**Program Outline**

**Title:**

**Originator: Date** Click or tap to enter a date.

**Department:**

**College/Learning Pathway/Engagement Center:** Choose an item.

 **College:** [ ]  **Moreno Valley College** [ ]  **Norco College** [ ]  **Riverside City College***(Please note: Programs are college specific. If multiple colleges wish to include this program, a separate proposal and college specific supporting documents are required.)*

**TOPs Code:** **CIP Code:**

**Certificate is being proposed as:**

[ ]  **Certificate of Completion (CDCP Eligible)** [ ]  **Certificate of Competency (CDCP Eligible)**

 *Please specify non-credit category:*

[ ]  Short-Term Vocational [ ]  Workforce Preparation

[ ]  English as a Second Language [ ]  Elementary and Secondary Basic Skills

[ ]  **Local Non-Credit Certificate (Not CDCP Eligible; Not Submitted to State Chancellor’s Office)**

*Please specify non-credit category:*

[ ]  Citizenship for Immigrants [ ]  Health and Safety

 [ ]  Parenting [ ]  Courses for Persons with Substantial Disabilities

 [ ]  Home Economics [ ]  Courses for Older Adults

**This is a:** [ ]  New non-credit certificate\* [ ]  Modification to an existing non-credit certificate

**\*New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

[ ]  Yes, minutes attached [ ]  Approval Pending

[ ]  No Capital or Budgetary Impacts

**If this is a modification to an existing non-credit certificate, please specify the changes being made:**

*(Please be specific! Indicate any changes to title, description, learning outcomes, courses, contact hour values, etc.)*

**Rationale:**

*(Please note: This information will be presented to the Board of Trustees.)*

**Required Documentation**

Please submit this form and the documents outlined below to your college’s Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

**All new and modified programs must include the following:**

[ ] Evidence of district-wide discipline communication

[ ] Department minutes showing approval

[ ] Narrative *(See following page)*

[ ] Labor Market Information and Analysis *(For certificates in the Short-Term Vocational category only)*

**Program Narrative**

**Item 1. Program Goals and Objectives**

*Must address a valid transfer preparation, workforce preparation, basic skills, civic education, or lifelong learning purpose. The stated goals and objectives of the program must be consistent with the mission of the community colleges as established by the Legislature in Education Code section 66010.4. Often, colleges will include the program level Student Learning Outcomes (SLOs) in this section that identify the program’s goals and objectives. Select an appropriate program goal of either: CTE, for short-term vocational or local, for all other certificates. Note: If the certificate program goal selected is “Career Technical Education (CTE),” then the statement must include the main competencies students will have achieved that are required for a specific occupation. The statement must, at a minimum, clearly indicate the specific occupation(s) or field(s) the program will prepare students to enter and the basic occupational competencies students will acquire.*

**Item 2. Catalog Description**

*Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.*

**Item 3. Program Requirements**

*Includes course requirements and sequencing that reflect program goals. The courses specified must coincide with the courses associated with the certificate proposal record. Within the program requirements table, specify the total student contact hours of each course. Course titles and contact hours must be exact.*

Required Courses: .hours

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Title | Hours | Sequencing |
| EXM-1 | Example Course 1 | 24 | Semester 1, Fall |
| EXM-2 | Example Course 2 | 24 | Semester 2, Spring |
|  |  |  |  |

Elective Courses: .hours

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Title | Hours | Sequencing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Total Program Hours: .hours

**Item 4. Master Planning**

*Describe how the certificate program fits into the mission, curriculum, and master planning of the college and higher education in California.*