

Palo Verde College

Program Outline Report

Program Basics

Program Title:	Business Literacy
Program Status:	Active from 2026-2027 Fall (2026FA)
Department:	Business
Award Type:	Certificate of Career Preparation (Credit)
Program/Catalog Description	The business literacy skills career preparation program provides basic business, mathematical, and financial skills that students will need to succeed in the workforce. Students gain fundamental study and workplace skills for professional success. This unique business literacy skills program is suitable for entry-level employees, as well as those looking to upgrade their business skills. This is a stackable certificate to the Certificate of Achievement in Small Business.
Control Number:	No value
Credential ID:	No value
Transferability:	No value
(SP01) Program TOP Code:	0514.00
(SP01) Program TOP Code:	Office Technology/Office Computer Applications
(SP02) Student Program Award:	Certificate requiring 6 to fewer than 18 semester units (not approved by Chancellor's Office)
Maximum Credits:	13
Minimum Credits:	13
Curriculum Committee Approval Date:	03/12/2026
Board of Trustees Approval Date:	04/14/2026
External Review Approval Date:	04/14/2026

Proposal Details

Proposal Start:	2026-2027 Fall (2026FA)
What changes have been made to the program:	Unit value, eliminate electives, and add Small Business Finance as a required course
Program Justification:	This is a four-course certificate that stacks into a Certificate of Achievement in Small Business.

Submission Rationale

- Improvement to Program of Study

Program Requirements

Business Literacy Certificate of Career Preparation (Total 13)

Complete all of the following

Required Core Courses (Total 13)

Complete the following number of credits: 13

ACC100 - Basic Accounting	4
BUS101 - Introduction to Business	3
BUS105 - Business Mathematics	3
BUS115 - Small Business Finance	3

Recommended Sequences

No value

Program Outcomes

Business Literacy Certificate of Career Preparation

PSLO	Performance
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1. Acquired fundamental understanding of the principles and practices of business.	70
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Program Narrative

Narrative Item 1. Program Goals and Objectives

No Value

Narrative Item 2. Catalog Description

The business literacy skills career preparation program provides basic business, mathematical, and financial skills that students will need to succeed in the workforce. Students gain fundamental study and workplace skills for professional success. This unique business literacy skills program is suitable for entry-level employees, as well as those looking to upgrade their business skills. This is a stackable certificate to the Certificate of Achievement in Small Business.

Narrative Item 3. Program Requirements

No Value

Narrative Item 4. Master Planning (Not needed for Certificates of Career Preparation)

No Value

Narrative Item 5. Enrollment and Completer Projections (Not needed for Certificates of Career Preparation)

No Value

Narrative Item 6. Place of Program in Curriculum/Similar Programs (Not needed for Certificates of Career Preparation)

No Value

Narrative Item 7. Similar Programs at Other Colleges in Service Area (Not needed for Certificates of Career Preparation)

No Value

LMI and Analysis

No Value

Advisory Committee Recommendations (Not needed for Certificates of Career Preparation)

No Value

Regional Consortia Recommendations (Not needed for Certificates of Career Preparation)

No Value