Courses leading to a Noncredit Certificate of Completion must be in the area of Career Development or College Preparation and must be part of the following: (1) a short-term vocational program with a high employment potential; (2) a sequence of courses in (A) elementary or secondary basic skills including sequences of courses leading to a high school diploma; (B) workforce preparation in the basic skills of speaking, listening, reading, writing, mathematics, decision making, and problem-solving skills that are necessary to participate in job-specific technical training; or (C) English as a Second Language (ESL) or Vocational English as a Second Language (VESL).

Non-credit Certificate Area:
Non-credit Certificate Title:
Number of Classes Required for Non-credit Certificate:
Please list courses for this certificate below:

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<tr>
<th>Course Prefix and Number</th>
<th>Title of Course</th>
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(TO BE FILLED OUT BY DIVISION DEAN)

HOW MUCH WILL IT COST TO ADOPT THIS CERTIFICATE?

1. Will its adoption require that Rio Hondo employ additional staff?
   Yes _______   No_______

2. Will its adoption require additional equipment, materials or modification of facilities?
   Yes_______   No_______

3. Is this certificate being developed by an existing academic department?
   Yes_______   No_______

   If Yes, answer the following.

4. How many sections will be offered? ____________

5. Will they be offered in lieu of existing sections of another course?
   Yes_______   No_______

6. Will this Noncredit Certificate of Completion increase the hours of instruction in the department?
   Yes_______   No_______

Signatures:

___________________________ ________________  Approve       _____
(Division Dean)    (Date)    Disapprove  _____

Is a majority of the division members in favor of this proposal? Yes_____ No______

_____________________       ______             ____
(Instructor)         (Date)         (Instructor)       (Date)

_____________________       ______             ____
(Instructor)         (Date)         (Instructor)       (Date)

_____________________                 _____________ ________       ______
(Originator)  Print Name      (Originator)  Signature   (Date)

Signature of Curriculum Committee Member: ________________________________
1. List Learning Outcomes:

2. Catalog Description of Non-credit Certificate:

**NON-CREDIT CERTIFICATE JUSTIFICATION QUESTIONS**

The following questions help the Curriculum Committee determine the desirability of adding a new non-credit certificate to the Rio Hondo curriculum. Answer all questions and be prepared to provide verbal clarification and/or additional information on a given question or related questions, if required.

1. What evidence of need exists for the proposed certificate?

2. What employment opportunities are there for students with these skills?

3. For certificates in the Career Development area, what evidence identifies this certificate as having high employment potential? (Circle one)
   a) The area of instruction is on the list of Occupational Titles with High Employment Potential as defined by EDD (Employment Development Department). Check the list at the website below.
   (http://www.cccco.edu/divisions/esed/aa_ir/NONCREDIT/noncredit_attachments/Occupational%20Titles%20for%20Noncredit%20Courses.xls)
   
   b) Current labor market or job availability data/research demonstrate a high employment potential. A local Labor Market Information Division (LMID) EDD consultant may be able to assist in developing surveys if necessary, the Single Point of Contact (SPOC) list of consultants may be found at the website below.
   (http://www.calmis.ca.gov/file/resource/LMIConsultants.pdf)

4. For certificates in the College Preparation area, discuss how the sequence of courses will prepare a student to successfully complete college courses for a recognized career field, to complete an associate degree, or to transfer to a baccalaureate institution.