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## **LOS ANGELES HARBOR COLLEGE**

### **College Mission:**

Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

### **Business Division**

### **Unit Plan**

2015 – 2016

**Dr. Stanley Sandell**  
Division Chair

Contact: (310) 233 - 4181

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## Unit Plan “Part A”

### 1. Assessment of Program Review:

The Business Division has seen growth this past year. A full-time instructor\* is being requested and is planned to be on-board by Fall2015, new classes have been added, a Business Club is now active on-campus, and a strong advisory committee is meeting each semester with excellent results. The field of business is also growing. According to the U.S. Bureau of Labor Statistics, employment in management, business, and financial occupations will increase 11 percent through 2017-18. Employment in office and administrative support positions is expected to grow by 8 percent over this same period. The division’s goal is to meet the needs of students and the community as the economy grows and job opportunities increase.

The Business Division faculty and staff affirm its belief in the values reflected by the College’s Mission and Vision Statement. The division dedicates its intellectual, human, and technological resources to:


- Student-centered learning – focusing on the needs of the students through the design of curriculum, course content, interactivity and accessibility of courses.
- Teaching competencies and instructional improvement – through continuous assessment and achievement of Student Learning Outcomes.
- Providing professional education – to prepare students to enter the workforce and to advance in the development of careers.
- Support of California’s green technology initiative – through a teaching philosophy that incorporates an awareness of and sensitivity to the development and implementation of sustainable business practices.

The Business Division prepares students to become socially responsible citizens and productive members of the diverse community it serves.

### **Critical, Immediate Needs:**

The division continues to face challenges, such as a critical staffing shortage and lack of software and basic supplies. But it is preparing to provide course offering that are critical to face business employment needs of the Harbor Gateway area and neighboring communities. “LA Harbor College is strategically located to service the Port of LA-Long Beach with regards to training and education in the specific industry they serve” , LAHC Pres. Otto Lee - International Trade Education Program Conference – Oct 2014  
Based on this, the Business Division request/will need the following:

- Hire one full-time faculty member Business Supply Chain/Logistics\*/Int’l Business
- Hire one full-time faculty member CAOT\*\*
- Hire one half-time office assistant

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- Hire two full-time instructional aids for the computer labs: one for CIS and one for CAOT
- \*Develop Supply Chain Management/Logistics Certificate
- \*\* Develop Electronic (E)Commerce Certificate

**Areas that need strengthening:**

- **Offer more online classes:** Class sizes are increasing and more courses are being offered online, with exceptional results. Due to contract concerns, many online instructors find it necessary to restrict class size. The result is that some students are declined enrollment and referred to other courses or future semesters. As budget allows, the division’s goal is to offer more online classes.
- **Offer market and technology driven courses, closer business advisory contact:** The goal of an online business degree will be met by continued expansion of online course offerings. Students are finding the flexibility and convenience of online learning advantageous for their busy lifestyles.

In addition to an online degree, the division will work on the following initiatives:

- Develop Logistics /Supply Chain Management Certificate
- Develop Electronic (E)Commerce Certificate
- Respond to educational needs that are unique to information-age learners
- Make courses more accessible through adding more online classes
- Increased participation in college wide programs to promote LAHC, Business Division and programs through open houses, email lists, brochures, the division web site, direct partnering with industry and local high schools.
- Partner with counseling to promote business courses and program
- Introduce concepts of green technology into appropriate existing courses
- Find alternatives to expensive textbooks, including the use of electronic text

Additional initiatives will be explored that further tie to the goals of the Harbor College: for example, collaborating with local and global communities and organizations to enhance opportunities that are beneficial to our students, the college, and its mission. These initiatives will require man-hours. The critical staffing needs of the division must be addressed to provide these man- hours. The business division has very few full-time instructors. Some disciplines including Real Estate do not have a full-time instructor, which makes it difficult to implement new programs and keep up with school administrative compliance functions, such as course outline reviews.

**Division strengths and weaknesses:**

A – INSTRUCTIONAL FACULTY

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1. Strengths

- Solid faculty who work together as a team under the direction of a well-respected chair
- Motivated and student centered educators.
- High achievers and impressive track record in respective fields.
- Real world experience.
- Class size has increased.
- Committed to supporting the Division and its Staff
- Both full time and part-time faculty committed to the (program-review) process

2. Weaknesses

- Do not have full-time faculty in each subject area – lack FT Logistics/International Business faculty and in Real Estate, etc.
- Some current faculty is reaching retirement age and will create vacancies upon retirement.
- Need more full-time faculty to address administrations perception of department’s non-involvement in college governance, academic senate, new student outreach, on-line program promotion.
- Need a focus-group/committee to address current offerings of the Division and act as a research and development sub-committee to provide recommendation for adaptation of new courses, deletion or updating.
- Need full-time faculty to manage/monitor business division enrollment and as well as fulfill a marketing function for the division during open house events, student tours and outreach programs.
- Recruitment from private industry and government for specialized skills should be intensified.
- Overburdened with numerous administrative tasks.

B – SUPPORT STAFF

1. Strengths

- N/A Support Staff is not available
- Faculty members provide support tasks in addition to classroom assignments

2. Weaknesses

- The Business Division does not have any LACCD employee staff support.
- Periodic student worker staff does not provide for consistency and familiarity with Divisional needs.
- Unanswered phones are a turn-off to potential students.
- Critical phone calls, emergencies (sick, accidents, security related) are rerouted unnecessarily.
- No support staff - loss of opportunities to promote business programs and courses.
- Need instructional assistants for faculty to assist in the computer labs.
- Program Review is difficult when staff support personnel are not available

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## C – FACILITIES AND TECHNOLOGY

1. Strengths
  - New building and equipment.
2. Weaknesses
  - VISIBILITY - Students cannot find the Business Division due to lack of signs, pointers, path markers, milestones.
  - Lack of simulation software to teach students business skills.
  - Labs need support assistance.
  - No funds are available for basic supplies, such as printer paper and cartridges

## D – ADMINISTRATIVE SUPPORT

1. Strengths
  - N/A
2. Weaknesses
  - Lack of administrative support takes instructor's time away from critical in-class activities.
  - Lack of administrative staff puts burden of office management functions (supplies inventory, outside classroom faculty support, room scheduling, office equipment upkeep, etc.) on the **division chair**

## E – GRANTS SUPPORT

1. Strengths
  - Partnering with course related industry to address current trends/needs.
  - Industry specific support material and activities for student training provided by periodic regional symposiums.
2. Weaknesses
  - Financial support from private industry might exert too much influence on development of programs geared only to the donor's specific industry and not the needs of the general community.
  - Need assistance at the administrative level for grant writing

## F – DEGREE & CERTIFICATE PROGRAMS AND CURRICULUM

1. Strengths
  - Industry specific and taught by professional in each field.
  - The Business Division is competitive with other colleges within the vicinity.
  - Complete set of programs for training students to obtain immediate employment or transferring to a four year institution.
  - Transfer degree for Business (A.A.)
  - The division offers 6 degrees programs, 9 certificates of achievement, and 22 skill certificates.
  - Class sizes are increasing and more courses are being offered online, with exceptional results.

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## 2. Weaknesses


- Programs need to be periodically reviewed for relevance and updated.
- Adaption of more programs/courses to on-line delivery behind.
- Faculty members should be given release time to explore additional and certificate programs.
- Need for a more complete set of online curriculum/programs.
- No online business degree. The division's goal of offering an online business degree will be realized within two years.
- Limited offering of courses approved by the California Department of Real Estate
- Finance, international business, marketing, management and supervision should be combined under business
- Limited resources are available to market division programs through bulletin boards, open houses, email lists, phone messages, brochures, and the division web site, outreach to community and feeder high schools.
- Should be a concentrated effort to work with counseling to insure articulation of business courses and programs
- Although some success has been achieved, further efforts are needed to find alternatives to expensive textbooks, e.g., the use of electronic texts

Program and unit plan modifications necessary for program improvement, including objectives, budgets, and timelines for implementation.

## 2. **Activities to address program needs:**

- A. Develop Supply Chain Management /Logistics Certificate and Ecommerce Cert. Program.
- B. Strengthen relations between local feeder high schools and LAHC Business Division faculty.
- C. Incorporate recommendations of advisory committees into curriculum and align with proprietary job-skills curriculum when applicable.
- D. Survey local employers for job skills most desired.
- E. Renew/strengthen existing articulation agreements with public universities and establish new articulation agreements with private 4-year institutions (In process).
- F. Review and adjust schedule offering of other colleges' courses to improve efficiency.
- G. Increase variety of online course offerings.
- H. Address critical, basic needs of the department with regards to staffing in computer labs.
- I. Address critical, basic needs of the department with regards to support staff for Business Division.

**Program improvements are associated with Program SLOs:**

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The objective of the SLO assessments is to improve the instructional process. The actionable needs above will help the division increase student success.

Institutional SLO Number	Program Student Learning Outcomes	Means of Assessment and Criteria for Success	Summary of Data Collected	Use of Results	Timeline for Program Modification
1	<b>1. General Business Theory and Practice - Demonstrate a firm understanding and working knowledge of the basic functions of a business enterprise, including the following components: business entrepreneurship, economics, business law, finance, human resource management, and marketing.</b>	75% of students will demonstrate "C" level of competence or above in application of basic business functions by performing assigned written essays, case analysis, and/or research paper.	Data will be collected in the <b>2015/2016</b> year.	Data will be collected in the <b>2015/2016</b> year.	To be assessed in the <b>2015/2016</b> year in concert with the second round of campus-wide measurement of ISLO#1
1	<b>2. Communication Skills - Demonstrate a firm understanding of the communication process in a business and professional setting, including: written, oral (including non-verbal), and electronic communication, and active listening.</b>	As part of the college wide ISLO#1 essay assessment, students in Business 1 wrote essays in 2011 about their career goals. Essays were also collected for Business 6 in 2010 and 2013.	Essays were scored and data is included as part of this unit plan. See Appendix A.	To be determined now that post-test data is available. See Appendix A.	<b>To be determined.</b>



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2	<b>3. Analytical Skills</b> <b>Evaluate issues across the range of business functional areas by recognizing and analyzing problems using creativity, sound judgment, and business principles.</b>	75% of students will demonstrate "C" level of competence or above by performing assigned data analysis requiring analytical skills and problem recognition	Data collected in accounting courses.	To be determined after data is synthesized.	<b>To be determined.</b>
2	<b>4. Critical Thinking Skills</b> <b>Interpret business conditions, activities, or problems to provide solutions and means of continuous improvement in functional areas with consideration to the solutions impact on business enterprise "Big Picture".</b>	75% of students will demonstrate "C" level of competence or above by performing assigned case analysis requiring problem solving and critical thinking skills.	Data collected in accounting courses.	To be determined after data is synthesized.	<b>To be determined.</b>
3	<b>5. Technology Skills</b> <b>Demonstrate use of technology to gather, process, and communicate information by using business technology and applications software.</b>	Data collected as part of ISLO#3 assessment.	Assessment has been scored and data is included as part of this unit plan. See Appendix A.	To be determined.	<b>To be determined.</b>
5	<b>6. Ethics /Social Responsibility</b> <b>Demonstrate actions of integrity, honesty and ethical, socially responsible in decision-making and interaction with customers, co-workers, employers, general public and society in general.</b>	75% of students will demonstrate "C" level of competence or above in an assessment.	Data collected in business course during Fall 2013.	To be determined after data is synthesized.	<b>To be determined.</b>



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4	<b>7. Diversity</b> <b>Demonstrate an understanding of and sensitivity to all the forms of diversity in the classroom including, but not limited to: learning style, sex, age, ethnicity, national origin, religion, gender, gender identity, marital/family status, veteran status, disability, mental capacity, and economic status.</b>	75% of students will demonstrate "C" level of competence or above in an assessment.	Data collected in business course during Fall 2013.	To be determined after data is synthesized.	<b>To be determined.</b>
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**3. Staffing requirements:**

- Hire one full-time faculty members: Logistics/Supply Chain/ Int'l Business Instructor
- Hire one full-time faculty members: Computer Automation and Office Technology Instructor
- Hire one half-time office assistant
- Hire two full-time instructional aids for the computer labs: one for CIS and one for CAOT

**4. Technological requirements:**

- Additional relevant course software acquisition dependent on access to funding

**5. Facilities requirements:**

- None

**6. Implementation plan:**

- Timeline of Implementation of new programs and proposed Business Division initiatives dependent on hiring/ acquisition of new personal within the 2015-2016 school year.

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## Unit Plan "Part B"

		Approx. Yearly Cost (2014-15)
Divisions Core Personnel/Permanent Staff	6	
Resulting # of sections to be assigned permanent staff per semester*	30	\$600,000
Reassigned time per semester (in section equivalents)	3	(6x5@\$10,000)
Remaining sections to be assigned permanent staff per semester*	27	per sem.)
*as part of regular full load		

Discipline: Accounting		Approx. Yearly Cost (2014-15)
Disciplines Core Personnel/Permanent Staff	1	
Resulting # of sections to be assigned permanent staff per semester*	5	\$100,000
Reassigned time per semester (in section equivalents)	0	(1x5@\$10,000)
Remaining sections to be assigned permanent staff per semester*	5	per sem.)

Discipline	Course #	Course	Units	Fall 14 sections offered:	Fall sections assigned to permanent staff:	Remaining fall sections for listing in "C" & "D":		Spring 2015 sections offered	Spring sections assigned to permanent staff:	Remaining spring sections for listing in "C" & "D":		Approx. Yearly Cost (2014-15)
ACCTG	1	INTRODUCTORY ACCOUNTING I	5	4	2	2	D	4	2	2	D	
ACCTG	2	INTRODUCTORY ACCOUNTING II	5	3	2	1	D	3	2	1	D	\$ 40,000
ACCTG	3	INTERMEDIATE ACCOUNTING I	3	1	0	1	D	1	0	1	D	
ACCTG	11	COST ACCOUNTING	3	1	0	1	D	1	0	1	D	
ACCTG	15	TAX ACCOUNTING I	3	1	1	0		1	1	0		\$ 20,000
ACCTG	16	TAX ACCOUNTING II	3	0	0	0		0	0	0		
ACCTG	21	BOOKKEEPING AND ACCOUNTING I	3	0	0	0		0	0	0		
ACCTG	22	BOOKKEEPING AND ACCOUNTING II	3	0	0	0		0	0	0		

Discipline: Business		Approx. Yearly Cost (2014-15)
Disciplines Core Personnel/Permanent Staff	2	
Resulting # of sections to be assigned permanent staff per semester*	10	\$200,000
Reassigned time per semester (in section equivalents)	0	(2x5@\$10,000)
Remaining sections to be assigned permanent staff per semester*	10	per sem.)

Discipline	Course #	Course	Units	Fall 14 sections offered:	Fall sections assigned to permanent staff:	Remaining fall sections for listing in "C" & "D":		Spring 2015 sections offered	Spring sections assigned to permanent staff:	Remaining spring sections for listing in "C" & "D":		Approx. Yearly Cost (2014-15)
BUS	1	INTRODUCTION TO BUSINESS	3	7	3	4	D	7	3	4	D	\$ 60,000
BUS	5	BUSINESS LAW I	3	4	3	1	D	4	3	1	D	\$ 60,000
BUS	6	BUSINESS LAW II	3	1	1	0		1	1	0		\$ 20,000
BUS	10	FUNDAMENTALS OF TAX RETURN PREPARATION	3	0	0	0		0	0	0		
BUS	31	BUSINESS ENGLISH	3	2	1	1	D	2	1	1	D	\$ 20,000
BUS	32	BUSINESS COMMUNICATIONS	4	2	2	0		2	2	0		\$ 40,000
BUS	38	BUSINESS COMPUTATIONS	3	2	0	2	D	2	0	2	D	
BUS	60	TYPEWRITING FUNDAMENTALS	3	2	1	1	D	2	1	1	D	\$ 20,000
BUS	130	INTRO TO SUPPLY CHAIN MANAGEMENT	3	1	0	1	D	1	0	1	D	

Discipline: CATD		Approx. Yearly Cost (2014-15)
Disciplines Core Personnel/Permanent Staff	3	
Resulting # of sections to be assigned permanent staff per semester*	15	\$300,000
Reassigned time per semester (in section equivalents)	0	(3x5@\$10,000)
Remaining sections to be assigned permanent staff per semester*	15	per sem.)

Discipline	Course #	Course	Units	Fall 14 sections offered:	Fall sections assigned to permanent staff:	Remaining fall sections for listing in "C" & "D":		Spring 2015 sections offered	Spring sections assigned to permanent staff:	Remaining spring sections for listing in "C" & "D":		Approx. Yearly Cost (2014-15)
CAOT	1	COMPUTER KEYBOARDING I	5	2	1	1	D	2	1	1	D	\$20,000
CAOT	2	COMPUTER KEYBOARDING II	5	2	1	1	D	2	1	1	D	\$20,000
CAOT	7	MACHINE TRANSCRIPTION	4	2	1	1	D	2	1	1	D	\$20,000

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CAOT	9	COMPUTER KEYBOARDING IMPROVEMENT	3	2	1	1	D	2	1	1	D	\$20,000
CAOT	21	MEDICAL SECRETARIAL PROCEDURES I	5	2	1	1	D	2	1	1	D	\$20,000
CAOT	22	MEDICAL SECRETARIAL PROCEDURES II	5	2	1	1	D	2	1	1	D	\$20,000
CAOT	23	LEGAL SECRETARIAL PROCEDURES I	5	2	1	1	D	2	1	1	D	\$20,000
CAOT	30	OFFICE PROCEDURES	4	1	1	0		1	1	0		\$20,000
CAOT	33	RECORDS MANAGEMENT AND FILING	3	1	0	1	D	1	0	1	D	
CAOT	34	BUSINESS TERMINOLOGY	2	1	0	1	D	1	0	1	D	
CAOT	47	APPLIED OFFICE PRACTICE	5	2	1	1	D	2	1	1	D	\$20,000
CAOT	61	INTRODUCTION TO OFFICE MACHINES	2	2	2	0		2	2	0		\$40,000
CAOT	64	COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES LABORATORY	2	2	1	1	D	2	1	1	D	\$20,000
CAOT	82	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	5	1	1	0		1	1	0		\$20,000
CAOT	84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING	5	1	0	1	D	1	0	1	D	
CAOT	85	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	5	1	0	1	D	1	0	1	D	
CAOT	86	MICROCOMPUTER OFFICE APPLICATIONS: DATABASE	5	0	0	0		0	0	0		
CAOT	88	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING	5	1	1	0		1	1	0		\$20,000
CAOT	110	MICROCOMPUTER OFFICE APPLICATIONS: PRESENTATION DESIGN	5	1	0	1	D	1	0	1	D	
CAOT	185	DIRECTED STUDY - COMPUTER APPLICATIONS OFFICE TECHNOLOGY	1	2	0	2	D	2	0	2	D	
CAOT	285	DIRECTED STUDY - COMPUTER APPLICATIONS OFFICE TECHNOLOGY	2	2	0	2	D	2	0	2	D	

<b>Discipline: CO INFO</b>		<b>Approx. Yearly Cost (2014-15)</b>
Disciplines Core Personnel/Permanent Staff	1	
Resulting # of sections to be assigned permanent staff per semester*	5	\$100,000
Reassigned time per semester (in section equivalents)	0	(1x5@\$10,000)
Remaining sections to be assigned permanent staff per semester*	5	per sem.)

Discipline	Course #	Course	Units	Fall 14 sections offered:	Fall sections assigned to permanent staff:	Remaining fall sections for listing in "C" & "D":		Spring 2015 sections offered	Spring sections assigned to permanent staff:	Remaining spring sections for listing in "C" & "D":		Approx. Yearly Cost (2014-15)
CO INFO	1	PRINCIPLES OF BUSINESS COMPUTER SYSTEMS I	3	5	2	3	D	5	2	3	D	\$40,000
CO INFO	7	INTRODUCTION TO MULTIMEDIA	3	1	0	1	D	1	0	1	D	
CO INFO	8	MICROCOMPUTER APPLICATIONS	3	1	0	1	D	1	0	1	D	
CO INFO	9	NETWORK SYSTEM MANAGER	6	0	0	0		0	0	0		
CO INFO	14	INTRODUCTION TO COMPUTER COMMUNICATIONS	3	0	0	0		0	0	0		
CO INFO	15	DATA BASE PROGRAMMING FOR MICROCOMPUTERS	3	1	0	1	D	1	0	1	D	
CO INFO	16	SPREADSHEET APPLICATIONS FOR COMPUTERS	3	1	0	1	D	1	0	1	D	
CO INFO	21	BUSINESS COMPUTER PROGRAMMING I	3	1	1	0		1	1	0		\$20,000
CO INFO	23	PROGRAMMING LABORATORY	2	6	2	4	D	6	2	4	D	\$40,000
CO INFO	24	ACCOUNTING ON MICROCOMPUTERS	4	0	0	0		0	0	0		
CO INFO	27	BUSINESS PROGRAMMING IN JAVA	3	0	0	0		0	0	0		
CO INFO	64	MICROCOMPUTER LABORATORY	2	6	1	5	D	6	1	5	D	\$20,000
CO OFTK	1	KEYBOARDING I	5	2	0	2	D	2	0	2	D	
CO OFTK	2	KEYBOARDING II	5	2	0	2	D	2	0	2	D	
CO OFTK	3	KEYBOARDING III	5	2	0	2	D	2	0	2	D	
CO OFTK	4	KEYBOARDING IV	5	2	0	2	D	2	0	2	D	
CO OFTK	9	PERSONAL KEYBOARDING	3	2	0	0		2	0	0		

<b>Discipline: International Business</b>		<b>Approx. Yearly Cost (2014-15)</b>
Disciplines Core Personnel/Permanent Staff	0	
Resulting # of sections to be assigned permanent staff per semester*	0	\$0
Reassigned time per semester (in section equivalents)	0	(0x5@\$10,000)
Remaining sections to be assigned permanent staff per semester*	0	per sem.)

Discipline	Course #	Course	Units	Fall 14 sections offered:	Fall sections assigned to permanent staff:	Remaining fall sections for listing in "C" & "D":		Spring 2015 sections offered	Spring sections assigned to permanent staff:	Remaining spring sections for listing in "C" & "D":		Approx. Yearly Cost (2014-15)
INTBUS	1	INTERNATIONAL TRADE	3	1	0	1	D	1	0	1	D	

<b>Discipline: Marketing</b>		<b>Approx. Yearly Cost (2014-15)</b>
Disciplines Core Personnel/Permanent Staff	0	

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Resulting # of sections to be assigned permanent staff per semester*	0	\$0
Reassigned time per semester (in section equivalents)	0	(0x5@\$10,000)
Remaining sections to be assigned permanent staff per semester*	0	per sem.)

Discipline	Course #	Course	Units	Fall 14 sections offered:	Fall sections assigned to permanent staff:	Remaining fall sections for listing in "C" & "D":		Spring 2015 sections offered	Spring sections assigned to permanent staff:	Remaining spring sections for listing in "C" & "D":		Approx. Yearly Cost (2014-15)
MARKET	1	PRINCIPLES OF SELLING	3	1	0	1	D	1	0	1	D	
MARKET	21	PRINCIPLES OF MARKETING	3	1	0	1	D	1	0	1	D	
MARKET	31	RETAIL MERCHANDISING	3	0	0	0		0	0	0		

<b>Discipline: Management</b>		<b>Approx. Yearly Cost (2014-15)</b>
Disciplines Core Personnel/Permanent Staff	0	
Resulting # of sections to be assigned permanent staff per semester*	0	\$0
Reassigned time per semester (in section equivalents)	0	(0x5@\$10,000)
Remaining sections to be assigned permanent staff per semester*	0	per sem.)

Discipline	Course #	Course	Units	Fall 14 sections offered:	Fall sections assigned to permanent staff:	Remaining fall sections for listing in "C" & "D":		Spring 2015 sections offered	Spring sections assigned to permanent staff:	Remaining spring sections for listing in "C" & "D":		Approx. Yearly Cost (2014-15)
MGMT	2	ORGANIZATION AND MANAGEMENT THEORY	3	1	0	1	D	1	0	1	D	
MGMT	13	SMALL BUSINESS ENTREPRENEURSHIP	3	1	1	0		1	1	0		\$20,000
MGMT	31	HUMAN RELATIONS FOR EMPLOYEES	3	1	0	1	D	1	0	1	D	
MGMT	33	PERSONNEL MANAGEMENT	3	0	0	0		0	0	0		

<b>Discipline: Real Estate</b>		<b>Approx. Yearly Cost (2014-15)</b>
Disciplines Core Personnel/Permanent Staff	0	
Resulting # of sections to be assigned permanent staff per semester*	0	\$0
Reassigned time per semester (in section equivalents)	0	(0x5@\$10,000)
Remaining sections to be assigned permanent staff per semester*	0	per sem.)

Discipline	Course #	Course	Units	Fall 14 sections offered:	Fall sections assigned to permanent staff:	Remaining fall sections for listing in "C" & "D":		Spring 2015 sections offered	Spring sections assigned to permanent staff:	Remaining spring sections for listing in "C" & "D":		Approx. Yearly Cost (2014-15)
REAL ES	1	REAL ESTATE PRINCIPLES	3	1	0	1	D	1	0	1	D	
REAL ES	3	REAL ESTATE PRACTICES	3	1	0	0		1	0	0		
REAL ES	5	LEGAL ASPECTS OF REAL ESTATE I	3	0	0	0		0	0	0		
REAL ES	7	REAL ESTATE FINANCE I	3	0	0	0		0	0	0		
REAL ES	9	REAL ESTATE APPRAISAL I	3	1	0	0		1	0	0		
REAL ES	14	PROPERTY MANAGEMENT	3	1	0	1	D	1	0	1	D	
REAL ES	16	INCOME TAX ASPECTS OF REAL ESTATE	3	1	0	1	D	1	0	1	D	
REAL ES	18	REAL ESTATE INVESTMENTS I	3	0	0	0		0	0	0		
REAL ES	21	REAL ESTATE ECONOMICS	3	0	0	0		0	0	0		

	<b>ACADEMIC YR:</b> <b>2015-2016</b>	<b>DIVISION/AREA:</b> <b>Business</b>	<b>DIVISION CHAIR/DIRECTOR:</b> <b>Stanley Sandell</b>
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### Unit Plan “Part C”

Offerings denoted as “C” above: that is, offerings mandated by law or other binding requirements per semester but not assigned to division permanent staff because no regular instructor is technically eligible for the assignment.

Discipline	Course #	Course	Units	Fall 14 sections offered:	Spring 2015 sections offered	Approx. Yearly Cost (2014-15)
		None listed as 'C' above				

<b>New facilities funded from Program 100 essential for the delivery of sections taught by permanent staff</b>	\$0
None listed	
<b>New equipment funded from Program 100 essential for the delivery of sections taught by permanent staff</b>	\$0
None listed	
<b>Supplies funded from Program 100 essential for the delivery of sections taught by permanent staff</b>	\$0
None listed	

	<b>ACADEMIC YR:</b> <b>2015-2016</b>	<b>DIVISION/AREA:</b> <b>Business</b>	<b>DIVISION CHAIR/DIRECTOR:</b> <b>Stanley Sandell</b>
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## Unit Plan “Part D”

Offerings denoted as 'D' in Part B along with essential non-instructional assignments and new equipment or supplies not provided for above, prioritized by the division as provided for here offerings denoted as 'D' in Part B.

<b>Number of Items</b>	<b>Approx. Yearly Cost (2014-15)</b>
65	\$65,600 (including supplies est. 2015-2016.)

Activity/Item Listings include all “Other Essential Activities” from each unit plan, along with currently unfunded ‘Core’ activities/items	Approx. Yearly Cost (2014-15)	Division priority	Rationale/ Supporting Information	<a href="#">2012 – 13 Educational Master Plan Master</a>	<a href="#">Supported by Data/SLOs</a>	<a href="#">Program Review Recommendations</a>	TOTAL
FT Instructor in Logistics & Supply Chain/International Business/Business	\$65,000	1	See Part A “Critical Needs” “Immediate Needs”				
Development of Logistic & Supply Chain Management certificate* and New On-line courses, development of partnership with Culinary Arts Program	\$15,000	2	See Part A *as reference by College LAHC Pres. and District Chancellor				
Full Time COAT instructional aide	\$40,000	3	See Part A “Instructional Faculty Needed”				
Full Time CIS instructional aide	\$40,000	4	Same as Above				
Half-Time Office Assistant	\$25,000	5	See Part A “Administrative Staff Needed”				
Administrative, office and classroom supplies	\$24,000	6	See Part A “Facilities and Technology Weakness”				
Curriculum , Classroom and computer lab hardware and software	\$18,000	7	Same as above				
Business Advisory Meeting Hosting, Faculty Development, Industry Conference & workshops , Trade Association Participation, Business Club	\$12,000	8	See Part A and B “Areas Needs Strengthening”				
General maintenance contracts copier, print, replacement parts for audio visuals equip.	\$ 8,000	9	See Part A “Facilities and Technology Weakness “				
Community outreach , Program Promotion, Faculty Participation Student Fairs	\$3,600	10	See Part A “Weakness”, “ Areas Need Strengthening”				
<b>Planned “D” offerings carried over electronically from Part B as noted there accordingly.</b>							



ACADEMIC YR:  
2015-2016

DIVISION/AREA:  
Business

DIVISION CHAIR/DIRECTOR:  
Stanley Sandell

Discipline	Course #	Course	Units	Fall 14 sections offered:	Spring 2015 sections offered						
ACCTG	1	INTRODUCTORY ACCOUNTING I	5	2	2	\$20,000					
ACCTG	2	INTRODUCTORY ACCOUNTING II	5	1	1	\$10,000					
ACCTG	3	INTERMEDIATE ACCOUNTING I	3	1	1	\$10,000					
ACCTG	11	COST ACCOUNTING	3	1	1	\$10,000					
BUS	1	INTRODUCTION TO BUSINESS	3	4	4	\$40,000					
BUS	5	BUSINESS LAW I	3	1	1	\$10,000					
BUS	31	BUSINESS ENGLISH	3	1	1	\$10,000					
BUS	38	BUSINESS COMPUTATIONS	3	2	2	\$20,000					
BUS	60	TYPEWRITING FUNDAMENTALS	3	1	1	\$10,000					
BUS	130	INTRO TO SUPPLY CHAIN MANAGEMENT	3	1	1	\$10,000					
CAOT	1	COMPUTER KEYBOARDING I	5	1	1	\$10,000					
CAOT	2	COMPUTER KEYBOARDING II	5	1	1	\$10,000					
CAOT	7	MACHINE TRANSCRIPTION	4	1	1	\$10,000					
CAOT	9	COMPUTER KEYBOARDING IMPROVEMENT	3	1	1	\$10,000					
CAOT	21	MEDICAL SECRETARIAL PROCEDURES I	5	1	1	\$10,000					
CAOT	22	MEDICAL SECRETARIAL PROCEDURES II	5	1	1	\$10,000					
CAOT	23	LEGAL SECRETARIAL PROCEDURES I	5	1	1	\$10,000					
CAOT	33	RECORDS MANAGEMENT AND FILING	3	1	1	\$10,000					
CAOT	34	BUSINESS TERMINOLOGY	2	1	1	\$10,000					
CAOT	47	APPLIED OFFICE PRACTICE	5	1	1	\$10,000					
CAOT	64	COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES LABORATORY	2	1	1	\$10,000					
CAOT	84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING	5	1	1	\$10,000					
CAOT	85	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	5	1	1	\$10,000					
CAOT	110	MICROCOMPUTER OFFICE APPLICATIONS: PRESENTATION DESIGN	5	1	1	\$10,000					
CAOT	185	DIRECTED STUDY - COMPUTER APPLICATIONS OFFICE TECHNOLOGY	1	2	2	\$20,000					
CAOT	285	DIRECTED STUDY - COMPUTER APPLICATIONS OFFICE TECHNOLOGY	2	2	2	\$20,000					
CO INFO	1	PRINCIPLES OF BUSINESS COMPUTER SYSTEMS I	3	3	3	\$30,000					
CO INFO	7	INTRODUCTION TO MULTIMEDIA	3	1	1	\$10,000					
CO INFO	8	MICROCOMPUTER APPLICATIONS	3	1	1	\$10,000					
CO INFO	15	DATA BASE PROGRAMMING FOR MICROCOMPUTERS	3	1	1	\$10,000					
CO INFO	16	SPREADSHEET APPLICATIONS FOR COMPUTERS	3	1	1	\$10,000					
CO INFO	23	PROGRAMMING LABORATORY	2	4	4	\$40,000					
CO INFO	64	MICROCOMPUTER LABORATORY	2	5	5	\$50,000					
CO OFTK	1	KEYBOARDING I	5	2	2	\$20,000					
CO OFTK	2	KEYBOARDING II	5	2	2	\$20,000					
CO OFTK	3	KEYBOARDING III	5	2	2	\$20,000					
CO OFTK	4	KEYBOARDING IV	5	2	2	\$20,000					
INTBUS	1	INTERNATIONAL TRADE	3	1	1	\$10,000					
MARKET	1	PRINCIPLES OF SELLING	3	1	1	\$10,000					
MARKET	21	PRINCIPLES OF MARKETING	3	1	1	\$10,000					
MGMT	2	ORGANIZATION AND MANAGEMENT THEORY	3	1	1	\$10,000					
MGMT	31	HUMAN RELATIONS FOR EMPLOYEES	3	1	1	\$10,000					
REAL ES	1	REAL ESTATE PRINCIPLES	3	1	1	\$10,000					
REAL ES	14	PROPERTY MANAGEMENT	3	1	1	\$10,000					
REAL ES	16	INCOME TAX ASPECTS OF REAL ESTATE	3	1	1	\$10,000					