

SADDLEBACK COLLEGE CURRICULUM COMMITTEE

AGENDA

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

Tuesday, February 11, 2025

The meeting starts promptly at **3:00PM in AGB 106**

1. **Approval of Minutes – January 28, 2025, p. 2-6**
2. **Approval of Agenda**
3. **Public Comments – Anyone may address the Curriculum Committee on any item NOT on the Agenda within the subject matter and jurisdiction of the Senate pursuant to Section 53200 of Title 5 California Code of Regulations. Each speaker is limited to two minutes.**
4. **Chair’s Report**
5. **Curriculum Committee Training – Information Item**
6. **Proposed Taxonomy Changes for Graphics (Games and Interactive Media) for Academic Year 2026-27 – Information Only Item, p. 7**
7. **Proposed Program Revisions for Academic Year 2025-26 – Consent Item, p. 8-34**
 - A. Associate Teacher Level II Certificate of Achievement
 - B. Banking and Finance Certificate of Achievement
 - C. Banking and Finance A.S. Degree
 - D. Business Communication Skills Certificate of Achievement
 - E. Business Communications Certificate of Achievement
 - F. Business Education Core Certificate of Achievement
 - G. Business Education Foundations Certificate of Achievement
 - H. Business Leadership Certificate of Achievement
 - I. Business Leadership A.S. Degree
 - J. Business Management A.S. Degree
 - K. Entrepreneurship Certificate of Achievement
 - L. Entrepreneurship A.S. Degree
 - M. General Studies - Interdisciplinary Studies A.A. Degree
8. **Representational Area Reports (if time allows)**
9. **Announcements**
 - A. The next Curriculum Committee meeting is on Tuesday, February 25th at 3pm in AGB 106.
 - B. The next GE Committee meeting is on Tuesday, February 25th at 4pm in AGB 106.
10. **Public Interest Announcements (if time allows)**
11. **Adjourn**

COMPLIANCE WITH BROWN ACT

The Curriculum Committee is a subcommittee of the Academic Senate and therefore must comply with the Brown Act. Section 54954.2(a) of the Ralph M. Brown Act states that “*No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posted by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posted by the public, a member of a legislative body or its staff may ask a question for clarification....*”

SADDLEBACK COLLEGE CURRICULUM COMMITTEE

Attendance

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

Tuesday, January 28, 2025

Curriculum Team and Leadership in Attendance

- | | |
|----------------------|-----------------------|
| 1. Michelle Duffy | Curriculum Chair |
| 2. Stephanie Di Alto | Curriculum Specialist |
| 3. Aimee Tran | Articulation Officer |

Curriculum Team and Leadership in Absence

- | | |
|---------------------|-----|
| 1. Tram Vo-Kumamoto | VPI |
|---------------------|-----|

Voting Members in Attendance

- | | |
|-------------------------------|--|
| 1. Jessica Beck | Extended Learning |
| 2. Mike Bennett | Kinesiology & Athletics |
| 3. Deborah Chau | Counseling and Special Programs |
| 4. Tom DeDonno | Business and Industry |
| 5. Beau Ewan (alternate) | Humanities and Social Sciences |
| 6. Carmenmara Hernandez-Bravo | Humanities and Social Sciences |
| 7. Farida Gabdrakhmanova | Arts, Media, Performance, and Design |
| 8. Annie Gilbert | Extended Learning |
| 9. Steve Gonsowski | Arts, Media, Performance, and Design |
| 10. Lori Hoolihan (alternate) | Health and Wellness |
| 11. June Millovich | Humanities and Social Sciences |
| 12. Brooke Sauter | Counseling and Special Programs |
| 13. Tamara Sison | Science, Technology, Engineering, and Math |
| 14. Michelle Weckerly | Business and Industry |

Voting Members Absent

- | | |
|---------------------------------------|--|
| 1. Linda Call | Health and Wellness |
| 2. Susan Miller (represented by alt.) | Health and Wellness |
| 3. Larry Perez | Science, Technology, Engineering, and Math |
| 4. Jennifer Rohles | Kinesiology & Athletics |
| 5. Carolyn Seaman | Instructional Support and Teaching Innovations |

Administrators in Attendance

- | | |
|---------------------|--------------------------------------|
| 1. Scott Farthing | Arts, Media, Performance, and Design |
| 2. Christina Hinkle | Humanities and Social Sciences |
| 3. Dan Predoehl | Extended Learning |

Guests

- | | |
|------------------|--------------------------------------|
| 1. Jeffrey Bryan | Arts, Media, Performance, and Design |
| 2. Karen Taylor | Arts, Media, Performance, and Design |

SADDLEBACK COLLEGE CURRICULUM COMMITTEE

MINUTES

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

Tuesday, January 28, 2025

The meeting starts promptly at **3:00PM in AGB 106**

1. **Approval of Minutes – January 14, 2025, p. 3-6**
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: June Millovich**
 - **Motion passed**
2. **Approval of Agenda**
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Tamara Sison**
 - **Motion passed**
3. **Public Comments – Anyone may address the Curriculum Committee on any item NOT on the Agenda within the subject matter and jurisdiction of the Senate pursuant to Section 53200 of Title 5 California Code of Regulations. Each speaker is limited to two minutes.**
 - **None**
4. **Chair's Report**
 - **Michelle Duffy shared that CCN post-convening Zoom meetings are scheduled in February (6th-27th).**
 - **The ASCCC Spring Regional Curriculum Meeting is scheduled on February 28th.**
5. **Curriculum Committee Training – Information Item**
 - **Michelle provided a brief update regarding the transition from the META to Maverick user interface that was completed last Thursday evening.**
 - **If you are interested in serving as Curriculum Co-Chair beginning Fall 2025 contact Michelle or Dan Walsh by February 5th.**
6. **Proposed New Credit Course Justifications for Academic Year 2026-27 – Action Item, p. 7-15**
 - **These three new courses will be submitted to UCTCA, for Cal-GETC, and be included in a new Ethnic Studies A.A. degree.**
 - A. **ES 603H (3H) – Honors Introduction to Chicanx and Latinx Studies**
 - **First: Michelle Weckerly**
 - **Second: Brooke Sauter**
 - **Motion passed**
 - B. **ES 607 (7) – Introduction to African American Studies**
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: June Millovich**
 - **Motion passed**
 - C. **ES 608 (8) – Introduction to Asian American Studies**
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Farida Gabdrakhmanova**
 - **Motion passed**
7. **Proposed New Credit Course and Program Justifications for Academic Year 2026-27 – Discussion and Action Item, p. 16-56**
 - **New course and program proposals were developed following research via industry and educational outreach and at the recommendation of an advisory board. The initiations were presented for information at the November 12, 2024 meeting. Following that meeting, Tom DeDonno met with the Graphic Design faculty twice to discuss concerns including appropriateness of TOP code, technological relevance, job prospects for completers, and transfer preparation/alignment. At the November 26th meeting when the course and program proposals were presented for action Tom shared his concerns with the Committee and**

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made a motion to table these proposals in order that further discussion could occur; the motion unanimously passed.

- Meetings have subsequently been held and the Graphic Design faculty decided to withdraw six of the course proposals (GD 602/52, GD 607/57, GD 610/60, GD 610/60, GD 612/62, GD 614/64, GD 615/65) as noted in red on the agenda, to revise the titles of two courses (GD 613/63 and GD 616/66), to restructure the program requirements to reflect these changes, and to change the TOP code for the courses and programs from 1030.00 (Graphic Art and Design) to 0614.10 (Multimedia). These changes are reflected in the course and program initiations included in today's packet.
- Discussion was held prior to action being taken on the course and program initiations:
 - Tom DeDonno expressed appreciation for the changes that were made. He identified several remaining concerns focusing primarily on the goal of the curriculum, transferability, and whether there would be sufficient enrollment noting that other community colleges had previously not been successful.
 - Michelle Duffy shared that the focus and audience is different than curriculum that has previously been offered by other community colleges, that the curriculum was specifically designed to align to transfer institutions, and that the LMI analysis that would be performed by the regional consortium as part of the program approval process would indicate the extent to which labor market demand exists for completers.
 - Karen Taylor, the graphics department chair, and graphics faculty Steve Gonsowki and Jeffrey Bryan were present to address Members questions and concerns. Jeffrey explained that many four-year colleges are revamping their bachelor's degrees and that the goal is to develop curriculum with a specific focus on art, not computer science. Alignment of the curriculum is targeted to UC Santa Cruz and USC. The art skills that will be taught are applicable to any field that includes art as it relates to entertainment and therefore relevant to more than game design.
 - AMPD Dean Scott Farthing shared that CTVR is getting a \$2.5 million LED light wall and that the new graphic design curriculum is part of a larger picture that includes art students so the timing of the development of this new curriculum is fortuitous.
 - June Millovich expressed her support for the new curriculum and noted that it is challenging when changes in the field occur quickly in light of the timeline for curriculum development.
- Following this collegial discussion, voting on the new course and program initiations commenced:
 - A. GD 601 (51) – History of Games
 - **First: Annie Gilbert**
 - **Second: June Millovich**
 - **Motion passed**
 - ~~B. GD 602 (52) – Games and Society~~
 - C. GD 603 (53) – Introduction to Game Design
 - **Tom expressed concern regarding the lack of programming in this course and requested revision of the course title because a course currently exists titled Introduction to Video Game Design. Jeffrey explained that the course is titled correctly based upon its content and focus.**
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Annie Gilbert**
 - **Motion passed**
 - D. GD 604 (54) – Play Studies
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Annie Gilbert**
 - **Motion passed**
 - E. GD 605 (55) – Character Design
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Annie Gilbert**

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- **Motion passed**
- F. GD 606 (56) – Environment Design
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Annie Gilbert**
 - **Motion passed**
- ~~G. GD 607 (57) – Interaction Design~~
- H. GD 608 (58) – Interactive Storytelling
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Annie Gilbert**
 - **Motion passed**
- I. GD 609 (59) – 3D Modeling
 - **First: Annie Gilbert**
 - **Second: Carmenmara Hernandez-Bravo**
 - **Motion passed**
- ~~J. GD 610 (60) – Character Modeling~~
- K. GD 611 (61) – 3D Animation
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Annie Gilbert**
 - **Motion passed**
- ~~L. GD 612 (62) – Analog Games~~
- M. GD 613 (63) – ~~User~~ Experience Design
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Annie Gilbert**
 - **Motion passed**
- ~~N. GD 614 (64) – Level Design~~
- ~~O. GD 615 (65) – World Building~~
- P. GD 616 (66) – ~~Capstone Game~~ Game Art Production
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Annie Gilbert**
 - **Motion passed**
- Q. Games and Interactive Media - ~~Art~~ Animation Certificate of Achievement
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Annie Gilbert**
 - **Motion passed**
- R. Games and Interactive Media - Design Certificate of Achievement
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Steve Gonsowski**
 - **Motion passed**
- S. Games and Interactive Media A.S. Degree
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Steve Gonsowski**
 - **Motion passed**

8. Representational Area Reports (if time allows)

- **Dan Predoehl shared that Emeritus is proposing new curriculum and he thanked those that they consulted with during this process.**

9. Announcements

- A. The next Curriculum Committee meeting is on Tuesday, February 11th at 3pm in AGB 106.
- B. The January 28th GE Committee meeting has been canceled; the next meeting is scheduled for Tuesday, February 25th.

SADDLEBACK COLLEGE CURRICULUM COMMITTEE

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10. **Public Interest Announcements (if time allows)**
 - **Members shared upcoming events.**
11. **Adjourn**
 - **The meeting adjourned at 3:50pm.**

COMPLIANCE WITH BROWN ACT

The Curriculum Committee is a subcommittee of the Academic Senate and therefore must comply with the Brown Act. Section 54954.2(a) of the Ralph M. Brown Act states that "*No action or discussion shall be undertaken on any item not appearing on the posted agenda*, except that members of a legislative body or its staff may briefly respond to statements made or questions posted by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posted by the public, a member of a legislative body or its staff may ask a question for clarification....

Proposed New Taxonomic Pathways for Graphics for Academic Year 2026-27

SCH/ DIV	School/ Division	DEPT CODE	Department	PROG CODE	Program	SUBJECT CODE	Subject	TOP CODE	CERTIF UNIQUE ID	DEGREE UNIQUE ID
AD	Arts, Media, Performance & Design	GRPHCS	Graphics	COMPGR	Computer Grapics	COMPGR	Computer Graphics	0614.60	22854	09852
				<u>GIM</u>	<u>Games & Interactive Media</u>	<u>GIM</u>	<u>Games & Interactive Media</u>	<u>0614.10</u>		<u>pending approval</u>
						<u>GIMANI</u>	<u>Games & Interactive Media - Animation</u>	<u>0614.10</u>	<u>pending approval</u>	
						<u>GIMDES</u>	<u>Games & Interactive Media - Design</u>	<u>0614.10</u>	<u>pending approval</u>	
				GRCOMM	Graphic Communications	GCINDU	Graphic Communications Industrial	0614.60	35085	
						GRCOMM	Graphic Communications	0936.00	22869	04064
				GRDSGN	Graphic Design	GRDSGN	Graphic Design	1030.00	22879	04075
				ILLUS	Illustration	ILLUS	Illustration/ Animation	1030.00	22880	11957
				SRFDES	Surface Design	SRFDES	Surface Design	0936.00	40242	

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 ACADEMIC YEAR 2025-2026

Current
Associate Teacher Level II
Certificate of Achievement

~~This certificate builds upon the introductory developmental and learning theory and appropriate strategies for the care and education of young children that are covered in the Associate Teacher Level I certificate. Level II adds the California priorities for teachers of young children to understand the unique needs of infants and toddlers and dual language learners. This certificate is designed to meet the coursework requirements for the Associate Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CTC) and prepares students for entry level positions in a variety of early childhood care and education settings. Additional work with children is required to obtain the Associate Teacher Permit.~~ A minimum grade of "C" in each course is required to receive the certificate and/or qualify for the Child Development Permit.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Identify developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- Identify a range of introductory skills and knowledge related to the care and education of children ages 0-8 years with a special emphasis on the unique needs of infants and toddlers and dual language learners.
- Describe developmentally appropriate teaching practices for children ages 0-8.

Required Core

CDE 7*	Child Growth and Development	3
CDE 15*	Child, Family, and Community	3
CDE 101*	Principles and Practices of Teaching Young Children	3
CDE 110*	Introduction to Curriculum	3

Select one

CDE 123*	Infant and Toddler Development	3
or		
CDE 133*	Care and Education for Infants and Toddlers	3
CDE 252	CA Preschool Foundations & Frameworks - English Language Dev	1
CWE 180*	Co-Op Ed Child Development and Education	1

Total Units for the Certificate 17

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Revised

Associate Teacher Level II: Work Experience
Certificate of Achievement

The Associate Teacher Level II: Work Experience Certificate of Achievement includes the introductory developmental and learning theory and appropriate strategies for the care and education of young children covered in the Associate Teacher Level I certificate. The inclusion of CDE 180WE in the Level II certificate provides the opportunity for students to earn and document hours that will count towards the work experience requirement (50 days of 3+ hours per day) necessary to obtain the Associate Teacher Permit from the commission on Teacher Credentialing. A minimum grade of "C" or "Pass" in each course is required to receive the certificate and/or qualify for the Child Development Permit.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Identify developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- Identify a range of introductory skills and knowledge related to the care and education of children ages 0-8 years with a special emphasis on the unique needs of infants and toddlers and dual language learners.
- Describe developmentally appropriate teaching practices for children ages 0-8.
- Demonstrate ability to meet goals related to working in an early childhood setting.

Required Core

CDE 7	Child Growth and Development	3
CDE 15	Child, Family, and Community	3
CDE 101*	Principles and Practices of Teaching Young Children	3
CDE 110*	Introduction to Curriculum	3

CDE 180WE* Child Development and Education

Work Experience 2

Total Units for the Certificate 14

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 ACADEMIC YEAR 2025-2026

**Current
 Banking and Finance
 Certificate of Achievement**

The Banking and Finance Certificate of Achievement provides study in the areas of banking and financial management, including the organization, operation, financing and functions of banks and certain related financial institutions. The program prepares students who wish to pursue careers in banking or related financial institutions, such as credit unions, sales and consumer finance companies, government agencies, and other.

Some of the many jobs for which this program prepares students include Branch Operations Assistant, Bankruptcy Coordinator or Assistant Coordinator, Consumer Credit Analyst Assistant, Consumer Finance Assistant, Loans Processor Assistant, Customer Service Representative, Asset Management Assistant, Loan Representative, Mortgage Operations Assistant, New Accounts Assistant, Regulatory Compliance Analyst Assistant, Teller, Trust Assistant.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate effectively regarding information and issues related to banking and finance.
- Define and describe the core principles of money and banking.
- Define and describe financial institutions including aspects of bank management, performance, regulation, ethics, and risk.
- Explain the role of financial markets in the economy and describe and compare financial instruments.
- Describe and illustrate the structure, function, and monetary policy tools of central banks as well as describe key elements of the banking and financial services industry.
- Explain how banks analyze and manage performance and risk, and provide details on bank products, services, laws, and regulations.
- Interpret and present a financial report reflecting various current events, issues, and circumstances affecting investments.
- Help build customer relationships through marketing, personal selling, and customer service.
- Evaluate short- and long-term financial plans, including comparisons of direct investments such as insurance and mutual retirement funds.

Required Core

Select one

BUS 1 Introduction to Business 3
 or

BUS 1H Honors Introduction to Business 3

Select one

BUS 13 Legal Environment and Business Law 3
 or

BUS 13H Honors Legal Environment and Business Law 3

BUS 104* Business Communication 3

Select one

BUS 103 Business English 3
 or

or

**Revised
 Banking and Finance
 Certificate of Achievement**

The Banking and Finance Certificate of Achievement provides study in the areas of banking and financial management, including the organization, operation, financing and functions of banks and certain related financial institutions. The program prepares students who wish to pursue careers in banking or related financial institutions, such as credit unions, sales and consumer finance companies, government agencies, and other.

Some of the many jobs for which this program prepares students include Branch Operations Assistant, Bankruptcy Coordinator or Assistant Coordinator, Consumer Credit Analyst Assistant, Consumer Finance Assistant, Loans Processor Assistant, Customer Service Representative, Asset Management Assistant, Loan Representative, Mortgage Operations Assistant, New Accounts Assistant, Regulatory Compliance Analyst Assistant, Teller, Trust Assistant.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate effectively regarding information and issues related to banking and finance.
- Define and describe the core principles of money and banking.
- Define and describe financial institutions including aspects of bank management, performance, regulation, ethics, and risk.
- Explain the role of financial markets in the economy and describe and compare financial instruments.
- Describe and illustrate the structure, function, and monetary policy tools of central banks as well as describe key elements of the banking and financial services industry.
- Explain how banks analyze and manage performance and risk, and provide details on bank products, services, laws, and regulations.
- Interpret and present a financial report reflecting various current events, issues, and circumstances affecting investments.
- Help build customer relationships through marketing, personal selling, and customer service.
- Evaluate short- and long-term financial plans, including comparisons of direct investments such as insurance and mutual retirement funds.

Required Core

Select one

BUS 1 Introduction to Business 3
 or

BUS 1H Honors Introduction to Business 3

Select one

BUS 13 Legal Environment and Business Law 3
 or

BUS 13H Honors Legal Environment and Business Law 3

BUS 104* Business Communication 3

Select one

BUS 103 Business English 3
 or

or

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 ACADEMIC YEAR 2025-2026

ENG 1A*	Principles of Composition I	4
or		
ENG 1AH*	Honors Principles of Composition I	4
Select one		
BUS 196	Workplace Success Skills	1
or		
CWE 180	Co-Op Ed Business	1
BUS 224	Money, Banks, and Financial Institutions	3
BUS 225	Principles of Banking	3
BUS 231	Legal Aspects and Ethics in Banking	2
Select one		
ACCT 1A	Financial Accounting	4
or		
ACCT 120	Introduction to Financial Planning	3
or		
ACCT 215	General Accounting	3
or		
BUS 10*	Business Statistics	3
or		
BUS 172	Financial Literacy	3
or		
BUS 205	Business Math	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3
or		
MATH 10*	Introduction to Statistics	3
Total Units for the Certificate		24-26

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

<u>ENGL C1000*</u>	<u>Academic Reading and Writing</u>	<u>4</u>
or		
<u>ENGL C1000H*</u>	<u>Academic Reading and Writing</u>	
	<u>- Honors</u>	<u>4</u>
Select one		
BUS 196	Workplace Success Skills	1
or		
<u>BUS 180WE</u>	<u>Business Work Experience</u>	<u>2</u>
BUS 224	Money, Banks, and Financial Institutions	3
BUS 225	Principles of Banking	3
BUS 231	Legal Aspects and Ethics in Banking	2
Select one		
ACCT 1A	Financial Accounting	4
or		
ACCT 120	Introduction to Financial Planning	3
or		
ACCT 215	General Accounting	3
or		
BUS 10*	Business Statistics	3
or		
BUS 172	Financial Literacy	3
or		
BUS 205	Business Math	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3
or		
<u>STAT C1000*</u>	<u>Introduction to Statistics</u>	<u>3</u>
or		
<u>STAT C1000H*</u>	<u>Introduction to Statistics - Honors</u>	<u>3</u>

Total Units for the Certificate 24-27

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 ACADEMIC YEAR 2025-2026

**Current
 Banking and Finance
 Associate of Science**

The Banking and Finance Associate of Science degree provides study in the areas of banking and financial management, including the organization, operation, financing and functions of banks and certain related financial institutions. The program prepares students who wish to pursue careers in banking or related financial institutions, such as credit unions, sales and consumer finance companies, government agencies, and other.

Some of the many jobs for which this program prepares students include Branch Operations Assistant, Bankruptcy Coordinator or Assistant Coordinator, Consumer Credit Analyst Assistant, Consumer Finance Assistant, Loans Processor Assistant, Customer Service Representative, Asset Management Assistant, Loan Representative, Mortgage Operations Assistant, New Accounts Assistant, Regulatory Compliance Analyst Assistant, Teller, Trust Assistant.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate effectively regarding information and issues related to banking and finance.
- Define and describe the core principles of money and banking.
- Define and describe financial institutions including aspects of bank management, performance, regulation, ethics, and risk.
- Explain the role of financial markets in the economy and describe and compare financial instruments.
- Describe and illustrate the structure, function, and monetary policy tools of central banks as well as describe key elements of the banking and financial services industry.
- Explain how banks analyze and manage performance and risk, and provide details on bank products, services, laws, and regulations.
- Interpret and present a financial report reflecting various current events, issues, and circumstances affecting investments.
- Help build customer relationships through marketing, personal selling, and customer service.
- Evaluate short- and long-term financial plans, including comparisons of direct investments such as insurance and mutual retirement funds.

Required Core

Select one

BUS 1 Introduction to Business 3
 or

BUS 1H Honors Introduction to Business 3

Select one

BUS 13 Legal Environment and Business Law 3
 or

BUS 13H Honors Legal Environment and Business Law 3

BUS 104* Business Communication 3

Select one

BUS 125 Human Relations in Business 3
 or

COMM 20 Intercultural Communication 3

**Revised
 Banking and Finance
 Associate of Science**

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Some of the many jobs for which this program prepares students include Branch Operations Assistant, Bankruptcy Coordinator or Assistant Coordinator, Consumer Credit Analyst Assistant, Consumer Finance Assistant, Loans Processor Assistant, Customer Service Representative, Asset Management Assistant, Loan Representative, Mortgage Operations Assistant, New Accounts Assistant, Regulatory Compliance Analyst Assistant, Teller, Trust Assistant.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate effectively regarding information and issues related to banking and finance.
- Define and describe the core principles of money and banking.
- Define and describe financial institutions including aspects of bank management, performance, regulation, ethics, and risk.
- Explain the role of financial markets in the economy and describe and compare financial instruments.
- Describe and illustrate the structure, function, and monetary policy tools of central banks as well as describe key elements of the banking and financial services industry.
- Explain how banks analyze and manage performance and risk, and provide details on bank products, services, laws, and regulations.
- Interpret and present a financial report reflecting various current events, issues, and circumstances affecting investments.
- Help build customer relationships through marketing, personal selling, and customer service.
- Evaluate short- and long-term financial plans, including comparisons of direct investments such as insurance and mutual retirement funds.

Required Core

Select one

BUS 1 Introduction to Business 3
 or

BUS 1H Honors Introduction to Business 3

Select one

BUS 13 Legal Environment and Business Law 3
 or

BUS 13H Honors Legal Environment and Business Law 3

BUS 104* Business Communication 3

Select one

BUS 125 Human Relations in Business 3
 or

COMM 20 Intercultural Communication 3

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 ACADEMIC YEAR 2025-2026

Select one		
BUS 103	Business English	3
or		
ENG 1A*	Principles of Composition I	4
or		
ENG 1AH*	Honors Principles of Composition I	4
Select one		
BUS 196	Workplace Success Skills	1
or		
CWE 180	Co-Op Ed Business	1
BUS 120	Business Management	3
BUS 224	Money, Banks, and Financial Institutions	3
BUS 225	Principles of Banking	3
BUS 231	Legal Aspects and Ethics in Banking	2
CIM 1	Computer Information Systems	4
Select one		
ECON 2*	Principles (Macro)	3
or		
ECON 2H*	Honors Principles of Macroeconomics	3
or		
ECON 4*	Principles (Micro)	3
or		
ECON 4H*	Honors Principles of Microeconomics	3
Select one		
ACCT 1A	Financial Accounting	4
or		
ACCT 120	Introduction to Financial Planning	3
or		
ACCT 215	General Accounting	3
or		
BUS 10*	Business Statistics	3
or		
BUS 172	Financial Literacy	3
or		
MATH 10*	Introduction to Statistics	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3

Total Units for the Major 37-39

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate of Science Degree

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the ~~CSU-GE and IGETC~~ patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Select one		
BUS 103	Business English	3
or		
ENGL C1000*	Academic Reading and Writing	4
or		
ENGL C1000H*	Academic Reading and Writing	4
- Honors		
4		
Select one		
BUS 196	Workplace Success Skills	1
or		
BUS 180WE	Business Work Experience	2
BUS 120	Business Management	3
BUS 224	Money, Banks, and Financial Institutions	3
BUS 225	Principles of Banking	3
BUS 231	Legal Aspects and Ethics in Banking	2
CIM 1	Computer Information Systems	4
Select one		
ECON 2*	Principles (Macro)	3
or		
ECON 2H*	Honors Principles of Macroeconomics	3
or		
ECON 4*	Principles (Micro)	3
or		
ECON 4H*	Honors Principles of Microeconomics	3
Select one		
ACCT 1A	Financial Accounting	4
or		
ACCT 120	Introduction to Financial Planning	3
or		
ACCT 215	General Accounting	3
or		
BUS 10*	Business Statistics	3
or		
BUS 172	Financial Literacy	3
or		
STAT C1000*	Introduction to Statistics	3
or		
STAT C1000H*	Introduction to Statistics - Honors	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3

Total Units for the Major 37-40

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate of Science Degree

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the ~~Cal-GETC~~ pattern in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

SADDLEBACK COLLEGE
 REVISED PROGRAMS
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Current
Business Communication Skills
Certificate of Achievement

The Business Communication Skills ~~low-unit certificate~~ prepares students to use effective workplace communications, written and oral. Effective documents, reports, and other written communications, internal and external, print and electronic, are emphasized. Students learn to communicate clearly, use effective interpersonal skills, and apply listening skills, all for the business environment. While countless occupations require communications skills, occupations specific to communications include, but are not limited to, Media and Communication workers, Public Relations Assistants, Sales and Marketing Assistants, Office Assistants, Event Planners, Dispatchers, Fundraising Specialists, and Supervisors.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Effectively and appropriately apply principles, planning, organization, and styles to written and oral business communications, including proper consideration of ethical, cultural, gender, and other aspects of the communication.
- Create appropriate written business documents, such as letters, memorandums, reports, proposals, requests for proposals (RFPs), instructions, employment-related documents, as well as email and other online written business communications. Use correct grammar, style, and format.
- Orally communicate clearly, effectively, and appropriately, including critical listening, communication with workplace superiors, coworkers, customers, clients; use telephone, webinar, and other online communications; use teamwork, meeting, and leadership skills, interviewing, business etiquette, presentations, as well as nonverbal communications.
- Behave in a professional manner appropriate to organizational expectations, including the exercise of initiative and self-direction and observation of laws, rules, and ethical practices.

Required Core

BUS 102	Oral Business Communications	3
Select one		
BUS 103	Business English	3
or		
ENG 1A*	Principles of Composition I	4
or		
ENG 1AH*	Honors Principles of Composition I	4
BUS 104*	Business Communication	3
Select one		
BUS 196	Workplace Success Skills	1
or		
CWE 180	Co-Op Ed Business	1

Revised
Business Communication Skills
Certificate of Achievement

The Business Communication Skills Certificate of Achievement prepares students to use effective workplace communications, written and oral. Effective documents, reports, and other written communications, internal and external, print and electronic, are emphasized. Students learn to communicate clearly, use effective interpersonal skills, and apply listening skills, all for the business environment. While countless occupations require communications skills, occupations specific to communications include, but are not limited to, Media and Communication workers, Public Relations Assistants, Sales and Marketing Assistants, Office Assistants, Event Planners, Dispatchers, Fundraising Specialists, and Supervisors. This certificate serves as a foundation to the Business Communications Certificate of Achievement and, depending on course selection, other certificates such as the General Business Certificate of Achievement. See an academic counselor for guidance.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Effectively and appropriately apply principles, planning, organization, and styles to written and oral business communications, including proper consideration of ethical, cultural, gender, and other aspects of the communication.
- Create appropriate written business documents, such as letters, memorandums, reports, proposals, requests for proposals (RFPs), instructions, employment-related documents, as well as email and other online written business communications. Use correct grammar, style, and format.
- Orally communicate clearly, effectively, and appropriately, including critical listening, communication with workplace superiors, coworkers, customers, clients; use telephone, webinar, and other online communications; use teamwork, meeting, and leadership skills, interviewing, business etiquette, presentations, as well as nonverbal communications.
- Behave in a professional manner appropriate to organizational expectations, including the exercise of initiative and self-direction and observation of laws, rules, and ethical practices.

Required Core

BUS 102	Oral Business Communications	3
BUS 104*	Business Communication	3
Select one		
BUS 103	Business English	3
or		
<u>ENGL C1000*</u>	<u>Academic Reading and Writing</u>	<u>4</u>
or		
<u>ENGL C1000H*</u>	<u>Academic Reading and Writing</u>	<u>4</u>
	<u>- Honors</u>	<u>4</u>
Select one		
BUS 196	Workplace Success Skills	1
or		
<u>BUS 180WE</u>	<u>Business Work Experience</u>	<u>2</u>

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 ACADEMIC YEAR 2025-2026

Restricted Electives: Select one course

BUS 1	Introduction to Business	3
or		
BUS 1H	Honors Introduction to Business	3
BUS 13	Legal Environment and Business Law	3
or		
BUS 13H	Honors Legal Environment and Business Law	3
BUS 105	Social Media Marketing	3
BUS 125	Human Relations in Business	3
BUS 135	Marketing	3
CIM 1	Computer Information Systems	4
CIMA 102	Word Processing - Word	3
CIMA 108	Business Presentations - PowerPoint	3
COMM 5	Interpersonal Communication	3
COMM 20	Intercultural Communication	3

Total Units for the Certificate 13-15

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Restricted Electives: Select one course

BUS 1	Introduction to Business	3
BUS 1H	Honors Introduction to Business	3
BUS 13	Legal Environment and Business Law	3
BUS 13H	Honors Legal Environment and Business Law	3
BUS 105	Social Media Marketing	3
BUS 125	Human Relations in Business	3
BUS 135	Marketing	3
CIMA 102	Word Processing - Word	3
CIMA 108	Business Presentations - PowerPoint	3
COMM 5	Interpersonal Communication	3
COMM 20	Intercultural Communication	3

Total Units for the Certificate 13-15

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2025-2026

Current
Business Communications
Certificate of Achievement

Completion of the Business Communications Certificate prepares students to use effective workplace communications, written and oral. Effective documents, reports, and other written communications, internal and external, print and electronic, are emphasized. Students will learn to work effectively in today's business environments and management structures. They will use effective human relations techniques for team or project management. Students learn to communicate clearly, use effective interpersonal skills, and apply listening skills, all for the business environment. While innumerable occupations require communications skills, occupations specific to communications include, but are not limited to, corporate communications specialists, assistants, and managers; media and communication specialists, assistants and managers; public relations assistants and managers; strategic communications assistants; sales and marketing coordinators, specialists, assistants, and managers; copywriters; content specialists; office assistants; event planners and consultants; fundraising specialists and assistants; and supervisors.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Work effectively in today's business environments and management structures.
- Identify the fundamentals of legal systems, and technological, social, ethical, global, and political forces affecting the development and operation of businesses.
- Describe the functions of business in society including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate.
- List, describe, give examples of, and apply the key management functions of planning, organizing, leading, controlling, and project management in ways that will contribute to organizational and business success and social responsibility.
- Describe/apply effective human relations techniques for team or project management.
- Effectively and appropriately apply principles, planning, organization, tone, and styles to written and oral business communications, including adequate consideration of ethical, cultural, gender, and other aspects of the communication.
- Create appropriate and effective written business documents, such as letters, memorandums, reports, proposals, requests for proposals (RFPs), instructions, employment-related documents, as well as email and other online written business communications.
- Use correct grammar, punctuation, tone, style, and document format.
- Use appropriate business oral communications clearly, effectively, and appropriately, including critical listening, communication with workplace superiors, coworkers, customers, clients; use telephone, webinar, video conferencing, and other distance and online communications.

Revised
Business Communications
Certificate of Achievement

Completion of the Business Communications Certificate **of Achievement** prepares students to use effective workplace communications, written and oral. Effective documents, reports, and other written communications, internal and external, print and electronic, are emphasized. Students will learn to work effectively in today's business environments and management structures. They will use effective human relations techniques for team or project management. Students learn to communicate clearly, use effective interpersonal skills, and apply listening skills, all for the business environment. While innumerable occupations require communications skills, occupations specific to communications include, but are not limited to, corporate communications specialists, assistants, and managers; media and communication specialists, assistants and managers; public relations assistants and managers; strategic communications assistants; sales and marketing coordinators, specialists, assistants, and managers; copywriters; content specialists; office assistants; event planners and consultants; fundraising specialists and assistants; and supervisors. **This program builds upon the Business Communication Skills Certificate of Achievement.**

Program Student Learning Outcomes

Students who complete this program will be able to:

- Work effectively in today's business environments and management structures.
- Identify the fundamentals of legal systems, and technological, social, ethical, global, and political forces affecting the development and operation of businesses.
- Describe the functions of business in society including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate.
- List, describe, give examples of, and apply the key management functions of planning, organizing, leading, controlling, and project management in ways that will contribute to organizational and business success and social responsibility.
- Describe/apply effective human relations techniques for team or project management.
- Effectively and appropriately apply principles, planning, organization, tone, and styles to written and oral business communications, including adequate consideration of ethical, cultural, gender, and other aspects of the communication.
- Create appropriate and effective written business documents, such as letters, memorandums, reports, proposals, requests for proposals (RFPs), instructions, employment-related documents, as well as email and other online written business communications.
- Use correct grammar, punctuation, tone, style, and document format.
- Use appropriate business oral communications clearly, effectively, and appropriately, including critical listening, communication with workplace superiors, coworkers, customers, clients; use telephone, webinar, video conferencing, and other distance and online communications.

SADDLEBACK COLLEGE
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- Use effective teamwork, meeting, and leadership skills, interviewing, business etiquette, presentations, as well as nonverbal communications.
- Behave in a professional manner appropriate to organizational expectations, including the exercise of initiative and self-direction and observation of laws, rules, and ethical practices.

- Use effective teamwork, meeting, and leadership skills, interviewing, business etiquette, presentations, as well as nonverbal communications.
- Behave in a professional manner appropriate to organizational expectations, including the exercise of initiative and self-direction and observation of laws, rules, and ethical practices.

Required Core

BUS 102	Oral Business Communications	3
Select one		
BUS 103	Business English	3
or		
ENG 1A*	Principles of Composition I	4
or		
ENG 1AH*	Honors Principles of Composition I	4
BUS 104*	Business Communication	3
Select one		
BUS 196	Workplace Success Skills	1
or		
CWE 180	Co-Op Ed Business	1
Select one		
BUS 1	Introduction to Business	3
or		
BUS 1H	Honors Introduction to Business	3
Select one		
BUS 13	Legal Environment and Business Law	3
or		
BUS 13H	Honors Legal Environment and Business Law	3
BUS 125	Human Relations in Business	3
Restricted Electives: Select one course		
BUS 16	Personal Law,Street Law	3
BUS 105	Social Media Marketing	3
BUS 135	Marketing	3
BUS 160	Entrepreneurship	3
CIM 1	Computer Information Systems	4
CIM 112	Microsoft Office	3
CIMA 102	Word Processing - Word	3
CIMA 108	Business Presentations - PowerPoint	3
COMM 5	Interpersonal Communication	3
COMM 20	Intercultural Communication	3

Total Units for the Certificate ~~22-24~~

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Required Core

BUS 102	Oral Business Communications	3
BUS 104*	Business Communication	3
Select one		
BUS 103	Business English	3
or		
ENGL C1000*	Academic Reading and Writing	4
or		
ENGL C1000H*	Academic Reading and Writing	4
	- Honors	4
Select one		
BUS 196	Workplace Success Skills	1
or		
BUS 180WE	Business Work Experience	2
Select one		
BUS 1	Introduction to Business	3
or		
BUS 1H	Honors Introduction to Business	3
Select one		
BUS 13	Legal Environment and Business Law	3
or		
BUS 13H	Honors Legal Environment and Business Law	3
BUS 125	Human Relations in Business	3
Restricted Electives: Select one course		
BUS 16	Personal Law,Street Law	3
BUS 105	Social Media Marketing	3
BUS 135	Marketing	3
BUS 160	Entrepreneurship	3
CIM 1	Computer Information Systems	4
CIM 112	Microsoft Office	3
CIMA 102	Word Processing - Word	3
CIMA 108	Business Presentations - PowerPoint	3
COMM 5	Interpersonal Communication	3
COMM 20	Intercultural Communication	3

Total Units for the Certificate ~~22-25~~

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 ACADEMIC YEAR 2025-2026

**Current
 Business Education Core
 Certificate of Achievement**

The Business Education Core Certificate of Achievement provides students with the core of courses that constitute foundational business knowledge and skills for the various Certificates of Achievement offered in Business.

The jobs for which this certificate prepares students include entry level office clerks, accounting assistants, production assistants, office assistants, recreation assistants, audio and video equipment assistants, billing and posting clerks, and many others across a wide range of industries.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate effectively, orally and in writing, in the business workplace environment.
- Prepare business documents and reports using Internet and other research sources accurately and appropriately and using appropriate visual representation in the form of graphs and/or tables.
- Behave appropriately in a workplace, following business policies and procedures and directions and using independent judgment as needed and using decision-making skills to solve problems.
- Explain ways that governmental/political, social, economic, technological, and global characteristics affect business.
- Explain or present knowledge of business ownership, organization and functions, and the systems, technologies, and controls through which business organizations operate.
- Identify the various forms of business entities and identify distinguishing characteristics among them.

Required Core

Select one	BUS 1	Introduction to Business	3
	or		
	BUS 1H	Honors Introduction to Business	3
Select one	BUS 13	Legal Environment and Business Law	3
	or		
	BUS 13H	Honors Legal Environment and Business Law	3
Select one	BUS 103	Business English	3
	or		
	ENG 1A*	Principles of Composition I	4
	or		
	ENG 1AH*	Honors Principles of Composition I	4
	BUS 104*	Business Communication	3
Select one	BUS 196	Workplace Success Skills	1

**Revised
 Business Education Core
 Certificate of Achievement**

The Business Education Core Certificate of Achievement provides students with the core of courses that constitute foundational business knowledge and skills for the various Certificates of Achievement offered in Business.

The jobs for which this certificate prepares students include entry level office clerks, accounting assistants, production assistants, office assistants, recreation assistants, audio and video equipment assistants, billing and posting clerks, and many others across a wide range of industries.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate effectively, orally and in writing, in the business workplace environment.
- Prepare business documents and reports using Internet and other research sources accurately and appropriately and using appropriate visual representation in the form of graphs and/or tables.
- Behave appropriately in a workplace, following business policies and procedures and directions and using independent judgment as needed and using decision-making skills to solve problems.
- Explain ways that governmental/political, social, economic, technological, and global characteristics affect business.
- Explain or present knowledge of business ownership, organization and functions, and the systems, technologies, and controls through which business organizations operate.
- Identify the various forms of business entities and identify distinguishing characteristics among them.

Required Core

Select one	BUS 1	Introduction to Business	3
	or		
	BUS 1H	Honors Introduction to Business	3
Select one	BUS 13	Legal Environment and Business Law	3
	or		
	BUS 13H	Honors Legal Environment and Business Law	3
	BUS 104*	Business Communication	3
Select one	BUS 103	Business English	3
	or		
	ENGL C1000*	Academic Reading and Writing	4
	or		
	ENGL C1000H*	Academic Reading and Writing	4
		- Honors	4
Select one	BUS 196	Workplace Success Skills	1

SADDLEBACK COLLEGE
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OR
~~CWE 180 Co-Op Ed Business 1~~

Total Units for the Certificate ~~13-14~~

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

OR
BUS 180WE Business Work Experience 2

Total Units for the Certificate 13-15

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

School/Division	Program Control Number	Program Title	Action Taken
BI	41731	Business Education Core Certificate of Achievement	TOP code from 0514.00 - Office Technology/Office Computer Applications to <u>0505.00 - Business Administration</u> , CIP code from 52.0407 - Business/Office Automation/Technology/Data Entry to <u>52.0201 - Business Administration and Management, General</u>

SADDLEBACK COLLEGE
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Current
Business Education Foundations
Certificate of Achievement

The Business Education Foundations Certificate of Achievement provides students with the core of courses that constitute foundational business knowledge and skills for the various associates degrees offered in Business ~~as well as for transfer to a bachelor's or other advanced degree program.~~

The jobs for which this certificate prepares students include entry level office clerks, accounting assistants, production assistants, office assistants, recreation assistants, audio and video equipment assistants, billing and posting clerks, assistants to administrative services managers, construction managers, cost estimators, general and operations managers, industrial production managers, management analysts, sales managers, social and community service managers, transportation, storage, and distribution managers, other managers, and many others across a wide range of industries.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate effectively, orally and in writing, in the business workplace environment.
- Prepare business documents and reports using Internet and other research sources accurately and appropriately and using appropriate visual representation in the form of graphs and/or tables.
- Behave appropriately in a workplace, following business policies and procedures and directions and using independent judgment as needed and using decision-making skills to solve problems.
- Explain ways that governmental/political, social, economic, technological, and global characteristics affect business.
- Explain or present knowledge of business ownership, organization and functions, and the systems, technologies, and controls through which business organizations operate.
- Solve problems through hands-on projects to develop computer-based solutions to business problems
- Identify the various forms of business entities and identify distinguishing characteristics among them
- Apply principles of business management to analyze and propose solutions to business problems
- Apply mathematical skills and knowledge to answer business questions or describe business characteristics

Required Core

Select one			
BUS 1	Introduction to Business	3	
or			
BUS 1H	Honors Introduction to Business	3	
Select one			
BUS 13	Legal Environment and Business Law	3	
or			
BUS 13H	Honors Legal Environment and Business Law	3	
Select one			
BUS 103	Business English	3	
or			

Revised
Business Education Foundations
Certificate of Achievement

The Business Education Foundations Certificate of Achievement provides students with the core of courses that constitute foundational business knowledge and skills for the various associates degrees offered in Business.

The jobs for which this certificate prepares students include entry level office clerks, accounting assistants, production assistants, office assistants, recreation assistants, audio and video equipment assistants, billing and posting clerks, assistants to administrative services managers, construction managers, cost estimators, general and operations managers, industrial production managers, management analysts, sales managers, social and community service managers, transportation, storage, and distribution managers, other managers, and many others across a wide range of industries.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate effectively, orally and in writing, in the business workplace environment.
- Prepare business documents and reports using Internet and other research sources accurately and appropriately and using appropriate visual representation in the form of graphs and/or tables.
- Behave appropriately in a workplace, following business policies and procedures and directions and using independent judgment as needed and using decision-making skills to solve problems.
- Explain ways that governmental/political, social, economic, technological, and global characteristics affect business.
- Explain or present knowledge of business ownership, organization and functions, and the systems, technologies, and controls through which business organizations operate.
- Solve problems through hands-on projects to develop computer-based solutions to business problems.
- Identify the various forms of business entities and identify distinguishing characteristics among them.
- Apply principles of business management to analyze and propose solutions to business problems.
- Apply mathematical skills and knowledge to answer business questions or describe business characteristics.

Required Core

Select one			
BUS 1	Introduction to Business	3	
or			
BUS 1H	Honors Introduction to Business	3	
Select one			
BUS 13	Legal Environment and Business Law	3	
or			
BUS 13H	Honors Legal Environment and Business Law	3	
BUS 104*	Business Communication	3	
Select one			
BUS 103	Business English	3	
or			

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ENG 1A*	Principles of Composition I	4
or		
ENG 1AH*	Honors Principles of Composition I	4
BUS 104*	Business Communication	3
Select one		
BUS 196	Workplace Success Skills	1
or		
CWE 180	Co-Op Ed Business	1
BUS 120	Business Management	3
CIM 1	Computer Information Systems	4
Select one		
ACCT 215	General Accounting	3
or		
BUS 10*	Business Statistics	3
or		
BUS 205*	Business Math	3
or		
MATH 10*	Introduction to Statistics	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3
Total Units for the Certificate		23-24

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

ENGL C1000*	Academic Reading and Writing	4
or		
ENGL C1000H*	Academic Reading and Writing	4
	- Honors	4
Select one		
BUS 196	Workplace Success Skills	1
or		
BUS 180WE	Business Work Experience	2
BUS 120	Business Management	3
CIM 1	Computer Information Systems	4
Select one		
ACCT 215	General Accounting	3
or		
BUS 10*	Business Statistics	3
or		
BUS 205*	Business Math	3
or		
STAT C1000*	Introduction to Statistics	3
OR		
STAT C1000H*	Introduction to Statistics - Honors	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3

Total Units for the Certificate ~~23-24~~ **23-25**

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 ACADEMIC YEAR 2025-2026

**Current
 Business Leadership
 Certificate of Achievement**

The Business Leadership Certificate of Achievement ~~program~~ is designed to increase the ability to succeed in a highly competitive work environment. It adds to and/or enhances leadership skills. The program develops leadership skills needed for success in business careers through effective communications, problem-solving, decision making, motivation, and teamwork strategies, and managing resources and meetings. Some jobs that apply the skills developed in completing this certificate include administrative assistants, first-line supervisory assistants, administrative support workers, operations management assistants, facilities managers, project management assistants, and other decision-making roles.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate clearly, effectively, and appropriately in writing and orally.
- Identify the fundamentals of legal systems, and social, ethical, and political forces affecting the development and operation of businesses.
- Assess human communication styles and interact effectively based on those assessments.
- Plan and apply strategies to motivate others.
- Solve human relations issues.
- Demonstrate the importance of leadership in managing change and implementing a vision for an organization.
- Evaluate and apply ethical leadership strategies to various organizational situations.

Required Core

Select one

BUS 1	Introduction to Business	3
or		
BUS 1H	Honors Introduction to Business	3
Select one		
BUS 13	Legal Environment and Business Law	3
or		
BUS 13H	Honors Legal Environment and Business Law	3
BUS 102	Oral Business Communications	3
Select one		
BUS 103	Business English	3
or		
ENG 1A*	Principles of Composition I	4
or		
ENG 1AH*	Honors Principles of Composition I	4
BUS 104*	Business Communication	3
BUS 120	Business Management	3
Select one		
BUS 125	Human Relations in Business	3
or		
COMM 20	Intercultural Communication	3

**Revised
 Business Leadership
 Certificate of Achievement**

The Business Leadership Certificate of Achievement is designed to increase the ability to succeed in a highly competitive work environment. It adds to and/or enhances leadership skills. The program develops leadership skills needed for success in business careers through effective communications, problem-solving, decision making, motivation, and teamwork strategies, and managing resources and meetings. Some jobs that apply the skills developed in completing this certificate include administrative assistants, first-line supervisory assistants, administrative support workers, operations management assistants, facilities managers, project management assistants, and other decision-making roles.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate clearly, effectively, and appropriately in writing and orally.
- Identify the fundamentals of legal systems, and social, ethical, and political forces affecting the development and operation of businesses.
- Assess human communication styles and interact effectively based on those assessments.
- Plan and apply strategies to motivate others.
- Solve human relations issues.
- Demonstrate the importance of leadership in managing change and implementing a vision for an organization.
- Evaluate and apply ethical leadership strategies to various organizational situations.

Required Core

Select one

BUS 1	Introduction to Business	3
or		
BUS 1H	Honors Introduction to Business	3
Select one		
BUS 13	Legal Environment and Business Law	3
or		
BUS 13H	Honors Legal Environment and Business Law	3
BUS 104*	Business Communication	3
Select one		
BUS 103	Business English	3
or		
ENGL C1000*	Academic Reading and Writing	4
or		
ENGL C1000H*	Academic Reading and Writing - Honors	4
Select one		
BUS 196	Workplace Success Skills	1
or		
BUS 180WE	Business Work Experience	2
BUS 102	Oral Business Communications	3
Select one		
BUS 118	Business Leadership	3
or		
BUS 120	Business Management	3

SADDLEBACK COLLEGE
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Select one
BUS 196 Workplace Success Skills 1
or
~~CWE 180 Co-Op Ed Business 1~~
Total Units for the Certificate ~~22-23~~

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description. Select one

Select one
BUS 125 Human Relations in Business 3
or
COMM 20 Intercultural Communication 3
OR
~~BUS 21 Business Ethics 3~~

Total Units for the Certificate ~~22-24~~

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 ACADEMIC YEAR 2025-2026

**Current
 Business Leadership
 Associate of Science**

This Business Leadership Associate of Science degree program develops leadership skills needed for success in business careers through effective communications, problem-solving techniques, decision making, and managing resources and meetings. Topics also include economic, sociocultural, and technological trends, making ethical decisions, and motivating others. Some jobs that apply the skills learned in this degree include first-line supervisors, department, production, or plant supervisors, operations supervisors and managers, project managers, and assistants for these positions across various industries of interest.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate clearly, effectively, and appropriately in writing and orally.
- Identify the fundamentals of legal systems, and social, ethical, and political forces affecting the development, operation, and success of businesses.
- Assess human communication styles; plan and apply motivational strategies; solve human relations issues.
- Demonstrate the importance of leadership in managing change and implementing a new vision for an organization.
- Evaluate and apply ethical leadership strategies to various leadership situations.

Required Core

Select one

BUS 1 Introduction to Business 3
 or

BUS 1H Honors Introduction to Business 3

Select one

BUS 13 Legal Environment and Business Law 3
 or

BUS 13H Honors Legal Environment and Business Law 3

BUS 104* Business Communication 3

Select one

BUS 103 Business English 3
 or

~~ENG 1A* Principles of Composition I 4~~
 or

~~ENG 1AH* Honors Principles of Composition I 4~~

~~BUS 120 Business Management 3~~

CIM 1 Computer Information Systems 4

BUS 102 Oral Business Communications 3

Select one

BUS 10* Business Statistics 3
 or

BUS 205 Business Math 3
 or

ACCT 215 General Accounting 3
 or

**Revised
 Business Leadership
 Associate of Science**

This Business Leadership Associate of Science degree program develops leadership skills needed for success in business careers through effective communications, problem-solving techniques, decision making, and managing resources and meetings. Topics also include economic, sociocultural, and technological trends, making ethical decisions, and motivating others. Some jobs that apply the skills learned in this degree include first-line supervisors, department, production, or plant supervisors, operations supervisors and managers, project managers, and assistants for these positions across various industries of interest. The curriculum in the Business Leadership Associate Degree program is designed to provide students the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers in business, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate clearly, effectively, and appropriately in writing and orally.
- Identify the fundamentals of legal systems, and social, ethical, and political forces affecting the development, operation, and success of businesses.
- Assess human communication styles; plan and apply motivational strategies; solve human relations issues.
- Demonstrate the importance of leadership in managing change and implementing a new vision for an organization.
- Evaluate and apply ethical leadership strategies to various leadership situations.

Required Core

Select one

BUS 1 Introduction to Business 3
 or

BUS 1H Honors Introduction to Business 3

Select one

BUS 13 Legal Environment and Business Law 3
 or

BUS 13H Honors Legal Environment and Business Law 3

BUS 104* Business Communication 3

Select one

BUS 125 Human Relations in Business 3
 or

COMM 20 Intercultural Communication 3

Select one

BUS 103 Business English 3
 or

~~ENGL C1000* Academic Reading and Writing 4~~
 or

~~ENGL C1000H* Academic Reading and Writing - Honors 4~~

Select one

BUS 196 Workplace Success Skills 1
 or

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MATH 10*	Introduction to Statistics	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3
Select one		
BUS 125	Human Relations in Business	3
or		
COMM 20	Intercultural Communication	3
Select one		
BUS 196	Workplace Success Skills	1
or		
CWE 180	Co-Op Ed Business	1
BUS 229	Organizational Behavior	3

Total Units for the Major ~~32-33~~

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate of Science Degree

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the ~~CSU-GE and IGETC~~ patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

BUS 180WE	Business Work Experience	2
Select one		
BUS 120	Business Management	3
or		
BUS 118	Business Leadership	3
CIM 1	Computer Information Systems	4
Select one		
ACCT 215	General Accounting	3
or		
BUS 10*	Business Statistics	3
or		
BUS 205	Business Math	3
or		
STAT C1000*	Introduction to Statistics	3
or		
STAT C1000H*	Introduction to Statistics - Honors	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3
BUS 102	Oral Business Communications	3
BUS 229	Organizational Behavior	3

Total Units for the Major ~~32-34~~

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate of Science Degree

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the Cal-GETC pattern in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

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**Current
 Business Management
 Associate of Science**

The Business Management Associate Degree ~~program~~ prepares students with the key competencies and concepts related to positions involving leading, planning, organizing, directing, controlling, making decisions. Positions that need these skills include office, recreation, inventory, production, schedule, and other management and management assistant positions across a wide range of industries. The program prepares new employees for such positions and upgrades the skills of employees already holding such positions. The curriculum in the Business Management Associate Degree program is designed to provide students the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers in business, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate clearly, effectively, and appropriately in writing and orally.
- Identify the fundamentals of legal systems, and social, ethical, and political forces affecting the development and operation of businesses.
- Describe the functions of business in society including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate.
- Apply the basics of financial accounting.
- Assess human communication styles; plan and apply motivational strategies; solve human relations issues.
- List, describe, and give examples of the key management functions of planning, organizing, leading, controlling, and project management.
- Apply principles of management in ways that will contribute to organizational and business success and social responsibility using case studies, simulations, and classroom participation.

**Revised
 Business Management
 Associate of Science**

The Business Management Associate ~~program~~ **of Science** Degree prepares students with the key competencies and concepts related to positions involving leading, planning, organizing, directing, controlling, making decisions. Positions that need these skills include office, recreation, inventory, production, schedule, and other management and management assistant positions across a wide range of industries. The program prepares new employees for such positions and upgrades the skills of employees already holding such positions. The curriculum in the Business Management Associate Degree program is designed to provide students the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers in business, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Communicate clearly, effectively, and appropriately in writing and orally.
- Identify the fundamentals of legal systems, and social, ethical, and political forces affecting the development and operation of businesses.
- Describe the functions of business in society including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate.
- Apply the basics of financial accounting.
- Assess human communication styles; plan and apply motivational strategies; solve human relations issues.
- List, describe, and give examples of the key management functions of planning, organizing, leading, controlling, and project management.
- Apply principles of management in ways that will contribute to organizational and business success and

Required Core

Select one

BUS 1 Introduction to Business 3
 or

BUS 1H Honors Introduction to Business 3

Select one

ACCT 215 General Accounting 3
 or

BUS 10* Business Statistics 3

or

~~MATH 10*~~ Introduction to Statistics 3

or

PSYC 44* Statistics for the Behavioral Sciences 3

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Select one			
BUS 13	Legal Environment and Business Law	3	
or			
BUS 13H	Honors Legal Environment and Business Law	3	
BUS 102	Oral Business Communications	3	
Select one			
BUS 103	Business English	3	
or			
ENG 1A*	Principles of Composition I	4	
or			
ENG 1AH*	Honors Principles of Composition I	4	
BUS 104*	Business Communication	3	
Select one			
BUS 105	Social Media Marketing	3	
or			
BUS 135	Marketing	3	
BUS 120	Business Management	3	
Select one			
BUS 196	Workplace Success Skills	1	
or			
CWE 180	Co-Op Ed Business	1	
CIM 1	Computer Information Systems	4	

Restricted Electives (6 units)

BUS 16	Personal Law, Street Law	3
BUS 125	Human Relations in Business	3
BUS 150	International Business	3
BUS 160	Entrepreneurship	3
BUS 183	Integrated Supply Chain Management and Demand Planning	3
BUS 224	Money, Banks, and Financial Institutions	3
BUS 227	Employment Law	3
BUS 229	Organizational Behavior	3

Total Units for the Major 35-36

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate of Science Degree

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the **CSU-GE and IGETC** patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Select one			
BUS 13	Legal Environment and Business Law	3	
or			
BUS 13H	Honors Legal Environment and Business Law	3	
BUS 102	Oral Business Communications	3	
BUS 104*	Business Communication	3	
Select one			
BUS 103	Business English	3	
or			
ENGL C1000*	Academic Reading and Writing	4	
or			
ENGL C1000H*	Academic Reading and Writing - Honors	4	
Select one			
BUS 196	Workplace Success Skills	1	
or			
BUS 180WE	Business Work Experience	2	
BUS 120	Business Management	3	
CIM 1	Computer Information Systems	4	
Select one			
BUS 105	Social Media Marketing	3	
or			
BUS 135	Marketing	3	

Restricted Electives: Select two courses

BUS 16	Personal Law, Street Law	3
BUS 21	Business Ethics	3
BUS 125	Human Relations in Business	3
BUS 150	International Business	3
BUS 160	Entrepreneurship	3
BUS 183	Integrated Supply Chain Management and Demand Planning	3
BUS 224	Money, Banks, and Financial Institutions	3
BUS 227	Employment Law	3
BUS 229	Organizational Behavior	3

Total Units for the Major 35-37

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate of Science Degree

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the **Cal-GETC** pattern in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

SADDLEBACK COLLEGE
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**Current
Entrepreneurship
Certificate of Achievement**

The Entrepreneurship Certificate of Achievement program is designed for students who plan to engage in entrepreneurship or who have already begun their own business. Completion of this certificate provides students with critical knowledge and skills for planning, starting, and operating a new business. The program provides valuable preparation in proven business practices and business ownership, operation, and management issues, such as market focus, measures of success, and development of a clear and useful business plan. Career paths and occupations for students with entrepreneurship skills include business development, e-commerce, finances, marketing, and management, across industries. Completion also demonstrates persistence and achievement and may support job applications.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Identify the fundamentals of legal systems, and technological, social, ethical, global, and political forces affecting the development and operation of businesses.
- Describe the functions of business in society including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate.
- Describe starting and building businesses, including governmental, financial, human resource, and others when planning or building a new product, service, or business.
- Communicate clearly and effectively, orally and in writing, in the business workplace environment.
- Describe entrepreneurial risks and challenges inherent in each major component of the entrepreneurial business.
- Evaluate a product, service, or business in terms of a clearly defined proposed target customer and the need that is being satisfied.
- Research and develop a business plan for all aspects of the creation and maintenance of a business.
- Prepare business documents and reports using Internet and other research sources accurately and appropriately and using appropriate visual representation in the form of graphs and/or tables.
- Behave appropriately in a workplace, following business policies and procedures and directions and using independent judgment as needed and using decision-making skills to solve problems.
- Complete hands-on projects to develop computer-based solutions to business problems.
- Identify the various forms of business entities and identify distinguishing characteristics among them.
- Apply principles of business management to analyze and propose solutions to business problems.
- Compare various methods of acquiring business financing.

**Revised
Entrepreneurship
Certificate of Achievement**

The Entrepreneurship Certificate of Achievement program is designed for students who plan to engage in entrepreneurship or who have already begun their own business. Completion of this certificate provides students with critical knowledge and skills for planning, starting, and operating a new business. The program provides valuable preparation in proven business practices and business ownership, operation, and management issues, such as market focus, measures of success, and development of a clear and useful business plan. Career paths and occupations for students with entrepreneurship skills include business development, e-commerce, finances, marketing, and management, across industries. Completion also demonstrates persistence and achievement and may support job applications.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Identify the fundamentals of legal systems, and technological, social, ethical, global, and political forces affecting the development and operation of businesses.
- Describe the functions of business in society including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate.
- Describe starting and building businesses, including governmental, financial, human resource, and others when planning or building a new product, service, or business.
- Communicate clearly and effectively, orally and in writing, in the business workplace environment.
- Describe entrepreneurial risks and challenges inherent in each major component of the entrepreneurial business.
- Evaluate a product, service, or business in terms of a clearly defined proposed target customer and the need that is being satisfied.
- Research and develop a business plan for all aspects of the creation and maintenance of a business.
- Prepare business documents and reports using Internet and other research sources accurately and appropriately and using appropriate visual representation in the form of graphs and/or tables.
- Behave appropriately in a workplace, following business policies and procedures and directions and using independent judgment as needed and using decision-making skills to solve problems.
- Complete hands-on projects to develop computer-based solutions to business problems.
- Identify the various forms of business entities and identify distinguishing characteristics among them.
- Apply principles of business management to analyze and propose solutions to business problems.
- Compare various methods of acquiring business financing.

SADDLEBACK COLLEGE
 REVISED PROGRAMS
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Required Core

ACCT 235	Entrepreneurial Accounting	3
Select one		
BUS 1	Introduction to Business	3
or		
BUS 1H	Honors Introduction to Business	3
Select one		
BUS 13	Legal Environment and Business Law	3
or		
BUS 13H	Honors Legal Environment and Business Law	3
or		
BUS 106	Legal Aspects of Entrepreneurship	2
Select one		
BUS 103*	Business English	3
or		
ENG 1A*	Principles of Composition I	4
or		
ENG 1AH*	Honors Principles of Composition I	4
BUS 104*	Business Communication	3
BUS 160	Entrepreneurship	3
Select one		
BUS 196	Workplace Success Skills	1
or		
CWE 180	Co-Op Ed Business	1
BUS 237	Financing the Entrepreneurial Business	1.5

Restricted Electives (3 units)

BUS 10*	Business Statistics	3
or		
MATH 10*	Introduction to Statistics	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3
BUS 102	Oral Business Communications	3
BUS 105	Social Media Marketing	3
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 109	E-Commerce Marketing	3
BUS 150	International Business	3
BUS 223	Human Resource Management	3
CWE 180	Co-Op Ed Business	1
CWE 180	Co-Op Ed Business	2
CWE 180	Co-Op Ed Business	3

**Total Units for the Certificate ~~22.5-~~
24.5**

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Required Core

Select one		
BUS 1	Introduction to Business	3
or		
BUS 1H	Honors Introduction to Business	3
Select one		
BUS 13	Legal Environment and Business Law	3
or		
BUS 13H	Honors Legal Environment and Business Law	3
or		
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 104*	Business Communication	3
Select one		
BUS 103	Business English	3
or		
ENGL C1000*	Academic Reading and Writing	4
or		
ENGL C1000H*	Academic Reading and Writing - Honors	4
Select one		
BUS 196	Workplace Success Skills	1
or		
BUS 180WE	Business Work Experience	2
ACCT 235	Entrepreneurial Accounting	3
BUS 160	Entrepreneurship	3
BUS 237	Financing the Entrepreneurial Business	1.5

Restricted Electives: Select any course not already used

BUS 10*	Business Statistics	3
or		
STAT C1000*	Introduction to Statistics	3
or		
STAT C1000H*	Introduction to Statistics - Honors	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3
BUS 102	Oral Business Communications	3
BUS 105	Social Media Marketing	3
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 109*	E-Commerce Marketing	3
BUS 150	International Business	3
BUS 223	Human Resource Management	3
BUS 180WE	Business Work Experience	2-3

**Total Units for the Certificate ~~21.5-~~
25.5**

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

SADDLEBACK COLLEGE
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Current
Entrepreneurship
Associate of Science

The Entrepreneurship Associate of Science degree program is designed for students who wish to emphasize entrepreneurship in their community college business studies. Completion of the Entrepreneurship Associate of Science program provides students with critical knowledge and tools for planning, launching, and operating a new business. Program completion demonstrates persistence and achievement and may support job applications. The program provides valuable preparation in proven business practices and business ownership issues, such as market focus, measures of success, and development of a clear and useful business plan. Because some of the leading causes of new business failures are poor risk management, lack of adequate capitalization, and mismanagement of resources, specific information is provided in these areas to help students make good decisions. Career paths and occupations for students with entrepreneurship skills include business development, e-commerce, finances, marketing, and management, across industries.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Describe the major influences on small businesses.
- Describe governmental, financial, human resource, and other factors when planning or building a new product, service, or business.
- Make business decisions that consider the fundamentals of legal systems and social, ethical, and political forces affecting the development and operation of businesses.
- Communicate clearly, effectively, and appropriately in writing and orally.
- Describe the functions of business in society including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate.
- Describe the entrepreneurial risks and challenges inherent in each major component of the entrepreneurial business.
- Evaluate a product, service, or business in terms of a clearly defined proposed target customer and the need that is being satisfied.
- Research and develop a business plan for all aspects of the creation and maintenance of a business.
- Prepare business documents and reports using Internet and other research sources accurately and appropriately and using appropriate visual representation in the form of graphs and/or tables.
- Behave appropriately in a workplace, following business policies and procedures and directions and using independent judgment as needed and using decision-making skills to solve problems.
- Solve problems through hands-on projects to develop computer-based solutions to business problems.
- Apply mathematical skills and knowledge to answer marketing questions or describe business characteristics.

Revised
Entrepreneurship
Associate of Science

The Entrepreneurship Associate of Science degree program is designed for students who wish to emphasize entrepreneurship in their community college business studies. Completion of the Entrepreneurship Associate of Science program provides students with critical knowledge and tools for planning, launching, and operating a new business. Program completion demonstrates persistence and achievement and may support job applications. The program provides valuable preparation in proven business practices and business ownership issues, such as market focus, measures of success, and development of a clear and useful business plan. Because some of the leading causes of new business failures are poor risk management, lack of adequate capitalization, and mismanagement of resources, specific information is provided in these areas to help students make good decisions. Career paths and occupations for students with entrepreneurship skills include business development, e-commerce, finances, marketing, and management, across industries.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Describe the major influences on small businesses.
- Describe governmental, financial, human resource, and other factors when planning or building a new product, service, or business.
- Make business decisions that consider the fundamentals of legal systems and social, ethical, and political forces affecting the development and operation of businesses.
- Communicate clearly, effectively, and appropriately in writing and orally.
- Describe the functions of business in society including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate.
- Describe the entrepreneurial risks and challenges inherent in each major component of the entrepreneurial business.
- Evaluate a product, service, or business in terms of a clearly defined proposed target customer and the need that is being satisfied.
- Research and develop a business plan for all aspects of the creation and maintenance of a business.
- Prepare business documents and reports using Internet and other research sources accurately and appropriately and using appropriate visual representation in the form of graphs and/or tables.
- Behave appropriately in a workplace, following business policies and procedures and directions and using independent judgment as needed and using decision-making skills to solve problems.
- Solve problems through hands-on projects to develop computer-based solutions to business problems.
- Apply mathematical skills and knowledge to answer marketing questions or describe business characteristics.

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Required Core

ACCT 235	Entrepreneurial Accounting	3
Select one		
BUS 1	Introduction to Business	3
or		
BUS 1H	Honors Introduction to Business	3
Select one		
BUS 13	Legal Environment and Business Law	3
or		
BUS 13H	Honors Legal Environment and Business Law	3
or		
BUS 106	Legal Aspects of Entrepreneurship	2
Select one		
BUS 103	Business English	3
or		
ENG 1A*	Principles of Composition I	4
or		
ENG 1AH*	Honors Principles of Composition I	4
BUS 104*	Business Communication	3
BUS 160	Entrepreneurship	3
Select one		
BUS 196	Workplace Success Skills	1
or		
CWE 180	Co-Op Ed Business	1
BUS 120	Business Management	3
CIM 1	Computer Information Systems	4

Restricted Electives: Select any of the courses not already used (3 units)

BUS 105	Social Media Marketing	3
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 10*	Business Statistics	3
or		
MATH 10*	Introduction to Statistics	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3
BUS 223	Human Resource Management	3
BUS 237	Financing the Entrepreneurial Business	1.5
CWE 180	Co-Op Ed Business	1
CWE 180	Co-Op Ed Business	2
CWE 180	Co-Op Ed Business	3
BUS 150	International Business	3

Marketing and Communication Specialties: Select any of the courses not already used (3 units)

BUS 102	Oral Business Communications	3
BUS 105	Social Media Marketing	3
BUS 109	E-Commerce Marketing	3
BUS 125	Human Relations in Business	3

Required Core

ACCT 235	Entrepreneurial Accounting	3
Select one		
BUS 1	Introduction to Business	3
or		
BUS 1H	Honors Introduction to Business	3
Select one		
BUS 13	Legal Environment and Business Law	3
or		
BUS 13H	Honors Legal Environment and Business Law	3
or		
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 104*	Business Communication	3
Select one		
BUS 103	Business English	3
or		
ENGL C1000*	Academic Reading and Writing	4
or		
ENGL C1000H*	Academic Reading and Writing - Honors	4
Select one		
BUS 196	Workplace Success Skills	1
or		
BUS 180WE	Business Work Experience	2
BUS 120	Business Management	3
CIM 1	Computer Information Systems	4
BUS 160	Entrepreneurship	3

Restricted Electives: Select any courses not already used (3-3.5 units)

BUS 105	Social Media Marketing	3
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 10*	Business Statistics	3
or		
STAT C1000*	Introduction to Statistics	3
or		
STAT C1000H*	Introduction to Statistics - Honors	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3
BUS 223	Human Resource Management	3
BUS 237	Financing the Entrepreneurial Business	1.5
BUS 180WE	Business Work Experience	2-3
BUS 150	International Business	3

Marketing and Communication Specialties: Select any course not already used (3 units)

BUS 102	Oral Business Communications	3
BUS 105	Social Media Marketing	3
BUS 109*	E-Commerce Marketing	3
BUS 125	Human Relations in Business	3

SADDLEBACK COLLEGE
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BUS 135	Marketing	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 183	Integrated Supply Chain Management and Demand Planning	3

Total Units for the Major ~~31-33~~

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate of Science Degree

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the ~~CSU-GE and IGETC~~ patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

BUS 135	Marketing	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 183	Integrated Supply Chain Management and Demand Planning	3

Total Units for the Major ~~31-34.5~~

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate of Science Degree

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the Cal-GETC pattern in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

SADDLEBACK COLLEGE
 REVISED PROGRAMS
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Current
General Studies – Interdisciplinary Studies
Associate of Arts

The General Studies Associate Degree with an area of emphasis in Interdisciplinary Studies provides an opportunity for students to design a program of study meaningful and appropriate to their own needs and academic interests. This degree, which is multidisciplinary in nature, covers a broad range of practical and relevant subjects necessary for developing a breadth of understanding of learning and society. Students will become equipped to succeed in their personal and professional lives. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, pursuit of which can be achieved through transfer.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate effective expository and persuasive writing skills.
- Develop a reasoned solution to a problem.
- Make connections and demonstrate skills in the areas of lifelong learning, self-development, and personal growth.
- Increase their exposure to a broad range of skills, experiences, and knowledge.

Required Core:

List A: Select one course

ENG 1A*	Principles of Composition I	4
ENG 1AH*	Honors Principles of Composition I	4

List B: Select one course

ENG 1B*	Principles of Composition II	3
ENG 1BH*	Honors Principles of Composition II	3
ENG 70*	Critical Thinking, Reading, and Writing	3
PHIL 12*	Introduction to Logic	3
COMM 2*	Persuasion	3
COMM 3	Argumentation and Debate	3

List C: Select one course

MATH 2*	Pre-Calculus Mathematics	5
MATH 3A*	Analytic Geometry and Calculus	5
or		
MATH 3AH*	Honors Analytic Geometry and Calculus	5
MATH 3B*	Analytic Geometry and Calculus	5
MATH 3C*	Analytic Geometry and Calculus	5
MATH 30A*	Computer Discrete Mathematics I	3
or		
CS 30A*	Computer Discrete Mathematics I	3
MATH 30B*	Computer Discrete Mathematics II	3
or		
CS 30B*	Computer Discrete Mathematics II	3
MATH 8*	College Algebra for Brief Calculus	5
MATH 10*	Introduction to Statistics	3

Revised
General Studies – Interdisciplinary Studies
Associate of Arts

The General Studies Associate Degree with an area of emphasis in Interdisciplinary Studies provides an opportunity for students to design a program of study meaningful and appropriate to their own needs and academic interests. This degree, which is multidisciplinary in nature, covers a broad range of practical and relevant subjects necessary for developing a breadth of understanding of learning and society. Students will become equipped to succeed in their personal and professional lives. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, pursuit of which can be achieved through transfer.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate effective expository and persuasive writing skills.
- **Deliver informative and persuasive speeches.**
- Develop a reasoned solution to a problem.
- Make connections and demonstrate skills in the areas of lifelong learning, self-development, and personal growth.
- Increase their exposure to a broad range of skills, experiences, and knowledge.

Required Core:

List A: Select one course

<u>ENGL C1000*</u>	<u>Academic Reading and Writing</u>	<u>4</u>
<u>ENGL C1000H*</u>	<u>Academic Reading and Writing</u>	<u>4</u>
	<u>- Honors</u>	<u>4</u>

List B: Select one course

<u>ENGL C1001*</u>	<u>Critical Thinking and Writing</u>	<u>3</u>
<u>ENGL C1001H*</u>	<u>Critical Thinking and Writing</u>	<u>3</u>
	<u>- Honors</u>	<u>3</u>
<u>ENG 2*</u>	<u>Argumentative Writing and Critical Thinking Thru Literature</u>	<u>3</u>
ENG 70*	Critical Thinking, Reading, and Writing	3

List C: Select one course

<u>COMM C1000</u>	<u>Introduction to Public Speaking</u>	<u>3</u>
<u>COMM C1000H</u>	<u>Introduction to Public Speaking</u>	<u>3</u>
	<u>- Honors</u>	<u>3</u>

List D: Select one course

MATH 2*	Pre-Calculus Mathematics	5
MATH 3A*	Analytic Geometry and Calculus	5
or		
MATH 3AH*	Honors Analytic Geometry and Calculus	5
MATH 3B*	Analytic Geometry and Calculus	5
MATH 3C*	Analytic Geometry and Calculus	5
MATH 30A*	Computer Discrete Mathematics I	3
or		
CS 30A*	Computer Discrete Mathematics I	3
MATH 30B*	Computer Discrete Mathematics II	3
or		
CS 30B*	Computer Discrete Mathematics II	3
MATH 8*	College Algebra for Brief Calculus	5
<u>STAT C1000*</u>	<u>Introduction to Statistics</u>	<u>3</u>

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or			
BUS 10*	Business Statistics	3	
or			
PSYC 44*	Statistics for the Behavioral Sciences	3	
MATH 11*	A Brief Course in Calculus	5	
MATH 14*	Mathematics for Elementary School Teachers	5	
MATH 24*	Elementary Differential Equations	4	
MATH 26*	Introduction to Linear Algebra	4	
MATH 103*	Mathematical Ideas	3	
MATH 124*	Trigonometry	3	
Restricted Electives (6-9 units)			
BUS 16	Personal Law,Street Law	3	
COMM 1*	Communication Fundamentals	3	
or			
COMM 1H*	Honors Communication Fundamentals	3	
COMM 5	Interpersonal Communication	3	
COUN 40	College and Career Success	3	
COUN 150	Helping Skills for Interpersonal Relationships	3	
COUN 51	Human Relationships	3	
COUN 60	Career Exploration	3	
COUN 61	Learning and Study Techniques	1.5	
CWE 180	General Work Experience 1	1	
CWE 180	General Work Experience 2	2	
CWE 180	General Work Experience 3	3	
FASH 141	Apparel Selection	3	
FCS 115	Consumer Issues	3	
FCS 142	Life Management	3	
HIST 16	History of the United States to 1876	3	
HIST 17	History of the United States Since 1876	3	
HIST 22	Survey of United States History	3	
HLTH 1	Contemporary Health Issues	3	
HSC 151	Intro to Therapy and Career Exploration of Rehabilitation	3	
or			
KNEA 151	Intro to Therapy and Career Exploration of Rehabilitation	3	
N 161	Lifecycle 2, Growth and Development	1.5	
N 165	Lifecycle 1, Fundamentals of Aging	1.5	
NUTR 50	Fundamentals of Nutrition	3	
NUTR 64	Nutrition Issues and Controversies	3	
PS 1	American Government	3	
or			
PS 1H	Honors American Government	3	

Total Units for the Major 18-21

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

or			
BUS 10*	Business Statistics	3	
or			
PSYC 44*	Statistics for the Behavioral Sciences	3	
MATH 11*	A Brief Course in Calculus	5	
MATH 24*	Elementary Differential Equations	4	
MATH 26*	Introduction to Linear Algebra	4	
Restricted Electives (5-6 units)			
BUS 16	Personal Law,Street Law	3	
COMM 2*	Persuasion	3	
COMM 3	Argumentation and Debate	3	
COMM 5	Interpersonal Communication	3	
COUN 40	College and Career Success	3	
COUN 150	Helping Skills for Interpersonal Relationships	3	
COUN 51	Human Relationships	3	
COUN 60	Career Exploration	3	
COUN 61	Learning and Study Techniques	1.5	
FASH 141	Apparel Selection	3	
FCS 115	Consumer Issues	3	
FCS 142	Life Management	3	
HIST 16	History of the United States to 1876	3	
HIST 17	History of the United States Since 1876	3	
HIST 22	Survey of United States History	3	
HLTH 1	Contemporary Health Issues	3	
HSC 151	Intro to Therapy and Career Exploration of Rehabilitation	3	
or			
KNEA 151	Intro to Therapy and Career Exploration of Rehabilitation	3	
INTS 180WE	General Work Experience	2-3	
N 161	Lifecycle 2, Growth and Development	1.5	
N 165	Lifecycle 1, Fundamentals of Aging	1.5	
NUTR 50	Fundamentals of Nutrition	3	
NUTR 64	Nutrition Issues and Controversies	3	
PHIL 12	Introduction to Logic	3	
POLS C1000	American Government and Politics	3	
or			
POLS C1000H	American Government and Politics - Honors	3	

Total Units for the Major 18-21

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

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Associate of Arts Degree

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the ~~CSU-GE and IGETC~~ patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

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