25	0
CIS 080 02	Supplemental Instr. For Computer Info Science	.50	0
CIS 101 01	Introduction to Computers and Information Sys.	3	28
CIS 101 02	Introduction to Computers and Information Sys.	3	19
CIS 133 01	Advanced 3D Computer Animation	3	9
SPRING 2007-2008			
Course Code	**Course Title**	**Credit**	**Enrollment**
CIS 080 01	Supplemental Instr. For Computer Info Science	.25	0
CIS 080 02	Supplemental Instr. For Computer Info Science	.50	1
CIS 080 03	Supplemental Instr. For Computer Info Science	.75	0

Course Code	Course Title	Credit	Enrollment
CIS 080 04	Supplemental Instr. For Computer Info Science	1	1
CIS 101 01	Introduction to Computers and Information Sys.	3	11
CIS 101 02	Introduction to Computers and Information Sys.	3	27
CIS 101 03	Introduction to Computers and Information Sys.	3	25
CIS 101 04	Introduction to Computers and Information Sys.	3	21
CIS 102 01	Personal Computer Applications	3	13
CIS 102 02	Personal Computer Applications	3	11
CIS 102 03	Personal Computer Applications	3	27
CIS 106 01	Introduction to Computer Literacy	3	0
CIS 120 01	Spreadsheets: Microsoft Excel	2	16
CIS 120 02	Spreadsheets: Microsoft Excel	2	23
CIS 123 01	Web Page Design	3	0
CIS 132 01	Animation Principles and Production II	3	15
CIS 139 01	Introduction to Programming	3	1
CIS 150 01	Windows	2	0
CIS 170 01	Computer Maintenance	2	0
CIS 265 01	Adobe Photoshop	2	9
CIS 270 01	Advanced Adobe Photoshop	2	1
FALL 2007-2008			
Course Code	**Course Title**	**Credit**	**Enrollment**
CIS 080 01	Supplemental Instr. For Computer Info Science	.25	1
CIS 080 02	Supplemental Instr. For Computer Info Science	.50	0
CIS 080 03	Supplemental Instr. For Computer Info Science	.75	0
CIS 080 04	Supplemental Instr. For Computer Info Science	1	1
CIS 101 01	Introduction to Computers and Information Sys.	3	11
CIS 101 02	Introduction to Computers and Information Sys.	3	23
CIS 101 03	Introduction to Computers and Information Sys.	3	22
CIS 101 04	Introduction to Computers and Information Sys.	3	13
CIS 101 05	Introduction to Computers and Information Sys.	3	13
CIS 102 01	Personal Computer Applications	3	29
CIS 102 02	Personal Computer Applications	3	14
CIS 102 03	Personal Computer Applications	3	9
CIS 102 04	Personal Computer Applications	3	28
CIS 106 01	Introduction to Computer Literacy	3	9
CIS 106 02	Introduction to Computer Literacy	3	1
CIS 111 01	Computer Business Applications	3	0
CIS 131 01	Animation Principles and Production I	3	11
CIS 265 01	Adobe Photoshop	2	0
CIS 270 01	Advanced Adobe Photoshop	2	0

SUMMER 2008-2009			
Course Code	**Course Title**	**Credit**	**Enrollment**
CIS 080 01	Supplemental Instr. For Computer Info Science	.25	0
CIS 080 02	Supplemental Instr. For Computer Info Science	.50	0
CIS 101 01	Introduction to Computers and Information Sys.	3	30
CIS 101 02	Introduction to Computers and Information Sys.	3	20
CIS 101 03	Introduction to Computers and Information Sys.	3	19
CIS 102 01	Personal Computer Applications	3	21
CIS 120 01	Spreadsheets: Microsoft Excel	2	0

Course Code	Course Title	Credit	Enrollment
CIS 120 02	Spreadsheets: Microsoft Excel	2	20
CIS 290 01	Adobe Illustrator	3	0

SPRING 2008-2009			
Course Code	**Course Title**	**Credit**	**Enrollment**
CIS 080 01	Supplemental Instr. For Computer Info Science	.25	0
CIS 080 02	Supplemental Instr. For Computer Info Science	.50	0
CIS 080 03	Supplemental Instr. For Computer Info Science	.75	0
CIS 080 04	Supplemental Instr. For Computer Info Science	1	1
CIS 101 01	Introduction to Computers and Information Sys.	3	13
CIS 101 02	Introduction to Computers and Information Sys.	3	15
CIS 101 03	Introduction to Computers and Information Sys.	3	22
CIS 101 04	Introduction to Computers and Information Sys.	3	28
CIS 101 05	Introduction to Computers and Information Sys.	3	29
CIS 101 06	Introduction to Computers and Information Sys.	3	27
CIS 102 01	Personal Computer Applications	3	18
CIS 102 02	Personal Computer Applications	3	10
CIS 102 03	Personal Computer Applications	3	25
CIS 111 01	Computer Business Applications	3	13
CIS 123 01	Web Page Design	3	16
CIS 132 01	Animation Principles and Production II	3	11
CIS 133 01	Advanced 3D Computer Animation	3	9
CIS 248 01	System Analysis and Design	3	10
CIS 260 01	Desktop Publishing	2	7
CIS 265 01	Adobe Photoshop	2	7
CIS 270 01	Advanced Adobe Photoshop	2	1

FALL 2008-2009			
Course Code	**Course Title**	**Credit**	**Enrollment**
CIS 080 01	Supplemental Instr. For Computer Info Science	.25	0
CIS 080 02	Supplemental Instr. For Computer Info Science	.50	0
CIS 080 03	Supplemental Instr. For Computer Info Science	.75	0
CIS 080 04	Supplemental Instr. For Computer Info Science	1	1
CIS 101 01	Introduction to Computers and Information Sys.	3	19
CIS 101 02	Introduction to Computers and Information Sys.	3	14
CIS 101 03	Introduction to Computers and Information Sys.	3	28
CIS 101 04	Introduction to Computers and Information Sys.	3	20
CIS 101 05	Introduction to Computers and Information Sys.	3	25
CIS 102 01	Personal Computer Applications	3	27
CIS 102 02	Personal Computer Applications	3	26
CIS 113 01	Microsoft Access	2	16
CIS 123 01	Web Page Design	3	0
CIS 130 01	Introduction to 3D Computer Animation	3	17
CIS 131 01	Animation Principles and Production I	3	15
CIS 150 01	Windows	2	12
CIS 150 02	Windows	2	4
CIS 247 01	Networking and Telecommunications	3	13
CIS 265 01	Adobe Photoshop	2	5
CIS 270 01	Advanced Adobe Photoshop	2	4

COMPLETIONS			
Certificate/Degree	Title	07-08	08-09
Certificate	Computer Animation	1	5
Certificate	Computer Repair	1	1
Certificate	Computer Information Science	0	0
Certificate	Information Technology Literacy	0	1
AS Degree	Computer Information Science	0	0

PART 4: EXTERNAL ISSUES

Presently there are issues arising in the CIS Department regarding concurrently enrolled students in CIS Computer Animation courses. This conflict is occurring because PVHS/PVC Students are enrolled in two courses during the same semester, with one of the courses having a prerequisite. This prerequisite is for the second course which is offered each semester. The Computer Animation program was designed before the articulation with PVHS was implemented. Now that the students are enrolled in two CIS courses during each semester, these students are having trouble enrolling in the second course of the series during each semester due to conflicts with the new MIS system (Datatel). This scheduling issue causes issues between PVC and PVHS students. This is an ongoing issue and is currently being addressed by the CIS Department.

PART 5: COST OF THIS PROGRAM

2007-2008	Salaries	Benefits	Supplies	Contracts	Capital	Total	FTEs
CIS	$173,650.58	$48,813.59	$1,834.66	$ -	$ -	$224,298.83	47

2008-2009	Salaries	Benefits	Supplies	Contracts	Capital	Total	FTEs
CIS	$204,598.71	$50,704.32	$1,068.42	$458.09	$ -	256,829.54	66

PART 6: TWO-YEAR PLAN

The CIS Department would like to have members serve on the PVC Technology Committee. The CIS Department plans on teaching updated skills and techniques as they relate to the computing field and this could best be addressed by having members of the department serve on the PVC Technology Committee.

In addition to addressing the technology issues that directly affect instruction, the CIS Department knows the role that software plays in effective instruction. Since software packages are constantly updated, the CIS Department sees the value of updating software packages as needed so that courses offered are up-to-date with industry trends, therefore preparing students for work in today's technology based economy. The CIS Department is aware of the fact that as operating systems are updated, many of the software packages that are used in the CIS program will also need to be updated. This will require additional purchases, especially in the area of computer animation.

The CIS Department would also like to implement a yearly field trip to such venues as computer animation studios, graphic design studios, computer related trade events, and seminars in the computer field.

CIS courses are presently being designed for the online environment. It is the goal of the CIS Department to offer courses through this platform as well as take advantage of the ITV system which will enable more Needles Center Students to benefit from the courses offered at PVC.

The CIS Department would also like to add CIS 123 "Programming with HTML" to the AS degree in Computer Science. This course would serve as an alternative option to the CIS 139 course which has not been offered for many years. This would allow students to complete an AS degree in Computer Science in a two year period.

Additional efforts will be made by the CIS Department to pursue students at PVHS for enrollment in PVC CIS courses. Presently there is not a CIS instructor at PVHS. This year, the computer animation courses filled to course capacity very quickly. If this interest in CIS courses continues to grow, the CIS Department wants to pursue this collaborative partnership by creating effective technology pathways to the local high school students.