



Proposed Baccalaureate Degree Program (BDP) Description
Cycle #4, January 2024

The purpose of this form is to collect the content details of the proposed BDP. This form will be provided to the University of California (UC), the California State University (CSU), and the Association of Independent California Colleges and Universities (AICCU) for their review for program duplication.

Form Instructions

Please complete the table below and upload this form as a pdf in response to BDP Application Question #8. Program Description/Non-Duplication.

Program Content Details

Question	Answer
Name of College/Applicant	ALLAN HANCOCK COLLEGE
Title of proposed program	Applied Professional Studies
BS or BA	Bachelor of Science
TOP Code	0599.00
CIP Code(s)	52.9999
SOC Code(s)	No Match

Proposed Baccalaureate Degree Program (BDP) Description

August 2023

Question	Answer
Name of College/Applicant	ALLAN HANCOCK COLLEGE
Title of proposed program	Applied Professional Studies
BS or BA	Bachelor of Science
Program description	<p>The Bachelor of Science (B.S.) Degree in Applied Professional Studies is an applied career technical education program that provides students with the knowledge and skills necessary to compete and succeed in a constantly evolving job market. Through a combination of coursework and hands-on experiences, students will develop a deep understanding of the key principles that drive productivity and progress in a variety of industries and organizations.</p> <p>The program includes an internship/practicum, designed to provide students with real-world experience in their chosen field. Prior workforce/training experience can be substituted for internship/practicum units following a successful portfolio review.</p> <p>A capstone project is a key component of the program, requiring students to demonstrate their mastery of the skills and knowledge they have acquired throughout their studies. This project will allow them to showcase their abilities to potential employers.</p> <p>Graduates of the program will be well-prepared to take on a variety of roles in a wide range of industries and will possess the skills and knowledge necessary to succeed as a professional in today's dynamic and competitive job market. It is well-suited for individuals desiring to enter the workforce, for those seeking advancement, and for mid-level managers wishing to sharpen their skills.</p>

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Question	Answer
Name of College/Applicant	ALLAN HANCOCK COLLEGE
Title of proposed program	Applied Professional Studies
BS or BA	Bachelor of Science
Program outcomes	<p>1. Critical Thinking and Problem Solving: Graduates will be able to analyze complex issues, evaluate diverse information, and develop innovative solutions by applying critical thinking skills and interdisciplinary knowledge to real-world challenges.</p> <p>2. Effective Communication: Graduates will demonstrate proficiency in written, verbal, and visual communication, adapting their style and approach to effectively convey ideas, information, and solutions to diverse audiences in a professional context.</p> <p>3. Ethical Decision-Making: Graduates will exhibit a strong understanding of ethical principles and demonstrate the ability to navigate ethical dilemmas in professional settings, making sound decisions that uphold integrity, social responsibility, and respect for diverse perspectives.</p> <p>4. Interdisciplinary Integration: Graduates will synthesize knowledge from multiple disciplines, bridging the gap between various fields to address complex problems, capitalize on opportunities, and create holistic strategies for professional success.</p> <p>5. Leadership and Collaboration: Graduates will exhibit effective leadership skills, fostering collaboration, managing teams, and guiding projects to completion.</p> <p>6. Professional Development and Lifelong Learning: Graduates will engage in continuous self-assessment and development, actively seeking opportunities to expand their knowledge, skills, and abilities.</p> <p>These Program Learning Outcomes (PLOs) are designed to equip graduates of the Professional Studies program with a comprehensive skill set and mindset that enables them to excel in a wide range of professional roles, industries, and contexts.</p>

Baccalaureate degree program courses (in order, including lower-division and upper-division). Include the course title, course description, and course learning outcomes for each course. Indicate if the course is lower-division or upper-division.

LOWER DIVISION (L) CORE (18 units)

Course 1: (Example-BUS 101) Lower Division

Course title	ACCT 105 - Introduction to Accounting (L)
Course description	A study of the major areas of accounting to provide an overview of financial, managerial and tax accounting.
Course learning outcomes	<ol style="list-style-type: none"> 1. Describe and use the basic accounting equation to record business transactions. 2. Analyze the success and problems of a business from the financial statements. 3. Create a Pro Forma Income Statement 4. Prepare a simple tax return for an individual.

Course 2:

Course title	BUS 101 - Introduction to Business (L)
Course description	A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices with the U.S. and a global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design, leadership, human resource management, organized labor practices, marketing, financial practices, the stock and securities market, and therefore affect a business' ability to achieve its organizational goals.
Course learning outcomes	<ol style="list-style-type: none"> 1. Recall significant core business issues, theories, and applications. 2. Apply business principles to produce an applied learning log. 3. Demonstrate the ability to follow instructions on assignments and class activities.

Course 3:

Course title	BUS 104 - Business Organization and Management (L)
Course description	A study of the structure of business firms and the principles of organization that determine departmentalization and lines of authority and responsibility. Covers management principles and function, including planning, organization and control within a business firm.
Course learning outcomes	<ol style="list-style-type: none"> 1. Recall significant business organization and management principles. 2. Create a work-based project. 3. Demonstrate the ability to follow instructions.

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Course 4:

Course title	BUS 160 - Business Communications (L)
Course description	A study of the types of communications used in industry and government with emphasis on the content and practice of creating and writing various types of letters, memorandums, reports, Internet e-mail, multimedia presentations and other types of documents. Spelling, correct word usage, sentence structure, punctuation, appearance of copy and organization of ideas are emphasized.
Course learning outcomes	<ol style="list-style-type: none"> 1. Recall significant business communication principles 2. Create a work-based project 3. Demonstrate the ability to follow instructions

Course 5:

Course title	BUS 110 - Business Law (L)
Course description	Fundamental legal principles pertaining to business transactions. Introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.
Course learning outcomes	<ol style="list-style-type: none"> 4. Recall significant business communication principles 5. Create a work-based project 6. Demonstrate the ability to follow instructions

Course 6:

Course title	CBIS 101 - Computer Concepts & Applications (L)
Course description	The focus of this course is to provide the students with computer concepts and management information systems concepts as used with business computing. Additionally, the course covers changes in technology that affect how computers are used in business. The course includes hands-on experience using software applications such as Internet browsers, word processing, spreadsheets, databases, and presentation software. Learn the fundamentals latest version of Microsoft Office: Word, Excel, Access and PowerPoint.
Course learning outcomes	<ol style="list-style-type: none"> 1. Recall/demonstrate appropriate concepts in regards to application and information systems. 2. Recall/describe current effects and concerns due to the use of technology in business, such as social media, ethical concerns, changes in software/hardware. 3. Use a variety of sources for reference materials (i.e. online help, vendors' websites, online discussion groups, tutorials.) 4. Use template or design/create/modify documents, spreadsheets, database or presentations for business and school needs. 5. Show ability to follow instructions.

LOWER DIVISION ELECTIVES (LE) (6 units)

Course 7:

Course title	ACCT 131 - Financial Accounting 1 (LE)
Course description	An introduction to the role of financial accounting in business and the accounting process. Topics include recognition, measurement, classification and presentation of business events; and analyzing and recording asset transactions; and performance evaluation. This is the first semester of a two-semester course.
Course learning outcomes	<ol style="list-style-type: none">1. Record transactions into General Ledger General Journal.2. Prepare financial statements from the trial balance.3. Identify ethical and legal issues throughout the accounting cycle.4. Accurately value assets according to Generally Accepted Accounting Principles and International Financial Reporting Standards.

Course 8:

Course title	ACCT 132 - Financial Accounting 2 (LE)
Course description	An introduction to the role of financial accounting in business and the accounting process. Topics include recognition, measurement, and classification of business events; analyzing and recording financial investment, liability and equity transactions; and performance evaluation. This is the second semester of a two-semester course.
Course learning outcomes	<ol style="list-style-type: none">1. Record transactions into General Ledger General Journal.2. Prepare financial statements from the trial balance.3. Identify ethical and legal issues throughout the accounting cycle.4. Accurately value assets according to Generally Accepted Accounting Principles and International Financial Reporting Standards.

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Course 9:

Course title	AG 150 - Introduction to Agribusiness (LE)
Course description	The study of principles and practices of the selling process: selling strategies and approaches, why and how people buy, prospecting, territory management, and customer service. Self-management, communication, and interpersonal skills necessary in developing managerial abilities, leadership qualities, and facilitating teamwork within the agribusiness sector will be explored. Students will gain experience through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day-to-day basis.
Course learning outcomes	<ol style="list-style-type: none"> 1. List and describe approaches and techniques of marketing agribusiness products. 2. Develop and present an agribusiness marketing plan including industry analysis, SWOT, competitive analysis and promotion plan. 3. Describe federal and state laws and regulations that affect the marketing of agribusiness products.

Course 10:

Course title	AG 157 - Agricultural Sales, Communication & Leadership (LE)
Course description	The study of principles and practices of the selling process: selling strategies and approaches, why and how people buy, prospecting, territory management, and customer service. Self-management, communication, and interpersonal skills necessary in developing managerial abilities, leadership qualities, and facilitating teamwork within the agribusiness sector will be explored. Students will gain experience through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day-to-day basis.
Course learning outcomes	<ol style="list-style-type: none"> 1. Describe a successful sales protocol. 2. Define sales team management guidelines for organization. 3. Identify prospects and channels for sales and distribution. 4. Understand social responsibility and ethics in agriculture sales and communication.

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Course 11:

Course title	AG 158 - Agricultural Economics (LE)
Course description	The place of agriculture and farming in the economic system; basic economic concepts and problems of agriculture; pricing and marketing problems, factors of production; and state and federal farm programs affecting the farmer's economic position.
Course learning outcomes	<ol style="list-style-type: none">1. Understand theoretical concepts and principles of economics applied to agricultural sciences and/or natural resources, including how markets work, characteristics of divergent market structures, and the major determinants of supply and demand interaction.2. Use quantitative methods and graphical tools that allow a business firm to identify the economic forces that affect agricultural production and consumption trends and use this data to select the optimal, profit-maximizing, levels of inputs and outputs.3. Develop an understanding of and appreciation for the impact of international trade and globalization of agricultural markets on producers and consumers in the USA and in the rest of the world. Apply critical thinking skills to the evaluation of globalization and its implications.4. Differentiate agricultural production technologies, food consumption levels and types, and standards of living across nations, societies, and cultures. Understand how these variations affect consumer choices, agricultural responses to environmental concerns and agribusiness outcomes.

Course 12:

Course title	BUS 106 - Small Business Management (LE)
Course description	Intended primarily for students who plan to participate in an independently-owned business. Includes study of single proprietorships, partnerships, and corporations at all levels of the American economic system.
Course learning outcomes	<ol style="list-style-type: none">1. Recall significant small business management issues, theories, and applications.2. Produce a work-based project.3. Demonstrate the ability to follow instructions.

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Course 13:

Course title	BUS/ECON 121 - Business Economics (LE)
Course description	An introduction to basic economic analysis and institutions. Macroeconomic analysis of income, employment, price level, and international trade. Microeconomic analysis of demand, production, competitive and noncompetitive product markets, and factor markets. Emphasis is placed on the applications of economic theory in the business environment.
Course learning outcomes	<ol style="list-style-type: none"> 1. Identify and analyze the benefits and costs associated with free trade. 2. Distinguish between the mechanisms for limiting trade. 3. Identify and analyze factors in the global economy that affects men and women differently.

Course 14:

Course title	BUS/ECON/GBST 141 - Global Economics (LE)
Course description	An introduction to international economic issues. Explores why countries trade and addresses the consequences of trade restrictions. Alternative exchange rate systems, factors that cause exchange-rate fluctuations, and the determinants of a country's balance of trade are covered. Other topics include the politics of trade policy, the impact of trade on the job market, the role of international institutions in the global economy, financial crises, global environmental issues, and international debt problems.
Course learning outcomes	<ol style="list-style-type: none"> 1. Identify and analyze the benefits and costs associated with free trade. 2. Distinguish between the mechanisms for limiting trade. 3. Identify and analyze factors in the global economy that affects men and women differently.

Course 15:

Course title	CA 125 - Supervision and Training Techniques (LE)
Course description	A study of food service operations, procedures, and problems encountered in the development of personnel programs and desirable labor management relationships. Topics include selection, placement, orientation, training, counseling, rating, and promotion of employees.
Course learning outcomes	<ol style="list-style-type: none"> 1. Categorize the responsibilities of a food service supervisor in communication, recruitment, retention, placement, evaluation, discipline and promotion of employees. 2. Design, implement and evaluate on the job training programs based on the many government regulations and union requirements specific to the food and beverage industry.

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Course 16:

Course title	CA 126 – Food Production Cost, Control and Management (LE)
Course description	A study of quantity food preparation with emphasis on food, beverage and labor cost control management in purchasing, receiving, storing, issuing, and producing food products. Principles and procedures for the management of institutional, restaurant, and catering food service settings are examined.
Course learning outcomes	<ol style="list-style-type: none">1. Design cost control and management systems for various operations based on the different stages of the Food and Beverage process.2. Originate a forecasting plan for various operations based on projected sales and unit standards.

Course 17:

Course title	ECS 111 - Administration I: Programs in Early Childhood Education (LE)
Course description	Introduction to the administration of early childhood education programs. Students will study the principles and practices in the supervision and administration of various kinds of early care and education programs, including program planning and philosophies, organizational structure, financial management, personnel administration, staff leadership, licensing requirements, accreditation standards, and advocacy for children and families.
Course learning outcomes	<ol style="list-style-type: none">1. Analyze administration skills and components in various types of early care and education programs.2. Demonstrate knowledge of strategic and fiscal planning in early care and education programs.3. Evaluate, understand and apply state and federal regulations and standards involved in administering components of a quality early childhood program, facilities and operations.

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Course 18:

Course title	ECS 150 - Administration II: Personnel and Leadership in Early Childhood Education (LE)
Course description	This course covers effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and developing strategies for establishing collaboration and communication for a diverse and inclusive early care and education program.
Course learning outcomes	<ol style="list-style-type: none">1. Demonstrate effective practices for managing and leading staff and administering early care and education programs.2. Implement ongoing professional development plans based on evaluation of staff and administrator needs.3. Establish professional relationships and facilitate collaboration and communication between colleagues, families and stakeholders.

Course 19:

Course title	HUSV 102 - Case Management Skills (LE)
Course description	An introduction to basic concepts and skills of case management with diverse populations including cultural competence, ethics, intakes, assessment, case planning, referrals, implementation and documentation.
Course learning outcomes	<ol style="list-style-type: none">1. Define ethical and culturally competent approaches to interviewing clients, assessing their strengths and problems, and recommending ameliorative services.2. Appropriately to document their provision of these services.3. Be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached.

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Course 20:

Course title	HUSV 104 - Group Dynamics (LE)
Course description	Explores the process and content of counseling groups and families. Topics include developmental stages of groups, group formation, constructive and ineffective processes, behavioral ground rules, interventions, entry into and exit from groups, ethics, cultural and ethnic diversity, documentation of client behavior, and self-awareness in group situations.
Course learning outcomes	<ol style="list-style-type: none"> 1. Manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness, and congruence, in a group service setting. 2. Interact in a group setting so as to encourage the development of a positive, problem-solving, working group process.

Course 21:

Course title	HUSV 107 - Serving Culturally Diverse Clients (LE)
Course description	Survey of culturally competent strategies and approaches for working in human service settings with clients who are culturally, ethnically, and physically diverse.
Course learning outcomes	<ol style="list-style-type: none"> 1. Define the core components that constitute culturally competent practice. 2. Explain how to apply the core components of cultural competence to working in the helping field with members of at least one oppressed minority culture.

Course 22:

Course title	PLGL 112 - Corporations, Partnership, LLC (LE)
Course description	An entrepreneur must make a choice as to which type of business to form and operate. Corporations, partnerships, limited liability companies, and sole proprietorships are among the different types of business organizations. This course reviews the law regarding the formation and operation of various forms of business organizations. It provides guidance on drafting original documents to form a business.
Course learning outcomes	<ol style="list-style-type: none"> 1. Recall significant corporations, partnerships, LLC issues, theories, and applications. 2. Apply corporations, partnership, LLC principles to produce an applied learning log. 3. Demonstrate the ability to follow instructions on assignments and class activities.

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Course 23:

Course title	REC 101 - Intro to Recreation Management (LE)
Course description	An examination of the theories of leadership, leadership behaviors, principles and procedures of leadership and supervisory responsibilities as applied by the recreation leader. Techniques for working with small groups, large groups, and diverse populations.
Course learning outcomes	<ol style="list-style-type: none"> 1. Define recreation, leisure, and play. 2. Understand the motivations to participate in recreation on a personal and professional basis. 3. Apply recreation to achieve social change. 4. Identify the various agencies providing recreation. 5. Understand the mission, philosophy, services, and programs of the recreation profession.

Course 24:

Course title	REC 103 Leadership in Recreation Services (LE)
Course description	An examination of the theories of leadership, leadership behaviors, principles and procedures of leadership and supervisory responsibilities as applied by the recreation leader. Techniques for working with small groups, large groups, and diverse populations.
Course learning outcomes	<ol style="list-style-type: none"> 1. Describe the principles of effective leadership. 2. Identify the appropriate leadership technique for various recreational settings. 3. Demonstrate leadership in a recreation program. 4. Evaluate leadership techniques for effectiveness. 5. Apply communication skills to leadership situations. 6. Identify appropriate programming for diverse populations.

Course 25:

Course title	REC 105 - Program Planning for Recreation (LE)
Course description	An exploration of recreational program planning including organization, implementation, and evaluation in both public and private settings. The interrelationship of needs and interests of people, physical settings, and activity content are covered.
Course learning outcomes	<ol style="list-style-type: none"> 1. Demonstrate the ability to recognize and analyze the factors that need to be considered when planning programs. 2. Establish measurable objectives for programs that reflect participant's needs and interests. 3. Plan, organize, and implement recreation programs. 4. Prepare appropriate promotional material. 5. Evaluate program effectiveness.

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Course 26:

Course title	VEN 105 - Wine Marketing and Sales (LE)
Course description	An introductory overview of the wine industry, production, planning, marketing channels, advertising, promotion, packaging, pricing, retail/wholesale distribution, and public relations.
Course learning outcomes	<ol style="list-style-type: none"> 1. Understand and apply basic marketing principles. 2. Develop and present a marketing plan including market analysis and strategic assessment. 3. Understand and apply the basic role, processes, and purpose of strategic brand management in the wine industry. 4. Understand the strategic options for various size wineries. 5. Understand the concepts of segmentation, targeting and positioning as they relate to the wine consumers. 6. Understand and apply various sales techniques.

Course 27:

Course title	VEN 106 - Winery and Vineyard Financial Management (LE)
Course description	Presents the many aspects of operating a small to medium-sized winery in today's business environment. Topics include an overview of the California grape and wine industry, government compliance, financial planning (capital and operating budgets), grape supply options, grape contracts, financial and managerial accounting for vineyards and wineries. Includes the basics of vineyard and winery financial management e.g. using financial statements and what they mean, cash flow management, financial and investment analysis, banking and funding sources. The class combines short lecture and hands-on experience to gain practice with, and examine the limitations of, each analysis. Some basic understanding of Microsoft Excel is recommended.
Course learning outcomes	<ol style="list-style-type: none"> 1. Understand basic financial accounting issues in the wine industry 2. Interpret basic financial statements to evaluate firm performance 3. Estimate project cash flows and distinguish between value-creating and value destroying investments 4. Determine financial drivers of Free Cash Flow and alternative financing options 5. Evaluate the economic and industry environment, domestic and international 6. Understand some human resource, compliance and ethical issues inherent to the industry

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Course 28:

Course title	VEN 114 - Wine Business (LE)
Course description	The course will cover the basics of wine business for commercial wine production, sales, marketing, logistics, compliance and administration. The class combines short lecture and hands-on experience to gain practice with, and examine the limitations of, each analysis. The student will work in small groups analyzing regional wine industries.
Course learning outcomes	<ol style="list-style-type: none"> 1. Assess and relate an appropriate mastery of the knowledge, techniques, skills and modern tools of the winemaking industry. 2. Compare various marketing and selling techniques. 3. Describe logistics and compliance related to winegrowing implementation. 4. Practice to function effectively on teams, including effective communication, understanding professional, ethical and social responsibilities. 5. Use a commitment to quality, timeliness and continuous improvement.

UPPER DIVISION GENERAL EDUCATION (U) (12 units)**Course 29:**

Course title	APS 3000 - Creativity and Problem Solving (U)
Course description	This course teaches students how to think outside the box and use creative problem-solving techniques to tackle complex challenges. Through a combination of lectures, group discussions, and hands-on activities, students will learn to generate and evaluate new ideas, use design thinking to approach problems, and develop their own personal toolkits for solving problems in innovative ways. Topics covered in the course include lateral thinking, brainstorming, visualization, and overcoming mental blocks. By the end of the course, students will have a deeper understanding of how to approach problems in a creative and effective manner, and be able to apply these techniques in a variety of personal and professional contexts.
Course learning outcomes	<ol style="list-style-type: none"> 1. Understand creativity and innovation as a concept and its practical application in various industries. 2. Identify and analyze challenges and opportunities through a creative and innovative lens. 3. Develop critical thinking and problem-solving skills through a creative and innovative approach. 4. Knowledge of various tools and techniques for promoting creativity and innovation in a professional setting.

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Course 31:

Course title	APS 3001 – Building a Diverse Workforce (U)
Course description	This course is designed to equip students with the knowledge and skills necessary to create inclusive and equitable workplaces in today's diverse and globalized world. In this course, students will explore the critical importance of embracing diversity, equity, and inclusion (DEI) as a strategic advantage for organizations and to foster creativity, innovation, and overall success. The course provides a comprehensive overview of the historical and social contexts of diversity in the workplace. Students will examine the impact of various laws, policies, and landmark cases that have shaped the landscape of workforce diversity. Furthermore, they will gain insights into demographic trends, cultural shifts, and societal changes influencing modern workforce dynamics.
Course learning outcomes	<ol style="list-style-type: none"> 1. Critically evaluate the relationship between workforce diversity and organizational performance. 2. Identify and analyze challenges and opportunities through a creative and innovative lens. 3. Develop critical thinking and problem-solving skills through a creative and innovative approach. 4. Knowledge of various tools and techniques for promoting creativity and innovation in a professional setting.

Course 32:

Course title	APS 3002 – Global Trends in Technology (U)
Course description	This course provides an in-depth examination of the current and emerging trends in technology and their impact on the global marketplace. Students will analyze case studies and real-world examples to understand the technological advancements shaping industries, businesses and societies. Topics covered include advancements in artificial intelligence, automation, cloud computing, big data, and the Internet of Things (IoT). The course also explores the ethical and social implications of these trends, and students will develop critical thinking skills to evaluate the potential benefits and challenges of these technologies in a global context. This course is designed for students looking to better understand the role of technology in our rapidly changing world.
Course learning outcomes	<ol style="list-style-type: none"> 1. Understanding of the latest advancements and innovations in technology on a global scale. 2. Awareness of the impact of technology on various industries and societies, including the economy, politics, and culture. 3. Knowledge of the key players and stakeholders in the global technology industry and their strategies and approaches. 4. Ability to analyze and evaluate the current and future trends in technology and their potential impact on societies.

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Course 33:

Course title	APS 3003 – Professional Communication – Oral and Written (U)
Course description	This course is designed to help students develop the skills necessary for effective professional communication in both oral and written forms. Throughout the course, students will engage in writing and oral communication exercises, peer evaluations, and group projects to practice and improve their communication skills. The course is designed for students interested in pursuing careers in a wide range of industries, and prior coursework in communication or business is recommended but not required.
Course learning outcomes	<ol style="list-style-type: none"> 1. Compose clear, concise, and effective professional documents, such as emails, reports, and presentations. 2. Effectively communicate in a wide range of professional settings, including face-to-face, virtual, and cross-cultural situations. 3. Analyze and evaluate the communication needs and preferences of various professional audiences. 4. Apply best practices for effective interpersonal and group communication, including active listening, conflict resolution, and decision-making.

UPPER DIVISION REQUIREMENTS (48 units)**Course 34:**

Course title	APS 3004 – The Future of Work (U)
Course description	This course explores the trends and forces shaping the future of work and their implications for individuals, organizations, and society. The course is designed for students interested in understanding the implications of current and future trends in the world of work. Through lectures, discussions, case studies, and hands-on projects, students will develop a comprehensive understanding of the future of work and the role of individuals, organizations, and governments in shaping this future.
Course learning outcomes	<ol style="list-style-type: none"> 1. Analyze current and future trends in the world of work, including the impact of technology and automation. 2. Assess labor market and employment patterns to understand their implications for individuals, organizations, and society. 3. Understand the role organizations and governments play in shaping the future of work. 4. Develop strategies for individuals to thrive in the changing nature of work, including identifying and acquiring relevant skills and knowledge.

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Course 35:

Course title	APS 3005 – Transformative Thinking (U)
Course description	This course focuses on the application of transformative thinking in the workplace. Students will learn how to bring a fresh perspective to problem-solving and decision-making, and how to develop a growth mindset in their professional lives. The course will cover a variety of tools and techniques, including critical thinking, creative problem-solving, and mindfulness, and will explore how they can be applied in various organizational settings. Students will also examine case studies of organizations that have successfully implemented transformative thinking and will participate in group discussions and individual projects to develop their own skills in this area. The goal of the course is to equip students with the skills and mindset necessary to thrive in an ever-changing and fast-paced work environment and to foster innovation, growth, and success in their careers.
Course learning outcomes	<ol style="list-style-type: none">1. Examine and evaluate complex problems, theories, and best practices in transformative thinking.2. Generate new ideas, challenge assumptions, and approach problems from different perspectives.3. Participate in group discussions, present individual projects, and engage in effective and persuasive arguments.4. Apply transformative thinking to enhance their personal and professional growth, and to navigate an ever-changing and complex work environment.

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Course 36:

Course title	APS 3006 – Management and Evaluation of Employees (U)
Course description	This course is designed to equip students with the knowledge and skills necessary to effectively assess and manage employee performance in organizational settings. Students will gain a comprehensive understanding of the performance evaluation process, its significance in promoting employee growth and development, and its critical role in enhancing overall organizational performance. The course establishes a solid theoretical foundation, introducing students to various performance management models, frameworks, and theories. Students will explore the importance of aligning performance evaluation with organizational goals, values, and culture to foster a performance-driven work environment.
Course learning outcomes	<ol style="list-style-type: none">1. Critically analyze different performance evaluation models, methods, and tools to assess their effectiveness in providing accurate and fair assessments of employee performance.2. Identify specific areas for employee improvement based on performance evaluation feedback.3. Explore the correlation between performance evaluation outcomes and broader organizational outcomes, such as employee engagement, productivity, and retention.4. Engage in discussions about ethical considerations related to performance evaluation.

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Course 37:

Course title	APS 3007 - Applied Leadership (U)
Course description	This course is designed to provide students with an in-depth understanding of the principles and practices of applied leadership. Through lectures, discussions, and hands-on activities, students will explore the key traits and skills necessary for inspiring and motivating individuals and teams to reach their full potential. Topics will include goal setting, communication, interpersonal relationships, and the role of emotions in leadership. Students will also examine real-world examples of successful leaders and analyze their strategies for building and maintaining high-performing teams. By the end of the course, students will have developed a personal leadership philosophy and a practical action plan for applying these concepts in their own lives and careers.
Course learning outcomes	<ol style="list-style-type: none">1. Analyze and evaluate theories and models of leadership, case studies of effective leaders, and their own experiences to develop a deep understanding of the principles of motivational leadership.2. Articulate a personal leadership philosophy and motivate others towards a common goal.3. Reflect on personal leadership potential and identify areas for growth, developing a personalized action plan for applying motivational leadership principles in their own lives and careers.4. Work in teams to complete group projects and develop skills in collaboration, negotiation, and conflict resolution, building the foundation for effective teamwork and leadership in the future.

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Course 38:

Course title	APS 3008 – Ethical and Professional Conduct (U)
Course description	This course focuses on the study of ethical principles and professional conduct in various fields and industries. Students will examine codes of ethics, case studies, and current issues to develop an understanding of ethical reasoning and decision-making. Topics may include business ethics, medical ethics, media ethics, and legal ethics. The course will explore the responsibilities and obligations of individuals and organizations in areas such as privacy, confidentiality, and accountability. Additionally, students will engage in discussions and simulations to apply ethical theories and concepts to real-world scenarios. This course is designed for students seeking to understand the intersection of ethics and professional conduct, and to develop their own ethical framework for personal and professional success.
Course learning outcomes	<ol style="list-style-type: none">1. Apply ethical theories, frameworks, and decision-making models to real-world scenarios.2. Comprehend the ethical obligations and standards associated with a chosen profession.3. Understand how values, norms, and ethical practices vary across different cultures and societies.4. Demonstrate an appreciation for the importance of cultural sensitivity and respect for diversity in professional conduct.

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Course 39:

Course title	APS 3009 – Planning and Risk Management (U)
Course description	This course offers students a comprehensive understanding of the critical role of effective planning and risk management in achieving organizational objectives and ensuring long-term success. This course provides a strategic framework for students to develop skills in designing, implementing, and evaluating robust plans while identifying and mitigating potential risks in dynamic and uncertain business environments. The course further explores the fundamental concepts of planning, emphasizing the significance of aligning plans with an organization's vision, mission, and strategic goals. Students will learn how to set SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) objectives and develop action plans to translate strategic visions into actionable steps.
Course learning outcomes	<ol style="list-style-type: none">1. Evaluate existing strategic plans and identify areas for improvement.2. Identify and analyze potential risks within dynamic and complex business environments.3. Design and implement risk mitigation strategies to proactively address identified risks.4. Design and implement continuity plans that ensure an organization's ability to respond effectively to crises and disruptions.

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Course 40:

Course title	APS 4000 – Productivity in the Workplace (U)
Course description	This is a comprehensive course designed to help individuals and organizations increase productivity, efficiency, and profitability. Participants will learn effective strategies for time management, goal setting, delegation, communication, and motivation. Topics will also include stress management, conflict resolution, and performance evaluation. Through interactive lectures, case studies, and practical exercises, students will gain a solid understanding of how to create a positive work environment and cultivate a culture of productivity. Upon completion of this course, students will have the skills and knowledge to implement successful productivity management practices in their own work environment.
Course learning outcomes	<ol style="list-style-type: none">1. Understand key concepts, theories, and strategies related to productivity in the workplace.2. Utilize various tools and technologies, including software and hardware, that can help improve productivity in the workplace.3. Employ practical skills and habits for improving productivity, such as time management, prioritization, and goal setting.4. Assess and improve work processes, including identifying bottlenecks, streamlining workflows, and reducing waste, to increase productivity in the workplace.

Course 41:

Course title	APS 4001 – Project Planning, Development, and Evaluation (U)
Course description	This course will provide students with a comprehensive understanding of the project planning, development, and evaluation process. Students will learn how to define project objectives, determine project scope, develop project schedules and budgets, and manage project resources. Additionally, students will be introduced to various project management methodologies and tools to help them effectively plan and execute projects.
Course learning outcomes	<ol style="list-style-type: none">1. Analyze complex problems and develop effective solutions through project planning, development, and evaluation.2. Apply knowledge and skills to real-world projects and effectively plan, develop, and evaluate projects.3. Employ practical skills and habits for improving productivity, such as time management, prioritization, and goal setting.4. Assess and improve work processes, including identifying bottlenecks, streamlining workflows, and reducing waste, to increase productivity in the workplace.

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Course 42:

Course title	APS 4002 – Budget and Financial Planning (U)
Course description	This course provides students with a comprehensive understanding of budgeting and financial planning. Students will learn how to create and maintain a budget, including creating a spending plan and tracking expenses. They will also learn about financial statements, including balance sheets, income statements, and cash flow statements, and how to use these statements to make informed financial decisions. Additionally, students will gain hands-on experience using spreadsheet software, such as Microsoft Excel, to create and manage financial spreadsheets. Topics covered in this course include creating formulas and functions, using charts and graphs to display financial data, and utilizing advanced features such as pivot tables and macros.
Course learning outcomes	<ol style="list-style-type: none">1. Analyze and interpret financial data, including financial statements and budget data, to make informed financial decisions.2. Effectively use spreadsheet software, such as Microsoft Excel, to create and manage financial spreadsheets and perform calculations.3. Use budgeting and financial spreadsheets to plan and make informed financial decisions, such as saving and investing.4. Effectively communicate financial information using charts, graphs, and other visual aids to effectively present financial data to others.

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Course 43:

Course title	APS 4003 – Technical Support Systems (U)
Course description	This course is designed to provide students with a comprehensive understanding of the essential support systems and technologies that underpin modern operations. In this class, students will explore a wide range of technical support systems, including enterprise resource planning (ERP), customer relationship management (CRM), supply chain management (SCM), and business intelligence (BI) tools. Through a combination of theoretical concepts and hands-on applications, students will develop the knowledge and skills necessary to effectively leverage these systems to optimize processes, enhance decision-making, and drive success.
Course learning outcomes	<ol style="list-style-type: none">1. Critically evaluate various technical support systems, considering organizational needs, goals, and specific requirements.2. Design and implement integrated technical support solutions that align with strategic initiatives.3. Utilize data analytics tools within technical support systems and learn to extract valuable insights from data.4. Analyze and optimize processes using workflow automation systems.

Course 44:

Course title	APS 4004 – Client and Stakeholder Development (U)
Course description	This course offers students a comprehensive exploration of the strategic and tactical activities involved in driving client and stakeholder growth and expansion. This class provides a holistic understanding of client and stakeholder development, encompassing sales, marketing, customer relationship management, and strategic partnerships. Students will gain the knowledge and skills needed to identify new opportunities, create effective sales and marketing strategies, nurture client relationships, and foster collaborations to propel organizational success.
Course learning outcomes	<ol style="list-style-type: none">1. Formulate well-researched and data-driven business development strategies that align with organizational goals and market opportunities.2. Design and implement effective sales and marketing plans tailored to support business development objectives.3. Recognize the significance of strategic partnerships in business development and develop the ability to identify, negotiate, and establish mutually beneficial collaborations.4. Evaluate the financial viability and risk associated with various client and stakeholder development opportunities.

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Course 45:

Course title	APS 4005 – Managing Legal Issues (U)
Course description	This course will help students understand the legal principles and regulations that are essential for effective decision-making and risk management. It is designed to provide students with a comprehensive overview of the legal framework that governs business and organizational activities, and to equip them with the knowledge and skills necessary to navigate legal challenges in a strategic and ethical manner.
Course learning outcomes	<ol style="list-style-type: none">1. Analyze complex scenarios to identify and evaluate potential legal issues, demonstrating the ability to critically assess the legal implications of various decisions, practices, and contracts.2. Integrate legal principles with strategic planning, synthesizing legal knowledge to develop proactive strategies for minimizing legal risks, ensuring compliance, and optimizing outcomes.3. Apply ethical frameworks and legal considerations to formulate well-reasoned solutions to dilemmas, demonstrating the capacity to navigate situations where legal and ethical dimensions intersect.4. Communicate complex legal concepts and analyses effectively to diverse audiences, showcasing the skill to translate legal information into clear, concise, and persuasive messages for stakeholders, clients, or team members.

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Course 45:

Course title	APS 4006 – Data Interpretation and Reporting (U)
Course description	This course equips students with the skills to analyze and interpret data for decision-making and reporting. Students learn techniques for collecting, organizing, and analyzing data from various sources, as well as using statistical software and visualization tools. They also gain an understanding of data quality and ethical considerations. By the end of the course, students can critically analyze data, create comprehensive reports, and communicate insights effectively. This course is valuable in fields such as business, finance, marketing, healthcare, and social sciences. No prerequisites are required, but basic statistics and spreadsheet proficiency are beneficial.
Course learning outcomes	<ol style="list-style-type: none">1. Critically analyze and interpret complex datasets by applying appropriate statistical techniques, identifying trends and patterns, and drawing meaningful conclusions to support decision-making and reporting.2. Present data findings using appropriate visualizations, charts, and graphs, and articulate key findings and recommendations to diverse stakeholders.3. Understand the importance of ensuring accurate, reliable, and valid data for interpretation and reporting purposes.4. Analyze and interpret industry-specific datasets, create comprehensive reports, and make data-driven recommendations that address specific gaps, challenges, or opportunities.

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Course 45:

Course title	APS 4007 – Internship/Practicum (U)
Course description	This course provides students with real-world experience in their field of study. In this class, students will work with a professional mentor in a workplace setting to gain practical skills, knowledge and professional development. The focus of this course is on developing a strong understanding of industry-specific practices and applications, as well as building a professional network. Students will also reflect on their experiences and assess their growth throughout the course. This class is suitable for students looking to apply their academic learning to real-world scenarios and gain valuable experience before entering the workforce.
Course learning outcomes	<ol style="list-style-type: none">1. Apply the knowledge and skills to real-world scenarios and gain practical experience in their field of study.2. Synthesize their experiences and academic learning, reflecting on their growth and identifying areas for improvement.3. Analyze the practices and applications of their field of study, gaining a deeper understanding of the industry and the skills needed to succeed in it.4. Analyze and interpret industry-specific datasets, create comprehensive reports, and make data-driven recommendations that address specific gaps, challenges, or opportunities.

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Course 45:

Course title	APS 4008 – Project Studio (U)
Course description	This course is designed to provide students with hands-on experience in the creative and technical aspects of project development. Through a series of studio-based projects, students will learn the fundamentals of project design, planning, and execution, including problem solving, research, and prototyping. Emphasis will be placed on using a variety of tools and techniques to turn ideas into tangible outcomes. The course will also explore the role of collaboration, communication, and teamwork in project development. By the end of the course, students will have developed a portfolio of completed projects and the skills necessary to move on to more advanced projects in future courses. Must co-enroll in Capstone Project Seminar.
Course learning outcomes	<ol style="list-style-type: none"> 1. Generate and evaluate innovative ideas, and translate them into tangible outcomes. 2. Utilize critical thinking and problem-solving skills throughout the design, planning, and execution of projects. 3. Work effectively in teams, communicate their ideas effectively, and navigate group dynamics. 4. Develop a portfolio of completed projects, which will serve as a showcase of skills and abilities for future career opportunities.

Course 45:

Course title	APS 4009 – Capstone Project Seminar (U)
Course description	This course is for students in their final year of study and is aimed at preparing them for their capstone project. The course covers the purpose and goals of the capstone project, identifying and defining a suitable project topic, developing a project plan with a timeline and milestones, ethical and professional considerations, research methods, and tools for collecting and analyzing data. Students will work in small groups and receive individualized feedback, with the goal of having a clear understanding of the capstone project requirements by the end of the course. This course provides students with the tools, knowledge, and support necessary to begin their capstone project with confidence. Must co-enroll in Project Studio.
Course learning outcomes	<ol style="list-style-type: none"> 1. Research and identify a major problem that negatively impacts the professional workplace. 2. Collect, review, and analyze data relative to a major problem in a professional workplace. 3. Create a written or physical project that clearly and sufficiently addresses or solves a major problem in the professional workplace. 4. Demonstrate creativity and innovation in addressing or solving a major problem in the professional workplace.

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Note: You can add more tables if needed, depending on number of courses.