

Skills Certificate Approval Form

Los Medanos College 2700 East Leland Road Pittsburg CA 94565 (925) 439-2181

A Skills Certificate Program (less than 18 units) may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate Program, or may constitute a skill set that enables a student to upgrade or advance in an existing career. A Skills Certificate Program may meet a continued education need for those in an evolving profession or may fulfill a demonstrated need that is verified by the local Curriculum Committee.

PROGRAM NAME:

T.O.P.s CODE:

CERTIFICATE TITLE:

New Certificate

Revision to Existing Certificate

COURSE(S) REQUIRED:

COURSE NAME	COURSE #	UNITS
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Total Units:

CATEGORIES:

- Ladder of Skills
- Job Entry Skills
- Part of a Career Certificate Program
- Skills Upgrade
- Job Advancement
- Continuing Education
- Specialization
- Other: _____

1. *What is the rationale for implementing this certificate?*
2. *Occupational programs should include information about industry support/need and minutes from advisory board including job for which this certificate would prepare the graduate.*

Program Faculty

Date

Department Chairperson

Date

Dean/Sr. Dean

Date

Curriculum Committee Chairperson

Date

President/Designee

Date

APPROVED

NOT APPROVED

Reason: _____

*Distribution: Original: Office of Instruction
Copies to: Admissions Office, Department Chair, Counseling*

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