

Certificate Form

Certificates of Achievement (if applicable):

- A. An Annual Update must be completed for each Certificate of Achievement program.
- B. Programs with stackable certificates fill out the following form, which is included in the related degree program review.
- C. Stand-alone certificates fill out the entire Annual Update.

Name of Program: _____ Administrative Office Assistant _____

Certificate Name	JSC	CA	Is the certificate stackable?	Is the certificate a stand alone program?
Office Assistant	X		yes	no
Office Assistant		X	yes	no

Please discuss the following questions regarding all area Certificates of Achievement (CA):

No changes for certificate proposals/additions are planned. C-ID has just approved model curriculum and faculty in the area are reviewing and will be updating course content to reflect these C-ID proposals.

43-0000 Office and Administrative Support Occupations make up nearly 12% of the employees in our region which is slightly lower than the national average. Although the office technology area does not have a formal advisory committee, Faculty in the area work for and talk with large employers in the Bakersfield community to ensure that students are getting the required skills necessary for employment.

As far as numbers for target completions, it would be 100% of students in the program but many students find employment prior to completion of the degree/certificate. We do not complain if a student chooses to go in to the workforce making a livable wage prior to completing the certificate or degree. Many of our students are on government subsidies and gainful employment if the goal and not necessarily the certificate.