

# 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: \_\_\_\_\_