

WebCMS – Sample list of noncredit certificate & course proposals, sample noncredit certificate proposal, sample noncredit course proposal.

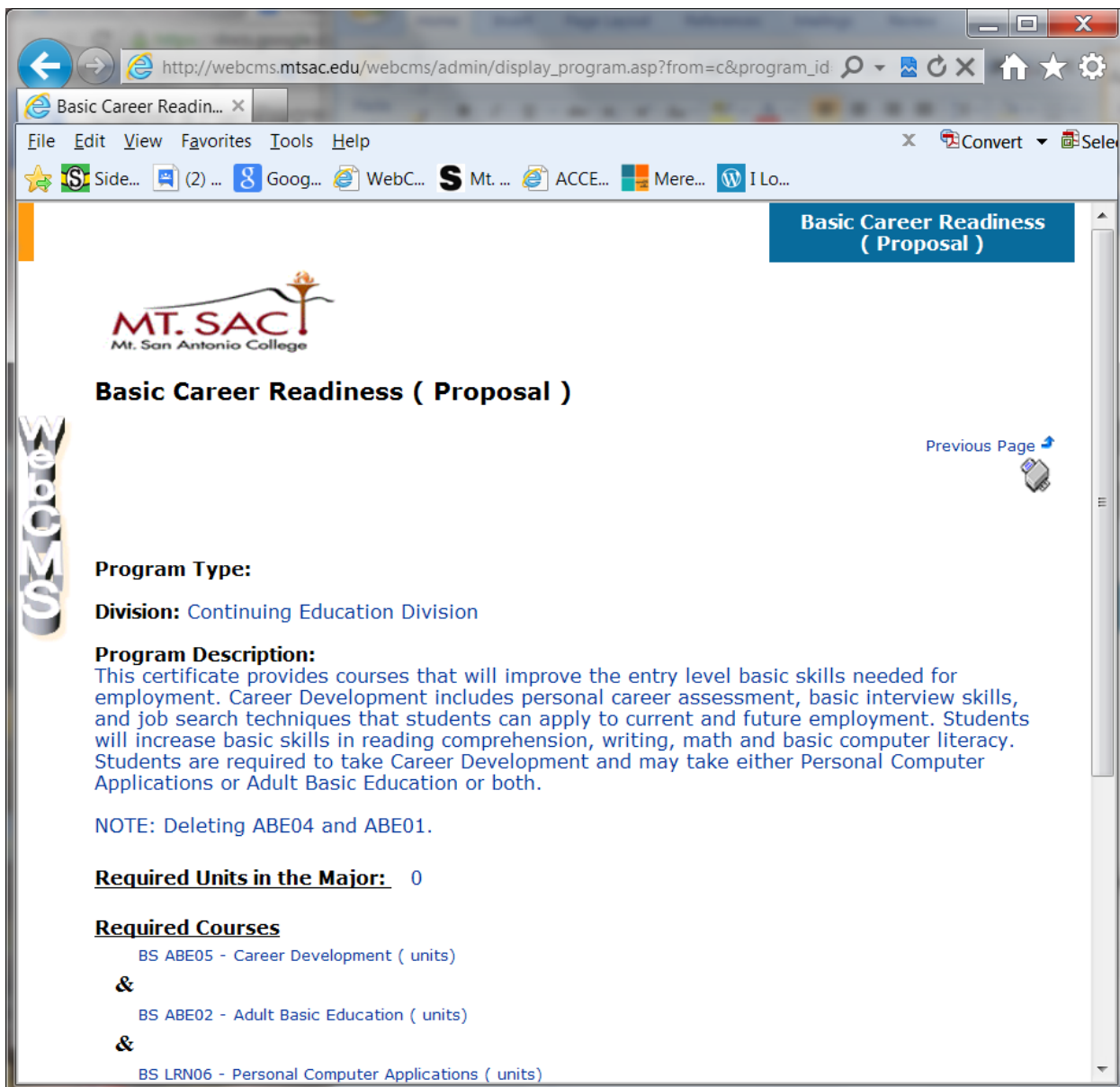
WebCMS All Proposals

User: **Kathi Coleman Donna Burns (cofficenc)** Stage: **Curriculum Office**

To **view** or **print** a proposal, click on the proposal name (hyper-linked).

Proposal	Type	Suppl	Action	Last Revised	Stage#
Adult High School Diploma 🗄️	PROGRAM		ADD	5/29/2014 9:26:40 AM	6
Basic Career Readiness 🗄️	PROGRAM		ADD	5/29/2014 10:52:09 AM	6
Basic Computer Skills 🗄️	PROGRAM		ADD	5/29/2014 9:28:18 AM	6
Basic Skills 🗄️	PROGRAM		ADD	5/29/2014 10:29:03 AM	6
BS ABE02 🗄️	COURSE	Y	ADD	5/27/2014 11:01:45 AM	7
BS ABE05 🗄️	COURSE	Y	ADD	5/22/2014 10:01:07 AM	7
BS ABE06 🗄️	COURSE	Y	ADD	8/25/2014 9:38:25 AM	5
BS ASVAB 🗄️	COURSE	Y	ADD	1/7/2014 2:44:16 PM	7
BS CNSL5 🗄️	COURSE	Y	ADD	8/25/2014 10:32:09 AM	5
BS GEDMA 🗄️	COURSE	Y	ADD	5/28/2014 9:57:04 AM	7
BS GFDS 🗄️	COURSE	Y	ADD	5/28/2014 9:59:57 AM	7

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Basic Career Readiness
(Proposal)

MT. SAC
Mt. San Antonio College

Basic Career Readiness (Proposal)

Previous Page

Program Type:

Division: Continuing Education Division

Program Description:
This certificate provides courses that will improve the entry level basic skills needed for employment. Career Development includes personal career assessment, basic interview skills, and job search techniques that students can apply to current and future employment. Students will increase basic skills in reading comprehension, writing, math and basic computer literacy. Students are required to take Career Development and may take either Personal Computer Applications or Adult Basic Education or both.

NOTE: Deleting ABE04 and ABE01.

Required Units in the Major: 0

Required Courses

BS ABE05 - Career Development (units)

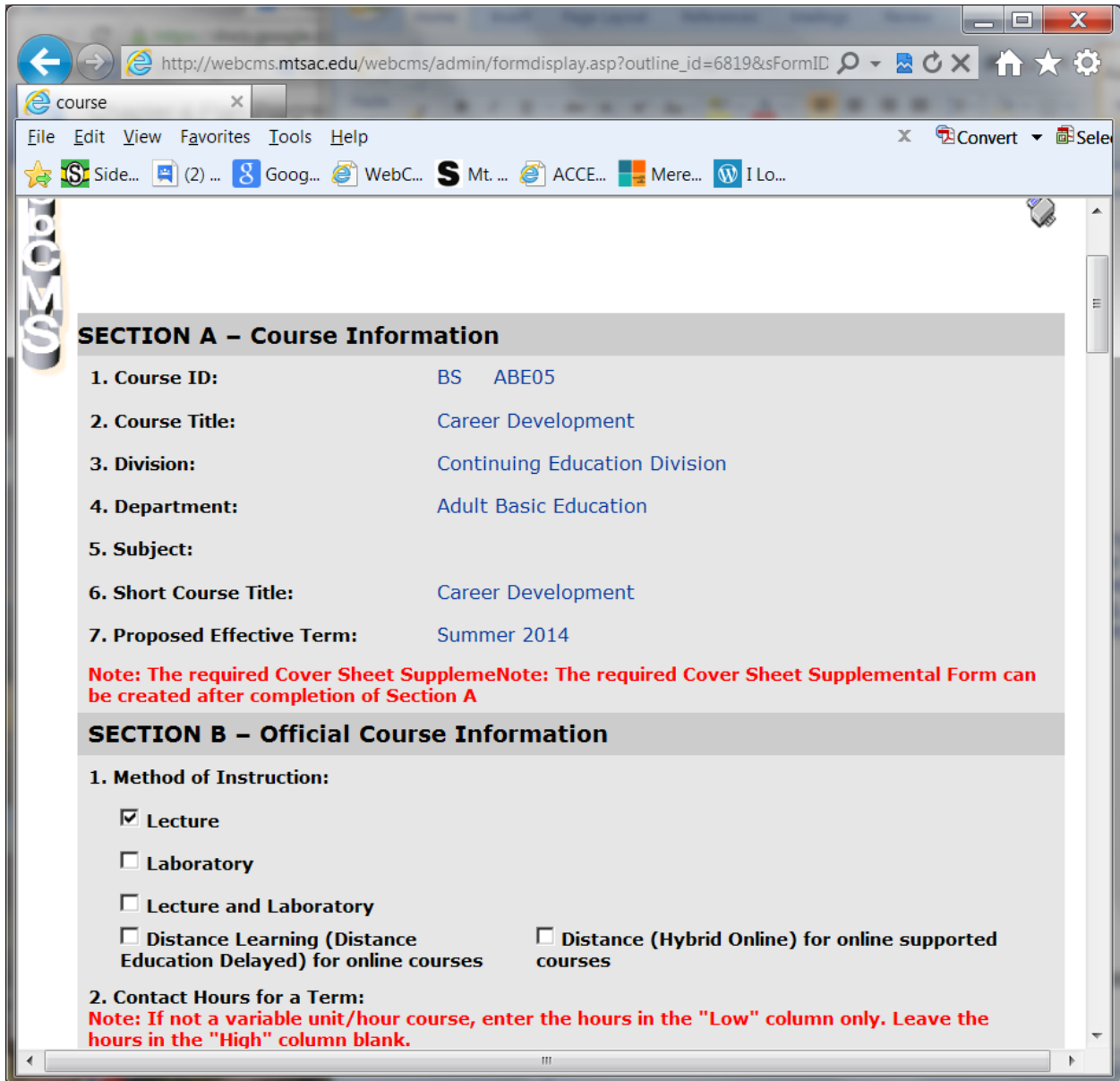
&

BS ABE02 - Adult Basic Education (units)

&

BS LRN06 - Personal Computer Applications (units)

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http://webcms.mtsac.edu/webcms/admin/formdisplay.asp?outline_id=6819&sFormID

course

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SECTION A – Course Information

1. Course ID: BS ABE05

2. Course Title: Career Development

3. Division: Continuing Education Division

4. Department: Adult Basic Education

5. Subject:

6. Short Course Title: Career Development

7. Proposed Effective Term: Summer 2014

Note: The required Cover Sheet Supplemental Form can be created after completion of Section A

SECTION B – Official Course Information

1. Method of Instruction:

☒ Lecture

☐ Laboratory

☐ Lecture and Laboratory

☐ Distance Learning (Distance Education Delayed) for online courses

☐ Distance (Hybrid Online) for online supported courses

2. Contact Hours for a Term:

Note: If not a variable unit/hour course, enter the hours in the "Low" column only. Leave the hours in the "High" column blank.

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course

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2. Contact Hours for a Term:
Note: If not a variable unit/hour course, enter the hours in the "Low" column only. Leave the hours in the "High" column blank.

	Low	High
Lecture:	90.00	To
Lab:		To
Total Hours:	90.00	To

3. Taxonomy of Programs (TOPS) Information:

a. TOPS Code and Course Program Title:
493060 - Adult Basic Education - Grades 1-8

b. Course Control Number:
(To be entered by the Instruction Office Only.)

4. SAM Priority Code: [Select One]

☐ A. **Apprenticeship**
Courses offered to apprentices only.

☐ B. **Advanced Occupational**
Courses taken in the advanced stages of an occupational program. Each "B" level course must have a "C" level prerequisite in the same program area.

☐ C. **Clearly Occupational**
Courses taken in the middle stages of an occupational program. Should provide the student with entry-level job skills.

☐ D. **Possibly Occupational**
Courses taken in the beginning stages of an occupational program.

☒ E. **Non-Occupational**

5. Please place this course into the appropriate discipline by selecting from the drop down list. The discipline placement indicates what preparation is needed to teach the course. Discipline faculty may place their courses into more than one discipline as appropriate:

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6. General Course Information

a. Course Credit Status:

b. Noncredit Eligibility Code: C - Basic Skills

c. State Classification Code: K Other - NCR Enh Funding

d. Basic Skills Status/Level: Basic Skills

e. Grading Method: N Noncredit

f. Number of repeats allowed: 1 - Activity/Other Repeatable 3 times repeatable

Note: If course is repeatable, complete the Repeatability Supplemental Form.

g. Overlap/Duplicate Course:

7. Course Preparation

Note: If this course has a new requisite, complete the Content Review Supplemental Form.

a. ☐ Prerequisite

b. ☐ Co requisite

c. ☐ Advisories

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The screenshot shows a web browser window with the address bar displaying `http://webcms.mtsac.edu/webcms/admin/formdisplay.asp?outline_id=6819&sFormID`. The browser has a single tab titled "course". The menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows various icons, including a star, a search icon, and a "Convert" button. The main content area is a form with the following sections:

- d. ☒ None**
- 8. Course Program Status:** 1 - Program Applicable
- 9. Noncredit Enhanced Funding:** Yes
- SECTION C - Course Content**
- 1. Course Descriptions**
 - a. Catalog Description:**

(Write a clear, concise course description, summarizing the course content. Include major goals of the course, scope, requirements for successfully completing the course, and any unusual aspects of the course.)

Career assessment, research and preparation. Investigates career fields to determine interest and provides information on required skills and areas for professional growth.
 - b. Class Schedule Description:**

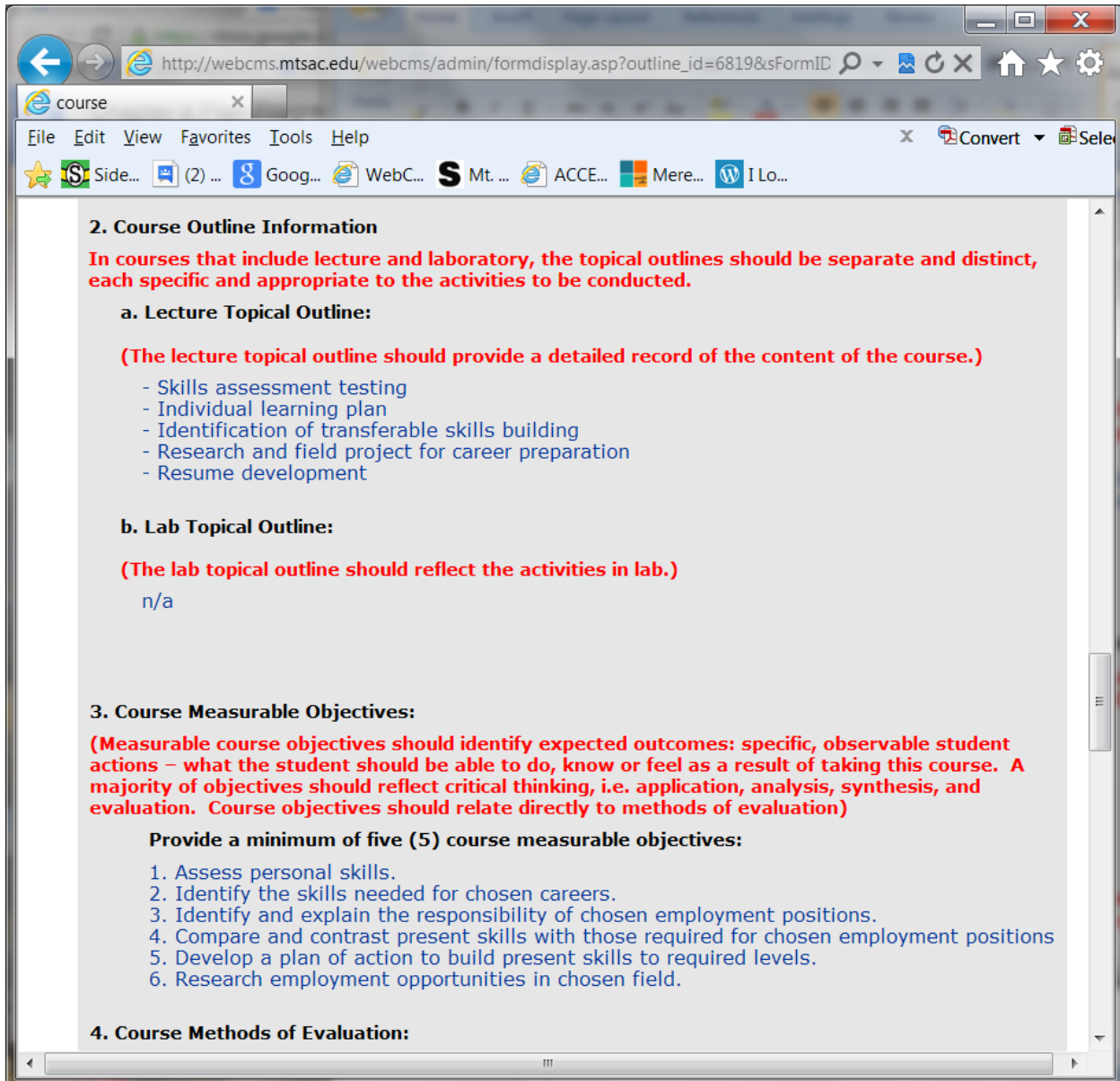
☒ Yes ☐ No **Is a course description to be printed in the Class Schedule?**

(If yes, write one or two sentences condensing the catalog description for the prospective student. Does not require as much detail as the catalog description. Limited to 130 characters, including spaces.)

Career assessment, research and preparation.
- 2. Course Outline Information**

In courses that include lecture and laboratory, the topical outlines should be separate and distinct, each specific and appropriate to the activities to be conducted.

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2. Course Outline Information

In courses that include lecture and laboratory, the topical outlines should be separate and distinct, each specific and appropriate to the activities to be conducted.

a. Lecture Topical Outline:

(The lecture topical outline should provide a detailed record of the content of the course.)

- Skills assessment testing
- Individual learning plan
- Identification of transferable skills building
- Research and field project for career preparation
- Resume development

b. Lab Topical Outline:

(The lab topical outline should reflect the activities in lab.)

n/a

3. Course Measurable Objectives:

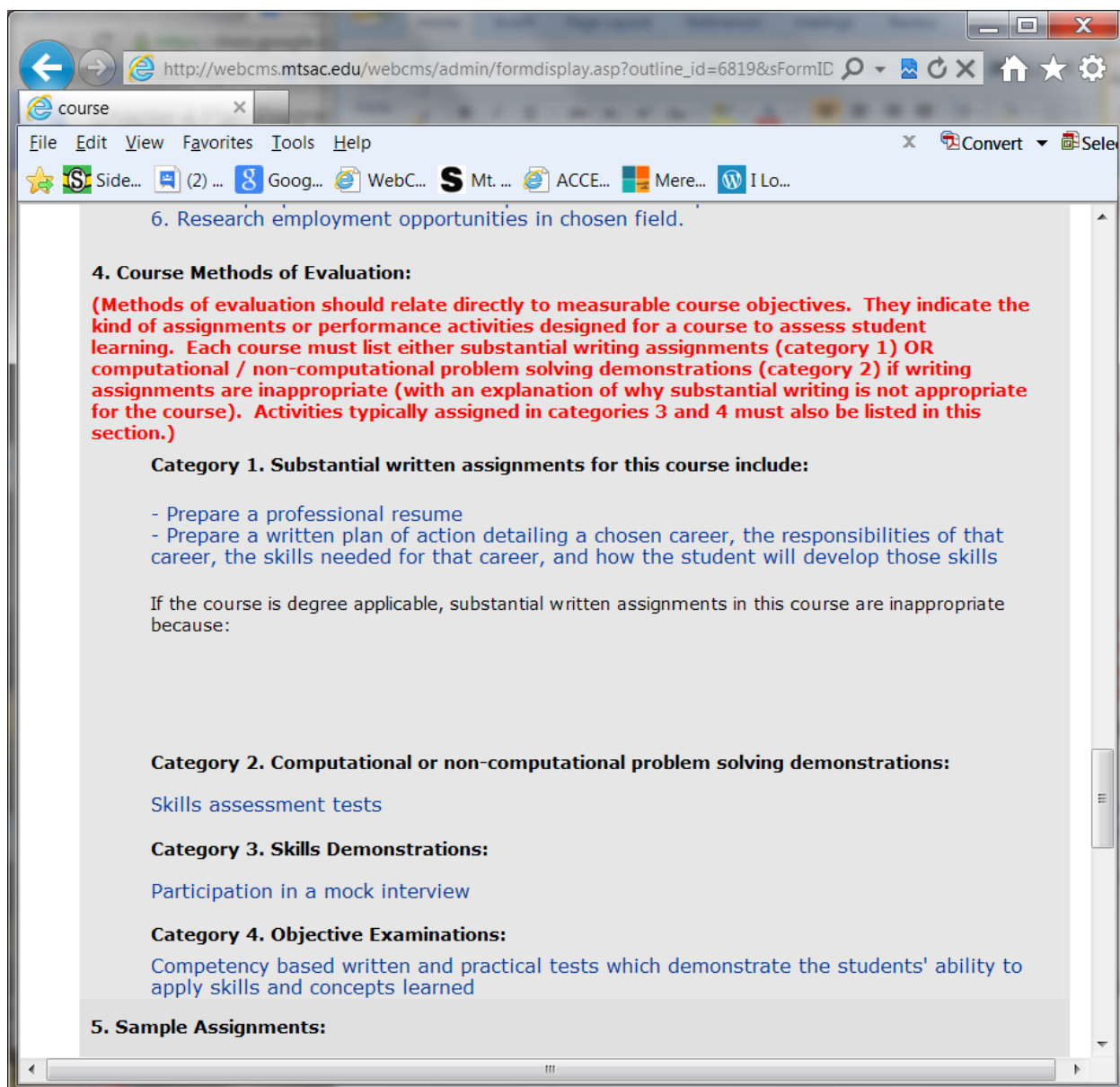
(Measurable course objectives should identify expected outcomes: specific, observable student actions – what the student should be able to do, know or feel as a result of taking this course. A majority of objectives should reflect critical thinking, i.e. application, analysis, synthesis, and evaluation. Course objectives should relate directly to methods of evaluation)

Provide a minimum of five (5) course measurable objectives:

1. Assess personal skills.
2. Identify the skills needed for chosen careers.
3. Identify and explain the responsibility of chosen employment positions.
4. Compare and contrast present skills with those required for chosen employment positions
5. Develop a plan of action to build present skills to required levels.
6. Research employment opportunities in chosen field.

4. Course Methods of Evaluation:

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course

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apply skills and concepts learned

5. Sample Assignments:

(Assignments should be directly related to the objectives of the course. They should be specific enough to provide real guidance to faculty and clear expectations for students. Descriptions of the type or examples of assignments are required. For example, rather than "term paper" state "term paper comparing and contrasting the social aspects of hunting tactics of two mammal species." This section must establish that the work is demanding enough in rigor and independence to fulfill the credit level specified. The nature of the assignments must clearly demand critical thinking. Assignments should be adequate to assure that students who successfully complete them can meet the objectives of the course. Appropriate out-of-class work is required for credit courses.)

Provide a minimum of three (3) sample assignments:

1. Create a professional resume that includes all the important elements of a resume: job objectives, summary of qualifications, education, experience, skills, exemplary personal qualities, honors and awards and references.
2. After you have participated in the mock interview, evaluate yourself on a scale of 1-5 on appropriate interview attire, body language, tone of voice, communication skills, rapport, knowledge of the job and company, attitude, and follow-up questions.
3. Using the job field you have chosen, research on the Internet and write down five employment opportunities in that field, include the minimum skills requirements and the responsibilities of the job.

6. Representative Text:

(List EXAMPLES of textbooks and other data sources and materials, which may be used in this course. Provide author, title, publisher, date of publication, and edition.)

If the course is requested to be or is CSU transferable, provide at least one (1) representative text. Representative text is optional for a non-transferable course.

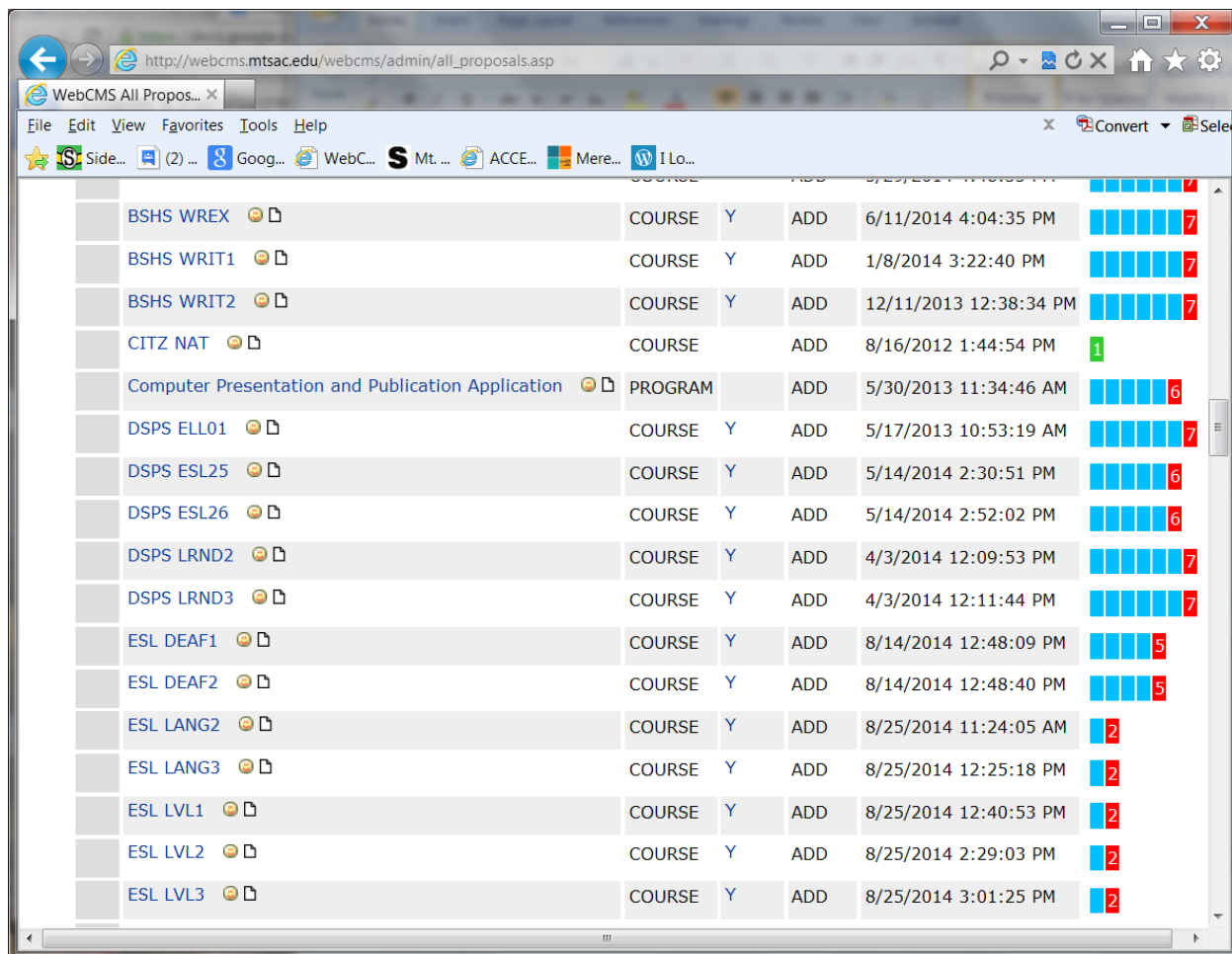
a. Book 1:

Author:

Title:

Publisher:

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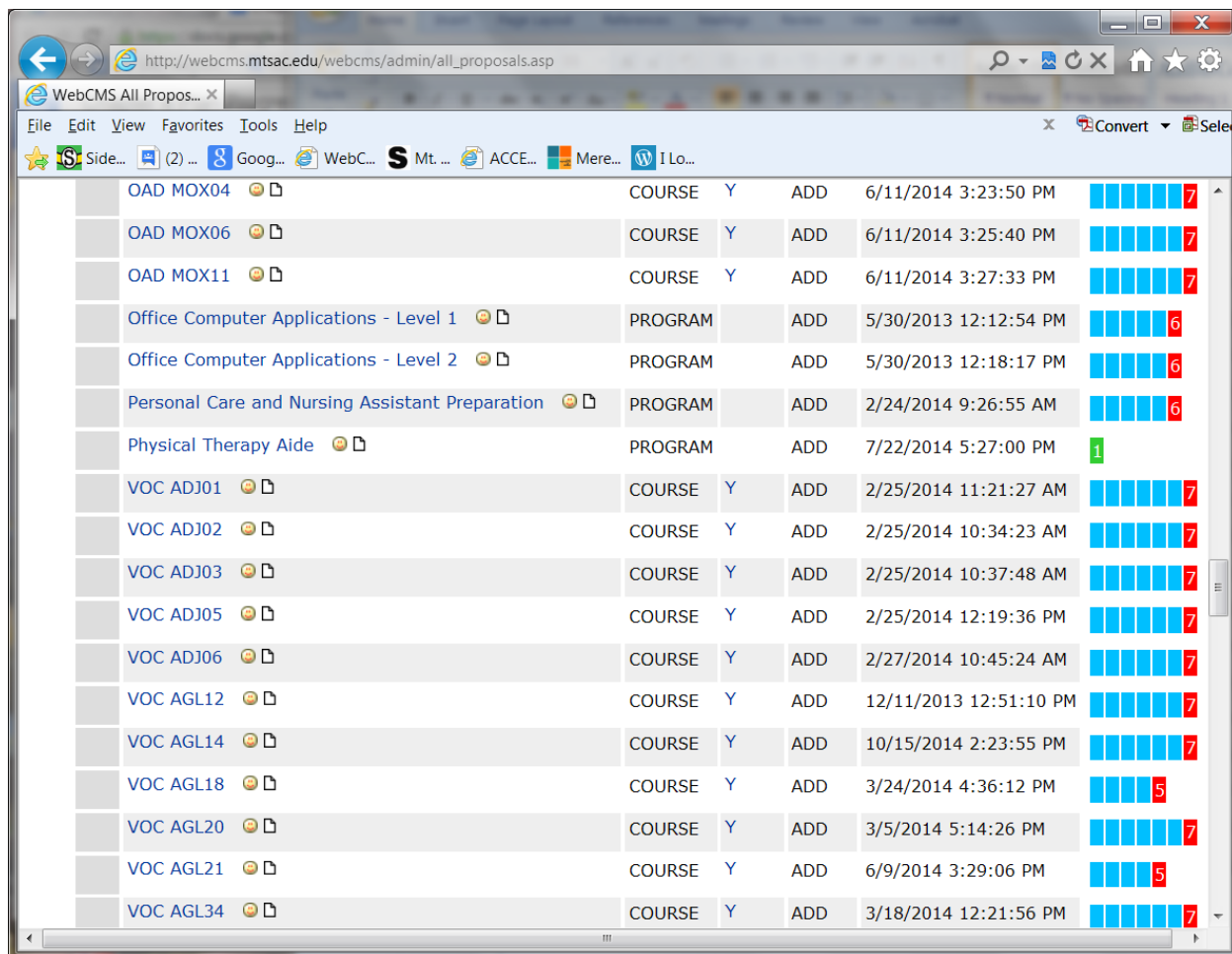
The screenshot shows a web browser window with the address bar displaying http://webcms.mtsac.edu/webcms/admin/all_proposals.asp. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a search icon, a home icon, a star icon, and a settings icon. The browser's toolbar includes a star icon, a search icon, a (2) icon, a Google icon, a WebC... icon, a Mt... icon, an ACCE... icon, a Mere... icon, and a W I Lo... icon. The main content area displays a table of proposals.

Proposal Name	Type	Status	Action	Date/Time	Count
BSHS WREX	COURSE	Y	ADD	6/11/2014 4:04:35 PM	7
BSHS WRIT1	COURSE	Y	ADD	1/8/2014 3:22:40 PM	7
BSHS WRIT2	COURSE	Y	ADD	12/11/2013 12:38:34 PM	7
CITZ NAT	COURSE		ADD	8/16/2012 1:44:54 PM	1
Computer Presentation and Publication Application	PROGRAM		ADD	5/30/2013 11:34:46 AM	6
DSPS ELL01	COURSE	Y	ADD	5/17/2013 10:53:19 AM	7
DSPS ESL25	COURSE	Y	ADD	5/14/2014 2:30:51 PM	6
DSPS ESL26	COURSE	Y	ADD	5/14/2014 2:52:02 PM	6
DSPS LRND2	COURSE	Y	ADD	4/3/2014 12:09:53 PM	7
DSPS LRND3	COURSE	Y	ADD	4/3/2014 12:11:44 PM	7
ESL DEAF1	COURSE	Y	ADD	8/14/2014 12:48:09 PM	5
ESL DEAF2	COURSE	Y	ADD	8/14/2014 12:48:40 PM	5
ESL LANG2	COURSE	Y	ADD	8/25/2014 11:24:05 AM	2
ESL LANG3	COURSE	Y	ADD	8/25/2014 12:25:18 PM	2
ESL LVL1	COURSE	Y	ADD	8/25/2014 12:40:53 PM	2
ESL LVL2	COURSE	Y	ADD	8/25/2014 2:29:03 PM	2
ESL LVL3	COURSE	Y	ADD	8/25/2014 3:01:25 PM	2

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http://webcms.mtsac.edu/webcms/admin/all_proposals.asp

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Proposal Name	Type	Status	Action	Date	Progress Bar	Count
OAD MOX04	COURSE	Y	ADD	6/11/2014 3:23:50 PM	<div><div></div></div>	7
OAD MOX06	COURSE	Y	ADD	6/11/2014 3:25:40 PM	<div><div></div></div>	7
OAD MOX11	COURSE	Y	ADD	6/11/2014 3:27:33 PM	<div><div></div></div>	7
Office Computer Applications - Level 1	PROGRAM		ADD	5/30/2013 12:12:54 PM	<div><div></div></div>	6
Office Computer Applications - Level 2	PROGRAM		ADD	5/30/2013 12:18:17 PM	<div><div></div></div>	6
Personal Care and Nursing Assistant Preparation	PROGRAM		ADD	2/24/2014 9:26:55 AM	<div><div></div></div>	6
Physical Therapy Aide	PROGRAM		ADD	7/22/2014 5:27:00 PM	<div><div></div></div>	1
VOC ADJ01	COURSE	Y	ADD	2/25/2014 11:21:27 AM	<div><div></div></div>	7
VOC ADJ02	COURSE	Y	ADD	2/25/2014 10:34:23 AM	<div><div></div></div>	7
VOC ADJ03	COURSE	Y	ADD	2/25/2014 10:37:48 AM	<div><div></div></div>	7
VOC ADJ05	COURSE	Y	ADD	2/25/2014 12:19:36 PM	<div><div></div></div>	7
VOC ADJ06	COURSE	Y	ADD	2/27/2014 10:45:24 AM	<div><div></div></div>	7
VOC AGL12	COURSE	Y	ADD	12/11/2013 12:51:10 PM	<div><div></div></div>	7
VOC AGL14	COURSE	Y	ADD	10/15/2014 2:23:55 PM	<div><div></div></div>	7
VOC AGL18	COURSE	Y	ADD	3/24/2014 4:36:12 PM	<div><div></div></div>	5
VOC AGL20	COURSE	Y	ADD	3/5/2014 5:14:26 PM	<div><div></div></div>	7
VOC AGL21	COURSE	Y	ADD	6/9/2014 3:29:06 PM	<div><div></div></div>	5
VOC AGL34	COURSE	Y	ADD	3/18/2014 12:21:56 PM	<div><div></div></div>	7