

Program Outline

American River College

Los Rios Community College District

Section 1: Curriculum Cycle Information

Program:	A Curriculum Guide for Programs with Explanations and Samples
Program Type:	Certificate
Proposal Type:	New Program
Faculty Initiator:	Aaron Bradford
Outline Status:	Draft
Status Date:	Oct 14, 2023
Official:	No

Section 2: Submission Information

Proposal: *To create a new program of study.*

Explanation: Please provide a brief explanation of the revision, deletion, or creation of your program. This will vary greatly by need. Providing context to reviewers allows us to provide the best possible feedback we can.

Note for New Programs

Before your new program goes to Tech Review, be sure to submit a proposal to the District Program Placement Council (PPC). PPC review runs in tandem with the local Curriculum Committee Review. You can find the proposal form and more about the PPC at <https://employees.losrios.edu/our-organization/committees/program-placement-council>.

When your new program is ready to be submitted to the State Chancellor's office, a narrative and need proposal will need to be developed. Please contact Tanya Skryagin to discuss what might be needed for your specific program.

Examples

We have updated enrollment eligibility to make sure students are entering the program with the prerequisite knowledge and skills necessary to be successful and persist in the program; updated learning outcomes to be more consistent with Bloom's taxonomy; and updated the course list to ensure an equity lens is embedded within the program.

There is a regional shortage of information security professionals. This certificate program will meet the regional need for more advanced cybersecurity programs for managers to prepare for CISSP certification. The demand has been expressed by industry and students from DI communities.

Based on DI data, this program no longer meets the needs of our students.

Section 3: Program Information and Overview

Title: A Curriculum Guide for Programs with Explanations and Samples

Catalog Department: Temporary

Description: In this section, describe the program in a few sentences. Assume the reader is a student unfamiliar with your discipline or with a cursory sense of your discipline. Do not assume a familiarity with the specialized vocabulary of your discipline. Descriptions of licenses, certifications, and permits related to completing the program help students understand the whole program. Try to avoid marketing language here, and place relevant career information in the optional Career Opportunities section of the program outline.

Samples

For Carpenters Apprenticeship

The apprenticeship in carpentry degree is a four-year construction trade program. Carpenters typically build commercial, light commercial, and residential structures from foundation to roof, including concrete and wooden foundations, framing, exterior finishes, flooring, roofing, doors, windows, and skylighting.

For Science - General (A.S. Degree)

The general science degree provides a broad overview of the biological and physical sciences. The focus of the program is foundational science courses, including significant laboratory experiences, in preparation for further science study at a four-year college or university. The State of California may issue an Associate Teacher Permit to candidates who have completed this certificate plus appropriate, documented work experience.

Career Opportunities: Use this section to help guide students who might be interested in completing the program on the careers possible in the field. This section will likely be revised as part of the six-year review cycle.

Sample

This degree is a good gateway towards a career in advertising; business; civil service; journalism; editing; information analysis; insurance; interpreting; law; lexicography; legislation; library services; management; methods analysis; program development; public relations; publishing; researching; teaching; technical writing; or any occupation requiring clear writing skills.

Section 4: Learning Outcomes

Upon completion of this program, the student will be able to:

- Please include five (5) to seven (7) learning outcomes for degrees and certificates 16 units and over. For low-unit certificates (< 16 units), three (3) to five (5) learning outcomes are enough.
- Each program learning outcome (where the word program is taken to mean degree or certificate) should be the completion of the following prompt: *At the completion of the program, the student will be able to*
- Each learning outcome should be measurable or observable. To accomplish this, start each learning outcome with a verb from the annotated list of Bloom's Taxonomy Verbs.
- Since the development of program learning outcomes is a collective responsibility, please make sure all faculty who regularly teach courses in the degree or certificate have an opportunity to contribute and review the program's learning outcomes.
- There should be a direct mapping of course-level learning outcomes to program-level learning outcomes.
- A connection between course-level student learning outcomes and program-level learning outcomes should be clear, where student learning outcomes in required courses should support the broader student learning outcomes for the degree or certificate.

Section 5: Course List

Required Program

A minimum of 16 units from the following:

16

Why 16?

When creating a certificate, we encourage programs to consider creating 16+ unit Certificates of Achievement when possible. Certificates below 16 units are not eligible for financial aid and will not be readily available for students to select when they first enroll.

TEMP	301	Curriculum Review, a Guide with Explanations and Samples	0¹
TEMP	301	Curriculum Review, a Guide with Explanations and Samples (0)	5000 - 0²
or TEMP	301	Curriculum Review, a Guide with Explanations and Samples (0)	
TEMP	301	Curriculum Review, a Guide with Explanations and Samples (0)	0³

<i>or</i> [TEMP	301	Curriculum Review, a Guide with Explanations and Samples (0)
<i>and</i> TEMP	301	Curriculum Review, a Guide with Explanations and Samples (0)]

A minimum of 0 units from the following:

0

Ordering Note

When creating a list of restricted electives, please place it at the bottom of the entire course list. This helps make the entire Course List more readable in the catalog for students.

TEMP	301	Curriculum Review, a Guide with Explanations and Samples (0)
TEMP	301	Curriculum Review, a Guide with Explanations and Samples (0)
<i>or</i> TEMP	301	Curriculum Review, a Guide with Explanations and Samples (0)

Total Units:

**5016 -
16**

¹For Course Lists, order courses alphabetically by subject designator (prefix), and numerically within a subject. This should be done with the main course list and with each restricted elective list (a list of courses that begins with A minimum of x units from the following.)

²When creating an “or” or an “and” course entry, the course list should be in alphabetical order first, and then numerical (e.g., “BUS 110 or ECON 302 or PHIL 300”, or “CHEM 304 and CHEM 305”).

³When creating a complex cluster (a course entry that connects at least three courses together with a combination of and's and or's), make the structure as simple as possible where the statement begins with the least number of brackets possible. You should keep the list as short as possible, preferably with no more than five courses.

Section 6: Additional Program Information

Taxonomy of Programs (TOP) Code: 0899.00* (*Other Education*)

Classification of Instructional Programs (CIP) Code: 13.0404 (*Educational, Instructional, and Curriculum Supervision.*)

Standard Occupational Classification (SOC) Code: 25-3099 (*Teachers and Instructors, All Other*)

Program Goal: Local

Board Approval Date:

State Program ID Number: *Not yet entered.*

Section 7: Digital Signatures

Faculty Initiator: Aaron Bradford

Department/Subject: TEMP

Department Vote:

Yes:

No:

Abstain:

Total:

**Department Chair/
Designated Contact:**

Librarian:

Division Dean: