

**Credit Certificates**

**Program Outline Template**

(Program Requirements)

GENERAL INFORMATION

|  |  |
| --- | --- |
| **Program Title** | Certificate of Achievement, X; Certificate of Career Preparation, X |
| **Program Award** | Certificate of Achievement  Certificate of Career Preparation |
| **TOP Code** |  |
| **Discipline Name** |  |
| **SOC Code** (CTE only) |  |
| **Discipline Name** |  |
| **DE Approval** |  |
| **Unit Minimum** |  |
| **Unit Maximum** |  |
| **Program Goal(s)** | CTE; Transfer; Local |
| **Program Prerequisites** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| These are the names of the processors of this document. They acknowledge and understand that all information here is complete and correct and each individual has reviewed and supports this program’s outline and narrative. | | | |
| **Faculty Author:** |  | Date: |  |
| **Area Dean:** |  | Date: |  |

TRACKING AND APPROVALS

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Control Number** |  | **Date Generated** |  |
| **Program Status** | Draft | Pending | Approved |

|  |  |
| --- | --- |
| Process Approvals | |
| Curriculum Committee Approval Date |  |
| IE/DRC Approval Date (CTE only) |  |
| Board of Trustees Approval Date |  |
| Chancellor’s Office Approval Date |  |
| Proposed Start Date | Semester/Year |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program Review | | Responsible Discipline’s Name | | Month/Year |
| Immediate Cycle |  | |  | |
| Next Cycle |  | |  | |

**Program Requirements (Credit Certificates)**

Add rows as necessary

Sequence identifies semester (FA or SP or SU) and year (1 or 2)

Identify number of required and elective courses | Identify subtotal units for required and elective courses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirement** | **Subject/No.** | **Title** | **Units** | **Sequence** |
| **Required** |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Number | Subtotal |  |  |
| **Select** |  | Identify total # of courses/units here |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Number | Subtotal |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate Units** | | **Proposed Sequence** | |
| **Required Subtotal** | X-X units | **Year 1, Fall** | X units |
| **Elective Subtotal** | X-X units | **Year 1, Spring** | X units |
| **Total Units** | **X-X units** | **Year 1, Summer** | X units |
|  |  | **Year 2, Fall** | X units |
|  |  | **Total Units** | X units |