**(Program title and award type)**

**EX: Criminal Justice Certificate of Completion**

**Please adhere to the following format conventions:**

* Use the heading (item) and numbering convention (for example: Item 1. Program Goals and Objectives).
* Ensure the description provided under each item is removed from the narrative prior to submission.
* Note: Only items #1-4 are required for noncredit certificate proposals.

**Item 1. Program Goals and Objectives**

Identify the goals and objectives of the program. 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.

**Item 2. Catalog Description**

The catalog description must be entered exactly as it will appear in the college catalog.

The description must also:

* Provide an overview of the knowledge and skills that students who complete the requirements must demonstrate (student learning outcomes)
* Suggest some caveats that students must be aware of where job market data or other factors are documented in the proposal. These warnings must be as clearly conveyed in the catalog description as possible. The catalog description needs to mention any risks, such as occupations that are inherently competitive or low-salaried and/or occupational areas where inexperienced graduates are not generally hired.
* If applicable, reference accrediting and/or licensing standards including an explanation of any departures from the standards. In some occupations, while there is no legal requirement for a license to practice, there is a widely recognized certification provided by a professional association. For example, the American Massage Therapy Association certifies massage therapists; the California Association of Alcohol and Drug Abuse Counselors certify counselors in that field. In these cases, the Chancellor’s Office expects that the description will specify whether the program will fully prepare completers for the recognized professional certification.

The description must also convey what students may expect as an outcome. The catalog description represents a commitment to the student. Exaggerated statements must not be included. For a program designed with scaffolds among program awards, ensure the catalog description describes but does not overstate this relationship.

**Item 3. Program Requirements**

The program requirements must be consistent with the catalog description (as entered in Item 2 above). The number of units, specific course requirements and design of individual courses, and the sequence of the courses must be coherent, complete, and appropriate, given the program objectives and the resources with which the college has to work. The Chancellor’s Office will rely heavily on the educational judgment of local faculty within the discipline and curriculum committees in regard to the appropriateness of program requirements.

**Display the program requirements in a table format** that includes all courses required for completion of the program (core requirements and required or restricted electives), subtotal of core units, and total program units. For each course, indicate the course department number, course title, and unit value.

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | **CB01:**  **Course number** | **CB02: Course title** | **Hours** |
| Required Core (90 hours) | CJ G060 | Introduction to Justice | 45 |
|  | CJ G070 | Criminal Law | 45 |
| Select at least one of the following | | | |
| One Course  (18-25 hours) | CJ G040 | Juvenile Justice | 25 |
|  | CJ G061 | Evidence | 18 |

Required Core Total: 90 hours

TOTAL HOURS: 108 – 133 hours

**Item 4. Master Planning**

Given the stated goals and objectives, this discussion addresses the role the proposed program will fulfill in the college’s mission and curriculum offerings, the placement of the proposed program in the district master plan, and how the program is appropriate to the objectives and conditions of community college education in California by confirming to statewide master planning (pursuant to Title 5 sections 55130(b)(6) and 55130(b)(7)).

If the program goal is designed to meet local community needs, then a description of the community or other need leading to the program development is required.